**2018-2019**

***Unity***

***I dreamed I stood in a studio***

***And watched two sculptors there,***

***The clay they used was a young child’s mind***

***And they fashioned it with care.***

***One was a teacher;***

***The tools she used were books and music and art***

***One was a parent;***

***With a guiding hand and a gentle loving heart.***

***And when at last their work was done,***

***They were proud of what they had wrought.***

***For the things they had worked into the child***

***Could never be sold or bought!***

***And each agreed she would have failed***

***if she had worked alone.***

***For behind the parent stood the school,***

***and behind the teacher stood the home!***

 ***~Cleo V. Swarat***

ROBINWOOD STUDENT

Handbook

 **Robinwood Elementary School**

 **Ferguson-Florissant School District**

## 955 Derhake Road

### Florissant, Missouri 63033-5999

Phone# 314.831.4633

Fax # 314.831.4656

**Dr. Malinda Ice, Principal**

**Dr. Amanda Eye, Assistant Principal**

A Recognized School of

Excellence U.S. Department of Education



 <https://www.facebook.com/robinwoodelementary/>

**ROBINWOOD VISION**

All Robinwood Scholars will develop foundational skills and character enabling them to become productive members of society.

**ROBINWOOD CORE PURPOSE**

We will create an environment enriched in rigorous academic and social learning opportunities. Staff will nurture and encourage each child to develop the knowledge and skills necessary to be a positive, contributing citizen in the environment in which they live, play and attend school.

### **ROBINWOOD MISSION**

We will empower all students to achieve their potential by cultivating a love of learning in an environment of respect, accountability and responsibility.

**ROBINWOOD SCHOOL MOTTO**

Where Compassion and Excellence are the Standard

 ***“Develop a passion for learning. If you do, you will never cease to grow.”***

***–Anthony J. D’Angleo***

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**FERGUSON-FLORISSANT SCHOOL DISTRICT PURPOSE**

We believe that all of our students deserve equal access to a quality education which can unlock their potential and help them achieve life-long success. We believe successful students have a positive impact that enriches families and communities.

### **SCHOOL DISTRICT VISION**

All students will grow to become lifelong contributors to the success of the societies in which they work and live.

**FERGUSON-FLORISSANT SCHOOL DISTRICT MISSION**

### We will empower all students to achieve their potential by cultivating a love of learning in an environment of respect, accountability and responsibility.

**Arrival & Dismissal**

**School Hours**

8:45 a.m. - 3:30 p.m.

Half-Day Early Dismissal is 12:00 p.m. on the last Friday of each Month: 8/31, 9/28, 10/26, 11/30, 12/20, 1/25, 5/23). Please make arrangements to have your child(ren) picked up on time as teachers have professional learning on those days.

 **STUDENTS ARRIVING AFTER 8:45 MUST BE SIGNED IN BY AN ADULT TO GET AN ADMIT SLIP TO CLASS.**

**Arrival**

Supervision begins at 8:30 a.m. Supervision for students arriving before the start of school is available to all children through **YMCA.**  Information is provided upon request.

**Dismissal**

School ends at 3:30. Please send a note to your child’s teacher if you plan on picking up your child early. When you arrive, report to the office and your child will be called from class. Students will not be released **BEFORE** parent arrival. Students will not be released from the classroom.

Dismissal - Emergency Weather Procedures

In the event of tornado warning, hail, or other severe weather, the students will not be allowed to follow their normal routine for dismissal. We will determine the **safest** way to handle the situation.

School Closing

Schools will be closed if weather conditions pose a threat to the safety of our children. This includes high heat index, extreme cold, ice, or snow. If classes must be cancelled, the Ferguson-Florissant School District will announce the cancellation using our automatic calling system, on KMOX-1120 Radio, other radio and TV stations. When possible, the decision to close school will be made and communicated in time for the 6:00 a.m. news broadcast.

Going Home With Another Student

Both parents must approve the change and must **send a note** to the office giving permission allowing a student to go home with another student. If a student is not a district bus rider, that child may not go home with a child that is a bus rider.

