

Robertsdale Elementary School

"Where Every Bear Roars"



2016-2017

Parent/Student Handbook

**Baldwin County Board of Education
2600-A North Hand Avenue
Bay Minette, AL 36507
(251) 937-0306
(251) 943-1618**

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**ROBERTSDALE ELEMENTARY SCHOOL
1 Cub Drive
Robertsdale, AL 36567
(251) 947-4003**

**PRINCIPAL
Faye Sheppard**

**ASSISTANT PRINCIPAL
Tiffaney Plato**



Dear Parents and Families of Robertsdale Elementary School,
Whether or not you are new to Robertsdale Elementary or a veteran Bear, we welcome you to a great year of learning together. It is a new beginning and a chance to enjoy the challenges of learning and growing together. In this document you will find information regarding school procedures and behavioral expectations.

At Robertsdale Elementary School, we value and maintain high academic and behavioral expectations for our students. The learning that takes place for our students each day represents building blocks that ensure future successes. We take this seriously and want you to know that we are committed to the success of every one of our students. The combination of a talented staff, motivated students and caring involved parents helps make Robertsdale Elementary an exceptional school.

Understanding that educating our children is a team effort, we believe your participation is essential in order for each child to reach his/her full potential. Your involvement also includes setting time aside for homework, open communication between student and teacher and supporting high behavior and academic standards set by our teachers and staff.

Our priority is to maintain a safe and positive school environment for all of our students. For those who are new, you will notice that our outside doors will be locked during the school hours. When you visit the school, you will need to utilize the intercom and identify yourself to be allowed in. Please check in at the front office to receive your visitors badge. We ask that you carefully read the handbook and clearly communicate the expectations with your child.

I encourage each of you to be an active member of our PTO. Through the years, this organization has accomplished many wonderful things to enhance the quality of our students' education. Becoming a member of PTO is a great way to get to know your children's friends and their parents.

If you have any questions or concerns during the school year, please feel free to call or request a conference. We take pride in fostering an open door policy with our parents. It will help your child experience success here at school if we are all headed in the same direction.

Sincerely,

Faye Sheppard
Principal, Robertsdale Elementary

Robertsdale Elementary Staff

PK

Leighann Swindle
Leslie Nettles

PK Inclusion

Kim Dean
Devon Naylor

Project Reach PK

Laura Hons

Special Ed PK

Tyler McCrary

Kindergarten

Jennifer Cross
Rose Davis
Laura Charlton
Peggy Ellison
Amanda Jeffery
Sarah McKeough
Madalan Hoguet

First Grade

Kim Givens
Wendi Byrd
Lindsay Scogin
Shawn Kavanaugh
Barbara Middleton
Courtney Mosley
Janie Sawyer

Second Grade

Laura Thomas
Sarah Bodle
Erica Evans
Lanette Randall
Lisa Hodges
Tracie Knight
Katie Fields

Third Grade

Cathryn Syper
Donna Blackwell
Samantha Kendrick
Bonnie McKenzie
Jamie Smith
Amanda Steele

Fourth Grade

Laura Ellis
Nick Hemmert
Amy Ile
Natalie Osborne
Cheryl Parnell
Jacqueline Wilson

Fifth Grade

Dubravka Cengalovic
Kim Carnley
Lauren Davis
Sandy Lowery
Lauren Pickett
Rebecca Sullivan

Sixth Grade

Tammy Buck
Craig Broughton
Rebecca Canfield
Rhonda Mosley
Melissa White

Enrichment

Tamara Chamberlain	ELL Teacher
Gabby James	Art
Susie Vivar	Music
Melissa Ard	Gifted
Sandra Sawyer	Librarian
Serena Forrest	Counselor
Sara Parker	Counselor
Samantha Leffard	Physical Ed
Caleb Wooten	Physical Ed
Blayne Green	Physical Ed
Terry Janes	Reading Specialist
Brylyn Cowling	Reading Intervention
Melanie Barton	ELL Teacher

Special Education

Michele Hewlett
Yonna Fogle
Amanda Fuller
Devon Bloch
Allison Beck
Brittany Heiss
Shana Barnett
Christina Ardoin
Lauren Lanuza
Virginia Breland
Kim Russell
Jessalyn Loy
Marcia Agee

Parent Notification that Robertsdale Elementary School is a Title I Schoolwide Program

Title I is a federal program designed to help students in our nation's schools. In accordance with the *No Child Left Behind Act* and Title I, the goal is to help all children be successful at school. Schools in communities that meet requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Some of the benefits that we now offer to all students is a part time Title I teacher, a weekly after-school math tutorial, summer reading and math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and other improved resources.

Selection for Title I services is base on reading assessments, teacher recommendations, grades, and other pertinent information. Children who may benefit from extra reading interventions are elected for the program. They rotate in and out of the program, as their needs are met. Your child may be selected for Title I intervention and receive small group or individual instruction in one or more skills, or concepts, in addition to the instruction provided in the regular classroom.

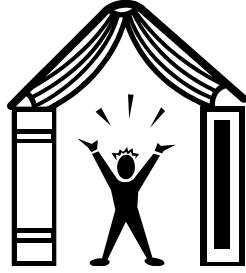
A compact is used as part of the schoolwide program. This compact is designed to help us work together to best meet the needs of each individual student. Please take a moment to review and sign the attached compact with your child and promptly return it to your child's teacher.

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.



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.



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 prekindergarten through grade six classes are heterogeneously grouped and are taught by highly qualified teachers.

MOTTO

Robertsdale Elementary: "Where Every Bear Roars!"

MISSION STATEMENT

The mission of Robertsdale Elementary School is to be a caring community school staffed with sincere, dedicated professionals who provide every child with every chance for success everyday.

BELIEF STATEMENTS

1. Students will be provided with an educationally sound environment that is disciplined and nurturing.
2. Students will be engaged in discovery activities that promote their individual learning styles.
3. Students will be encouraged to set high expectations and make appropriate decisions for themselves.
4. Our school will teach students to respect themselves, others, and the environment in which they live.

Feeder Pattern Mission Statement:

"Building a Stronger Central Baldwin Community-One Family at a Time!"

INFORMATION

ENROLLMENT REQUIREMENTS

Students entering Pre-kindergarten must be four (4) years old on or before September 2nd. Students entering kindergarten must be five (5) years old on or before September 2nd. Boys and girls entering grade one must be six (6) years of age on or before September 2nd. 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 residence
2. A recent report card or withdrawal form from last school attended
3. A copy of guardianship papers, if applicable.

*Lunch applications may be picked up at the school on the day of “Meet the Teacher.” If a child is already on free/reduced lunch from the prior school year, their status will remain the same for the first two weeks of school. However, a new lunch form must be completed and turned in BEFORE the two week 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.

STUDENT RECORDS

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students’ records. A copy of this policy is available in the school office.

CORPORAL PUNISHMENT

All students are expected to follow school rules and procedures at all times. Corporal punishment (spanking) shall not be administered by school personnel. (Act 95-539) Provided, however; the forgoing shall not prohibit the administration of corporal punishment by a parent or guardian when deemed appropriate by a school principal. An administrator must be present to serve as a witness. Corporal punishment will not be administered in the presence of another student.

SCHEDULE/TARDINESS

First Bell	7:50 a.m.
Tardy Bell	8:00 a.m.

Classroom doors open at 7:50 a.m. and the school day officially begins at 8:00 a.m. Students are expected to arrive at school on time and be in class and ready to begin working at 8:00 a.m. Car riders should not be dropped off on campus prior to 7:15 a.m. Students who are not in class when the 8:00 a.m. bell rings should report to the office for a tardy slip.

DISMISSAL

First Bell (1 st bus riders, car riders)	2:45 p.m.
Second Bell (2 nd bus riders, walkers)	3:00 p.m.
Third Bell (3 rd bus riders and extended day)	3:10 p.m.

ATTENDANCE

ATTENDANCE

Regular school attendance is very important. Students should be at school **on time** each day in order to take advantage of every educational opportunity offered at Robertsdale Elementary School. The Alabama Compulsory Attendance Laws require children between the ages of seven (7) and seventeen (17) to attend school. However, once students enroll in school attendance laws apply. The law also states that parents or guardians having control over school-age children are responsible for the regular attendance and proper conduct of the child. In the event of an absence, a note and/or physician's excuse must be sent on the returning day.

ABSENCES

Students are expected to attend school every day. Absences considered excused are:

1. Student too ill to attend school.
2. Severe weather that would endanger the life and health of the student.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency conditions as determined by the principal.
6. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.
7. 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.

Students in grades Pre-K through grade eight (8) may not exceed nine (9) unexcused absences per year. **Absences: A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8.** Future absences for illness will require a doctor's note in order to be excused. The student's parent or guardian will be given written notice when a student's unexcused absences exceed four (4) days. If a student misses more than a half of the school day, a full absence will be accumulated. Students checking out after 11:30 a.m. are counted as present for that day. If a student is checked out before 11:30 a.m. they will be counted absent from school.

A student with nine (9) or more unexcused absences could be considered for retention. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee may be filled out at any time after notification, but in any event, no later than 30 calendar days after the final day of the semester. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

Policy for Make-up Work

Upon return to school from excused absence(s), students have up to **three days** to complete and turn in make-up work to teacher(s). **Students may not make up work for unexcused absences. Students may not be allowed to make-up work if they have a late check-in that is unexcused.**

Written Explanation for All Absences

Every parent, guardian, or other person having control or charge of any child required to attend public school shall as soon as practical explain the cause of any absence of the child under his/her control or charge which was without permission of the teacher. (Alabama Code (1975) & 16-28-15)

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. (Alabama Code (1975) & 18-28-15). A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8. Future absences for illness will require a **doctor's note** in order to be excused. Students have 3 days upon returning to school to bring a written note explaining their absence.

Parents must be aware that checking students out early from school pulls them from their core academic classes. Students may only make up work if the checkout

is excused. Parents should keep checkouts to a minimum. Doctor and dentist visits warrant a note stating as such. Students may not be checked out after 2:00 p.m. unless it is an extreme emergency.

ATTENDANCE AWARDS

Two attendance awards may be given to those students who meet qualifications. *The Robertsdale Elementary Attendance Award* is given to students who are present at school every day and have zero early check-outs and zero late check-ins. The second awards, the *Perfect Attendance Award*, is given by the Baldwin County Board of Education and will be issued to students who have zero absences.

DRESS AND APPEARANCE (Board Policy #914)

All students enrolled at Robertsdale Elementary are required to dress in accordance with the uniform policy of the Baldwin County Public School System. A copy of the School Board mandated uniform policy and compliance guidelines can be found in the *Baldwin County Public Schools Pupil Responsibilities and Conduct Standards* pamphlet and in this handbook. A copy is also found on the school website and Facebook page.

Uniform Code

1. School attire should cover those portions of the body that American standards of modesty decree are covered; fashions which stimulate or suggest nudity are to be avoided. Clothing so skintight or revealing as to provoke or distract others is disruptive and unacceptable.
2. Footwear must be worn at all times and be closed toe in nature.
3. Clothing must be of appropriate length and fit. Excessively baggy or excessively tight fitting clothing is prohibited. This includes but is not limited to “yoga” pants, “tights” and “leggings.” **Students may not wear leggings as pants.**
4. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer. Two inches above the knee is the standard length for shorts.
5. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Pants must be free of rips, holes or attached symbols. They must be hemmed.
6. Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
7. **Students may wear spirit shirts purchased through the school on Fridays.**
8. **Students may wear a school club shirt on Tuesdays. These include: running club, archery club, AR, project outreach, mini dribbler, peer helper, NEHS, etc.**

9. Shirts “made” at home or through a private individual are not permitted.
10. Students must wear a Field Day shirt or school shirt on our annual field day held in the spring. Students not wearing a field day shirt purchased from the school are expected to wear a school uniform shirt.
11. Jackets, coats, sweaters, and sweatshirts are considered outer wear and **must be** worn with a uniform shirt. School organization sweatshirts and jackets, approved by the principal, are acceptable.
12. **Coats and jackets may be any color.** They may not have lettering; logo(s) of alcohol, tobacco, and/or controlled substance; nor pictures, symbols, or artwork that might be offensive in nature and cause a disruption to the educational process.
13. **Sweatshirts and sweaters** must be solid black, brown, navy, gray, tan, white or school colors which for us, would be maroon and/or gold.
14. Adornments which could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
15. Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
16. Heads must remain uncovered in the building. **Ball caps are not allowed at school.**
17. Students who transfer from other school districts during the school year will be given five days to become compliant with the uniform dress code.

Compliance Guidelines

Elementary Schools (Grades K-6)

1. Upon the first infraction of the Uniform Dress Code, the student will be warned and the parent notified.
2. Upon the second infraction of the Uniform Dress Code, the student will be referred to the office and the parent notified.
3. Upon the third infraction of the Uniform Dress Code, the student will receive board sanding.
4. Upon the fourth and subsequent infraction(s) of the Uniform Dress Code, the student will receive a one-day on campus suspension and the parent will be notified.

EARLY DISMISSALS

In case of unavoidable medical appointments, the parent should send a note to the teacher at the beginning of the school day. The note should state the time and reason for early dismissal. Please make every effort to keep early dismissals to a minimum. Changes in transportation or extended day will not be made after 2:00 p.m. **Any exceptions must be made through the school administration. Please stay consistent with modes of transportation.**

Inconsistency leads to confusion for the students and school staff. Students may not be checked out after 2:00 p.m. unless in the event of an emergency.

ILLNESSES / FIRST AID

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Due to the size of our school, students with minor health complaints will be managed in the classrooms under the supervision of the teacher. Students who become ill or injured at school will be sent to the Health Room, which is attended by the school nurse. The purpose of the Health Room is to administer medication and to treat minor health related issues that occur during the school day. The Health Room is not a clinic where students will be diagnosed and treated. When a teacher sends a student to the Health Room, the student will be receive a brief health assessment. Once the problem is determined, the parent will be contacted. In the event parents cannot be reached, individual(s) listed on the emergency health card will be contacted. **Please be sure telephone numbers of contact persons are current.** Students must be signed out in the office before leaving campus.

PROCEDURES FOR ADMINISTERING MEDICATION

Every effort should be made for medication to be administered at home. If medication must be administered at school the following regulations are required:

1. School Medication Prescriber/Parent Authorization Form must be completed by the parent/guardian and physician of the student for any prescription medicines.
2. School Medication Prescriber/Parent Authorization Form must be completed by the parent/guardian and physician of the student for any non-prescription medicines.
3. **ALL** prescription or non-prescription medication must be brought to school in the original container appropriately labeled by a pharmacy.
4. Non-prescription drugs should have written permission, time and dosage, and be in properly labeled bottle.
5. Each medication given will be recorded on a medication log that includes date, time, and signature of person giving the medication.
6. All medications are stored under lock and key at all time
7. Students will not deliver medications to the school. A parent/guardian **MUST** deliver medication to the school.
8. Medications not picked up at the end of school year will be destroyed.

NURSE STATEMENT

School nurses provide several opportunities throughout the school year to educate, screen, and evaluate students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, and dental screening, and health and hygiene classes. The “Changing Body Program” is presented to the 5th graders. Scoliosis screening is provided for grades 5-6 as required by state law.

SEVERE HEALTH PROBLEMS

Written notice of any chronic health problems (seizures, heart problems, and other illnesses) should be given to the health nurse and teacher of the student.

LIBRARY BOOKS

Students are expected to treat library books with care. Should a library book be lost or damaged, students will lose the privilege of checking out books until payment for lost books is made.

TEXTBOOKS

Students are permitted to borrow textbooks after parents sign responsibility forms. Proper care of textbooks is important. Payment for lost or damaged books is required before additional books can be issued. Student records will not be released at the end of the year until all lost/damaged textbooks have been paid for.

LOST AND FOUND

Items found in and around school should be brought to the office. These items may be claimed with proper identification. **Parents are strongly encouraged to write the child’s name on clothing, lunchboxes, etc.** Jackets left in p.e. classes will be placed in a box in the MPR.

TELEPHONE USAGE/COMMUNICATION DEVICES

Students are not permitted to use the office telephone for personal calls except for emergency purposes and with staff permission. Only important messages for students will be delivered. Students in grades K through 5 are not allowed to possess or store electronic devices on Baldwin County campuses. Students in grades 6 through 12 may, in accordance with the instructions of the school official in charge, possess and use electronic devices during periods of transportation on school buses provided however, no student shall use any electronic device capability which allows them to record images (i.e. camera or video recorder).

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	\$1.75
Reduced	\$0.30
Milk	\$0.35
Adult	\$2.25

<u>Lunch</u>	Regular	\$2.50 (Grades Pre-K through 6)
	Reduced	\$0.40
	Milk	\$0.35
	Adult	\$4.00
	BCBE Emp	\$3.50

2. An ***Application for Lunch Assistance*** can be acquired from the school or online. This school year, a family application will be implemented. No longer will parents have to complete an application for each child. 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 two weeks of the 2016-2017 school year. However, an approved application must be on file by the end of the second week 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 PayPam, 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.**
8. **Even if you think your child will not use the Free/Reduced lunch program please fill out the paperwork. Our school receives assistance from the Federal government based on the number of students qualifying for this program.**

SNACK BAR

Students have approximately fifteen (15) minutes in the morning or afternoon for snacks from home or 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.

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. Refer to the enclosed School Calendar for distribution dates of report cards.

MID-QUARTER PROGRESS REPORTS

Progress reports will be sent home at the mid-point of each reporting period. Those periods are: Week of September 19-23 2016, Week of November 14-18, 2016, Week of February 6-10, 2017 and Week of April 17-21, 2017.

HOMEWORK

Homework can be assigned in the form of independent practice, extension of class work, enrichment, study, or review of daily lessons. The following procedures have been established:

1. Homework can be assigned on a regular basis.
2. Assignments should be clear and specific.
3. Assignments should have clear and reasonable time requirements for completion.
4. Assignments will vary in frequency and difficulty between grades to meet individual needs.
5. Students must accept responsibility for extending learning beyond the classroom; therefore, they should seek full understanding of assignments and complete according to directions.

CONFERENCES

Conferences should be scheduled with the teacher or administration through written notes or by calling the school office. Conferences can be held before or after school, or during planning periods and must be scheduled in advance.

PROMOTION / RETENTION

In order to be promoted, students must meet established criteria for each grade level. The decision to promote is based on student performance and is the decision of teacher and principal. The decision to retain is made on an individual basis and in the best interest of students. Retention in primary grades often affords future academic success.

GIFTED SERVICES

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. For additional information, contact the school office.

FIELD TRIPS

Students participating in school-sponsored field trips must return written permission forms from parent or guardian along with designated fee **by the deadline indicated**. Siblings, or other relatives, are not allowed to accompany parents who act as chaperones on field trips. **All students and chaperones will travel to and from the field trip location via a school or commercial bus.** Guidelines for chaperones are in the back of this handbook. **Please note that excessive discipline issues may keep a child from attending a field trip.**

WITHDRAWAL PROCEDURES

Advanced notice should be given to the school before students are withdrawn. Textbooks, library books, lunch payments, etc., must be cleared before student transfers to another school.

EXTENDED-DAY PROGRAM

The Extended-Day Program operates from 3:00 p.m. to 5:30 p.m. Monday-Friday, except on school holidays. Parents may pay extra if their child needs to stay until 6:00 p.m. Information concerning enrollment and fees for this program are available through the school office.

SCHOOL VISITORS

In order to ensure the safety of all students, **all visitors must report to the school office**, sign in and receive a visitor's nametag upon arrival on campus. The office staff will assist in delivering lunch money, forgotten textbooks, etc., in order to prevent classroom interruptions. After 8:00 a.m. the exit doors and main hall of the school will be closed and locked. For assemblies, please enter and leave through the side doors of the MPR.

PARENT BULLETIN

The “**Cub Report**”, or parent bulletin, is one of the most important communications sent home by Robertsdale Elementary School. Please read this bulletin carefully. It contains weekly menus, announcements of meetings, dates of important events, school schedules, change of dismissal times, and announcements concerning the PTO. As a general rule, bulletins are sent home once per month. The Cub Report will also be posted on our school website and facebook page.

PARENTS RIGHT-TO-KNOW NOTICE

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents, through the Right-To-Know provision, 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.

When requesting this information, send your written request to *your local school principal* or the Federal Programs Coordinator, Pam Magee, 1091 “B” Avenue, Loxley, Alabama 36551.

TRANSPORTATION

Robertsdale Elementary School maintains a policy of ensuring student safety by requiring 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 mandatory.**

CAR TRANSPORTATION

An important and difficult responsibility of school personnel is safely loading and unloading students. Please be patient and cooperative during arrival and departure times. Please use the designated area on the east side of the school for all car riders. All traffic should follow Wilters Street and turn right onto White Avenue. White Avenue will be a one-way street during school traffic times. Traffic should turn onto the southeast drive and follow this drive north forming one line for morning drop-off and two lanes in the afternoon during dismissal time. Students will be directed to load and unload by school personnel. Please use this designated **area only for car riders**. All students being dropped off **must** go through car line. **Students may not be dropped off at the front entrance.** The front of the school is a drop-off location for our students with special needs only. Transportation forms should be completed for each student on the first day of attendance. If transportation changes are necessary, teachers should be notified; otherwise,

students will be transported as originally stated on the form. Students will receive a Car Rider decal which will be given out at our annual “Meet the Teacher” event. Additional car tags may be purchased through the front office. The Car Rider decal will to be placed in the front windshield of the parent’s automobile and will identify the student at the pick up area. **This is for the safety of all children here at Robertsdale Elementary School.**

The car rider doors will open at 7:15 a.m.

EXPECTATIONS OF CAR RIDERS

1. Students will sit in designated area.
2. Students will sit quietly and listen for names to be called.
3. Neither food nor drinks are allowed while waiting.
4. Students will walk to cars.

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 student to ride a bus that is not assigned to him/her. The student must have the principal or assistant principal’s approval prior to boarding the bus.

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 will be suspended from riding the bus, or from school, by the principal. In the event of suspension, parents will be responsible for transporting students to and from school.

While being transported to or from school, students will:

1. Properly behave at bus stop.
2. Keep hands /head inside bus
3. Obey the driver.
4. Remain seated at all times while on the bus.
5. Use acceptable language and/or gestures.
6. Not throw objects or debris on the bus or from the bus.
7. If students arrive on campus before 7:30 a.m., and are eating breakfast, they should report immediately to the cafeteria. K-2 students who are not eating breakfast, should report to their assigned table in the cafeteria and sit quietly until they are picked up by their teacher. Grades 3-6 should report to the MPR and sit quietly in their assigned line until they are picked up by their teacher.

EXPECTATIONS OF BUS LINE STUDENTS

1. Students will walk in an orderly manner to bus lines and will:
2. Sit quietly and face forward.
3. Walk to bus when directed by adult on duty.
4. Games, food, or drinks are not allowed while waiting.

RULES AND PROCEDURES

In order to promote a safe and orderly environment on the campus of Robertsdale Elementary School, all students must adhere to specific rules and procedures established by staff and faculty. All students are expected to follow the rules and guidelines of the **Baldwin County Student Conduct Code** which is found on our school website, school Facebook page, and the Baldwin County Public Schools website page. Parents and students should review the rules in the Student Code of Conduct booklet with their child/children. Students are also expected to adhere to the following rules:

HALL/SIDEWALK

1. Walk quietly on the right side of halls, sidewalks, and breezeways.
2. Running, yelling, or talking is prohibited in the halls.
3. Keep hands to self. Do not touch others or objects on the walls.

ASSEMBLIES

1. Stay quietly seated while waiting for performance to begin.
2. Be attentive to program.
3. Follow instructions given by adults when entering and exiting.

CAFETERIA

1. Walk at all times in the cafeteria.
2. Proceed through serving line in a quiet and orderly manner.
3. Use acceptable table manners.
4. Remain seated until excused.
5. Pick up any trash/food in and around personal space.
6. Follow any additional cafeteria rules given by the teacher.
7. Please adhere to the traffic signal in the cafeteria. When the light turns orange, voices should be lowered. **When the light turns red, all talking should cease.** This includes visitors as well.

GENERAL SCHOOL RULES

1. No student should be out of class without a proper pass from the teacher.
2. Any student who deliberately disobeys a legitimate request or order by a school official is subject to suspension.
3. **Gum chewing is prohibited in the school building.**
4. Hats and sunglasses may not be worn at school and will be taken from students who fail to follow the rule. (*exceptions may be made for Crazy Hat Day, Red Ribbon Week, etc.*)
5. Students may not enter buses parked in the bus area during the school day.
6. Student must stay away from rooms with classes in progress during snack and lunch.
7. Radios, tape players, CD players, cameras and other electronic devices may not be brought to school by students and will be taken up by school officials. Only sixth grade students are allowed to bring cell phones to school. Please see the board policy regarding personal handheld electronic devices below.
8. Students may not go in the gym or multipurpose room at any time except the period in which they have physical education unless otherwise directed by a school official.
9. Students should not be excused from class to use the telephone unless sick.
10. Students should check in through the office when arriving late to school.
11. An off-campus suspension for the first time, except for infractions involving drugs, alcohol and smoking, will be excused for the purpose of making up tests and completing classroom assignments. Subsequent suspensions will be considered unexcused absences. Assignments may not be made up for unexcused absences.
12. **Hair color, makeup, dress, piercings, etc. that interferes with the educational process will not be permitted.**
13. Students should report to class on time. Excessive tardiness will bring disciplinary action.
14. Students may not receive deliveries including flowers, balloons, gifts, etc. during school hours.
15. Only emergency messages are taken from parents.
16. Students should proceed to their destination quickly during transition times. Linger in the halls is not permitted. The halls must be kept quiet at all times.
17. To eliminate traffic problems, students should walk on the right side of the hall with their hands to themselves.
18. **Running, yelling, and talking are not permitted in the halls.**
19. Earrings in the eyebrow, lip, tongue, nose or any body part other than the ear are unacceptable due to safety hazards they present.

20. Students should behave courteously in the restrooms and keep the restrooms neat and clean. Vandalism will be handled through disciplinary action.
21. When school is dismissed, students must go quietly to the bus line, car line or extended day area.
22. Students must present a note from a parent and get administrative approval from an administrator before riding a bus that is different from their assigned bus.
23. Most students never have a problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to school officials. Repeated offenses may result in additional corrective actions.

CLASSROOM RULES

Each Teacher will determine their own classroom rules. However, as a Leader in Me school, the following rules will be schoolwide.

- 1. Be Proactive-Take initiative, be responsible, do the right thing.**
- 2. Begin with the end in mind.-Plan ahead, set goals, do things that have meaning and make a difference.**
- 3. Put First Things First-Spend time on important things, Say “No” to things you should, Set priorities.**
- 4. Think win-win-Balance courage for getting what one wants with consideration for what others want.**
- 5. Seek First to Understand, then to be understood-Listen to other people’s ideas and feelings, try to see things from their viewpoint, listen to others without interrupting.**
- 6. Synergize-Value other people’s strengths and learn from them; get along well with others who are even different from me; work well in groups.**
- 7. Sharpen the Saw-Take care of my body by eating right, exercising and getting sleep.**

PERSONAL HANDHELD ELECTRONIC DEVICES

Students in grades PK-6 are NOT allowed to possess or store electronic devices on Baldwin County campuses.

CLASSROOMS

Classroom teachers will incorporate the use of behavior contracts for students along with weekly behavior checklists. The contract will include teacher responsibilities, student responsibilities, and parent responsibilities. Examples of rewards for good behavior are listed along with consequences for poor choices. A weekly grading scale for conduct grades is also listed. Teachers will use the behavior checklist to communicate daily with parents in informing them of daily behavior. Parents may also write any questions, concerns, or comments to the teacher on the daily behavior sheet. Of course, parents may also send notes or email to the teacher if there are any concerns which need to be addressed.

TECHNOLOGY DISCIPLINE POLICY

All students are expected to adhere to Technology Discipline Policy. Failure to do so will result in disciplinary action by the administration. This policy is located on the school website and Facebook page.

FIREARMS AND WEAPONS

It is a clear violation of school rules for any student at any time and at any place on school property to have in his/her possession or display firearms, or to possess, use, or threaten to use any item that is or has been designed or devised for use or possible use as a weapon of any kind.

Items forbidden will include, but are not limited to the following:

1. Knives of any kind or length
2. Razors or razor blades
3. Box openers
4. Firearms and/or ammunition
5. Explosive devices including fireworks of any description
6. Chains
7. Items that may be used as clubs made of any materials and of any length
8. All sharp pointed objects of any material and any length designed to be used as a weapon

Students who are found in violation of any of the above rules may be placed on immediate suspension from school. In addition, police authorities may be notified for possible legal action.

EXPECTATIONS OF PARENTS

1. Parents must always check in with the front office. Parents are not to visit classrooms without consent from administration.
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. Ecigarettes are not allowed on campus.
- 5. Students should arrive at school on time.**
6. Review daily lessons/assignments with students.

Classroom Disruptions

Instructional time must be protected. We cannot disrupt classes for lunch boxes, snack money, birthday treats, etc. Please send the appropriate items with your student (s) as needed. We will not interrupt teaching time for items that were forgotten or left at home. Please be mindful that teachers are required to spend 120 minutes in reading and 90 minutes in math without interruptions. Please make note, we cannot bring a child out of a classroom to visit with a parent, grandparent, etc.

Lunch with your child

We encourage our parents to occasionally eat lunch with their child, but not everyday. Lunch is a time for your child to socialize with their friends in their class. Please do not make a habit of coming too frequently to eat with your child. Parents are not allowed to leave the lunchroom to sit in their child's class or visit classrooms.

PROBLEMS

If problems arise during the year, seek a solution as soon as possible. If problems involve the classroom, schedule a conference with the teacher and agree upon a solution. If the problem cannot be solved at this level, contact the principal or assistant principal to schedule a conference.

OPPORTUNITIES FOR INVOLVEMENT

PARENTAL INVOLVEMENT POLICY

The Baldwin County Board of Education believes that the education of children is a collaborative effort between parents and schools. Further, it is our belief that the involvement of parents of students in Title I schools enhances the effectiveness of the program and promotes student success. To that end, the Baldwin County Board

of Education through the Division of Instructional Support will strive to fully involve parents in the education of their child.

The Division of Instructional Support will involve parents of participating children in the development and distribution of a written parental involvement policy. Each Title I School shall develop a parental involvement plan, which will incorporate the following system goals:

1. Involve parents in the joint development of an instructional plan and the process of school review and improvement
2. Develop with parents a school-parent compact.
3. Strive to develop strong school/family/community partnerships by: assisting parents in understanding Plan 2020, goals and performance standards, the curriculum that is used in the school, assessments, Title I requirements, and the evaluation process of the academic progress of students, and providing activities to promote improved student achievement. The activities may include: encouraging parents to attend the mandatory annual Title I informational meeting, parent-teacher association meetings, and parent-teacher conferences held at the school; parent workshops on specific strategies to assist them in helping their child improve in mathematics or reading; workshops to assist parents in interpretation of assessment results; and parenting workshops on attendance policies and student code of conduct.
4. Ensuring to the extent possible, that information sent home is in language and form that parents can understand.
5. Involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of the program.
6. Striving to involve parents in the activities of the school.
7. Providing parents timely reports of their child's progress.
8. Offer flexible meeting times for parent participation.

The Division of Instructional Support will provide coordination, technical assistance, and support to assist schools in planning and implementing an effective parental involvement plan. The plan will incorporate the following:

1. Provide materials and facilities to train parents and other school and system personnel to work cooperatively in meeting the academic needs of students.
2. Coordinate and integrate parental involvement strategies with preschool agencies.
3. Conduct with parents an annual evaluation of the content and effectiveness of the parental involvement plan related to improving student achievement. The evaluation shall identify barriers of hard-to-reach parents who are economically disadvantaged, disabled, limited English proficient, limited literacy or of any racial or ethnic minority background.

4. Provide reasonable support for parental involvement activities as parents may request.
5. Utilize results of the annual evaluation to assist schools in strategies for school improvement and revise, if necessary, the parent involvement policies
6. Provide parents an opportunity to comment on a school-wide program they deem unsatisfactory for the school.

PARENT TEACHER ORGANIZATION (PTO)

All parents are invited and encouraged to join the Parent-Teacher Organization and become actively involved in the education of all students. We have a very active PTO which works hard to support our school and students. Please join and become a “Bear” supporter.

OFFICERS

Officers for the 2016-2017 school year will be announced at our Open House meeting.

MEETING DATES

Dates of PTO meetings will be announced in the *Cub Report* and in school fliers.

VOLUNTEERS

The PTO and school sponsor an active volunteer program. Volunteers are needed to assist with fund raising activities, work in the library, computer labs, 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 947-4003 if you are interested. We welcome all of our volunteers.

Parent Advisory

One of the requirements of a Title I school is to have a Parent Advisory committee. This committee meets monthly to discuss Title I issues which include paperwork requirements, budget, etc, parental involvement, etc. School events are discussed as well. A grade level representative is needed for this committee, although any interested parent may attend. These meetings are held monthly on the first Friday of each month at 8:15 a.m.

SCHOOL BOARD POLICIES AND PROCEDURES

School Board Policies and Procedures are stated in the *Baldwin County Public Schools Pupil Responsibilities and Conduct Standards* Pamphlet, which is found on the Baldwin County website at www.bcbe.org.

A copy of the Baldwin County Board of Education's Policy Prohibiting *Harassment and Violence* is located in the school office. For a copy, please contact Mrs. Faye Sheppard, Principal at (251) 947-4003.

BCBE Harassment Policy

The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Consequently, harassment, violence, and threats of violence are prohibited and constitute unacceptable behavior that will not be tolerated. This pattern of unacceptable behavior may include the following:

- *Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- *Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- *Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- *Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The policy further states those students who harass, intimidate, or who conduct acts of violence or even threaten violence will be subject to disciplinary consequences and sanctions. Repeat offenders will be placed on a bully contract with clear consequences if the contract is broken. If a student or parent wants to report harassment, the official Baldwin County Public School System complaint forms are available at the principal and/or counselor's office. Forms are also available online at www.bcbe.org, along with a complete copy of the anti-harassment policy.

School Pictures

School pictures are taken several times during the year by Jim Owen Photography. You will be notified by the school when pictures will be taken and the cost of the various packages. Some of the packages are Prepay and some are at the parent's discretion. The Prepay packages will be marked as such and those pictures must be paid for in advance. Every student will take fall pictures as these pictures are placed in the iNow program in our school computers for identification purposes.

Toys at School

We discourage students from bringing toys to school. We are not responsible for lost, damaged or stolen toys. **No toy should be brought that is a replica of a weapon.**

Gum and Candy

Students are not to bring gum or candy to school unless the classroom teacher specifically indicates that is all right.

Birthday Parties

We do not have birthday parties at school. Teachers use a variety of ways to acknowledge the student's birthday. We do allow students to bring a birthday treat to share with their classmates. However, it is the teacher's discretion as to when it will be shared. We discourage students from passing out birthday invitations at school unless the whole class is invited.

Teacher Requests

Students will be placed in classrooms using the following criteria: student academic needs, student behavioral needs, teacher recommendations, boy/girl ratios and class size. Due to the size of our school, we are unable to honor parent requests. However, please know that all of our teachers are certified and highly qualified.

Lost and Found

Please label coats, lunch boxes, backpacks, gloves and other clothing items that are taken on and off at school. Many good clothes are lost each year and never claimed. If they are labeled, we can find the owner. If your student has lost an item, have them first check in their classroom and then the lost and found rack which will be placed in the cafeteria. If your child brings home a coat or other item that does not belong to them, please return it to school as it belongs to someone else. Lost and found items that are not claimed are recycled in our clothes closet or given to local charities.

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 or other means, unless there are conditions known and approved by the principal prior to the trip.
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.

Field trips are designed and planned for school age children in a particular class or group. **Adults (other than the chaperones) or children outside that class or group may not be transported or participate without written permission of the superintendent.**

Cell phones and electronic devices:

Chaperones are expected to provide attention to students in the class or group without distractions or personal responsibilities that could result in a child being harmed or lost. Please use cell phones only for emergencies. It distracts everyone from the purpose of the trip.

1. **Discipline:** If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. **Please do not take disciplinary actions on your own.**
2. **Chaperone Attire:** Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, short shorts, or any revealing attire.
3. **Chaperone Language:** Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.

2016-2017 SCHOOL CALENDAR

August 8, 2016	First day for teachers
August 18, 2016	8:00-3:00 p.m.
August 22, 2016	First Day of School for students; PK and K Pics
September 15, 2016	Title I Meeting 6:00 p.m.
September 5, 2016	Labor Day (No School)
September 15, 2016	Fall Pictures-Prepay
September 19, 2016	First Day for Field Trips
September 23, 2016	Progress Reports Go Home
October 6, 2016	Open House (6:00 p.m.)
October 14, 2016	End of 1st Quarter
October 21, 2016	Report cards go home
October 25, 2016	Fall Makeup Pictures
October 28, 2016	Character-a-thon Parade
November 11, 2016	Veteran's Day
November 18, 2016	Progress Reports Go Home
November 21-25, 2016	Thanksgiving Holidays
November 21-22, 2016	Hurricane Make-up Day, If Needed
December 6, 2016	Pictures with Santa/Friends (Prepay)
December 16, 2016	End of 2nd Quarter
December 19-30, 2016	Christmas Holidays
December 19, 2016	Hurricane Make-up Day-If Needed
January 2, 2017	New Year Holiday
January 3, 2017	Teacher Work Day
January 4, 2017	Students Return
January 6, 2017	Report Cards
January 6, 2017	Notice of Academic Status-If child is in fear of possible failure.
January 11, 2017	Class Group Pictures; Sixth Grade Panoramic
January 16, 2017	King/Lee Holiday
February 10, 2017	Progress Reports Go Home
February 27-28, 2017	Mardi Gras Holidays
March 10, 2017	End of 3rd Quarter
March 16, 2017	Spring Pictures
March 17, 2017	Report Cards
March 27-31, 2017	Spring Break Holidays
April 21, 2017	Progress Reports Go Home
May 15, 2017	RHS Graduation
May 18, 2017	Kindergarten Graduation 6:00pm MPR
May 23, 2017	Academic Awards 8:30am K-2, 9:30am 3 rd -6 th
May 23, 2017	6 th Grade Graduation 6:00pm MPR
May 25, 2017	End of 4th Quarter; Last Day for Students; Report Cards
May 26, 2017	Last Day for Teachers