**Sibling Pick-Up Important**

**Only approved siblings** may pick-up our students. **They will wait for their sibling by the tree next to kindergarten, not sit on benches or walk around campus.** Those picking up kindergarten and first grade students will wait at the tree until the teacher opens the door to dismiss. Siblings that are students in the FFSD should wear their Identification badges while on Robinwood school property. Friends, neighbors and others **ARE NOT ALLOWED** with older siblings to hang out. They will be asked to leave.  **Anyone FFSD sibling o not following these rules will have their school Principal contacted and will no longer be allowed on school property to pick up their sibling. If problems continue a FFSD Resource Officer or the Florissant Police may be called to assist.**

**Walkers**

Students who walk should stay on sidewalks. **CARS SHOULD NOT PICK UP STUDENTS IN FRONT OF SCHOOL IF THEY ARE WALKERS**. DO NOT BLOCK NEIGHBOR’S DRIVEWAYS AND CALL KIDS ACROSS STREET. An adult crossing guard is on duty at the crosswalk in front of the school and in various locations around the school building in the morning and afternoon. Kindergarten walkers will wait at Room # 2, First Graders are picked up at door #6. Parents/siblings will pick them up from there.

**Home To School/School To Home**

Every child has the right to come to and from school safely without fear of harm. Unless these issues come to the school environment the parent is responsible to handle issues such as bullying, harassment, fighting, etc. If problems continue report the concern to the Florissant Police Department. You may inform the school; however, unless there is a nexus (a means of connection, tie, or link) to the school the school is not legally responsible for incidents to and from school.

Parking lot challenges

Our parking lot is a challenge but your cooperation can help it to be peaceful and safe for everyone. Car rider traffic will be stopped several times to let buses and vans out. They have the right of way. The curb side is for drop off. Do not stop, park or drop off in center lane next to parked cars.

Help us create smooth arrivals and dismissals with safety

* **Very Important!** If a grandparent or another adult picks up your child, tell them our dismissal procedures ahead of time or have them call to get instructions.
* If you must stay at Robinwood past dismissal time, you will enter using the west entrance. Stay to the left and enter the line of cars that will be single file along the west side of the parking lot. When you pass through the gates to the playground, you may turn right and park on the lot near the air conditioning chiller. Make sure that you don’t block the exit lanes, gates or other cars in any way.
* If you want to pick up your child involved in an after-school program do not come early and sit in the line of cars thereby blocking traffic. You will know in advance when the after school program is over and you can arrive then.
* Gates will open a@3:20. Do not park in the NO PARKING LANE.

We are teaching children to be respectful and to follow school rules. Your help as role models by working with our staff is appreciated. If you have questions, concerns or suggestions, please contact Dr. Ice via email, phone call or note. We want to keep everyone safe and happy!

**Car Riders**

The front circle is for Day Care Vans and Buses only for drop off and pick up. If you wish to walk your student to class in the morning, park in the parking lot or on the playground next to the chiller and walk to class. Use the crosswalk. All cars should be gone by 8:55 as classes have started and we use the playground area for physical education classes at times.

* Do not park your car along the side of the building and leave it unattended**.**

Parking Lot **Arrival** & Procedures

DO NOT PARK AND WAIT IN THE NO PARKING LANE IN THE MORNING. IF YOU ARE EARLY WAIT IN THE PARKING LOT!

Cars will enter using the west entrance on Derhake Road. Stay to the left and proceed through the gates and around to the side of the building near the gym doors. There may be a line of cars. Pull forward all the way to the end of the building at the stop sign. Children should exit on the driver side of the car. Cars also pass in the second lane causing a dangerous situation for children exiting cars on passenger side. When your student(s) is safely out of your car, you may proceed. Remember to look for passing cars, then pull out slowly, and drive forward to the end of the building. A staff member will direct you to proceed as you exit. **Obey the directions of the staff directing traffic. Do not drop children off on Derhake.**

Parking Lot **Dismissal** Procedures

Car Riders will gather in the gym at dismissal. You will be given a sign with your Child’s or Children’s names to help speed up bringing your child to your car. You should have the sign within the first week of school. Please place the sign on your dashboard before entering the parking lot. Children will be brought to their cars. **DO NOT LEAVE YOUR CAR TO COME TO THE GYM**. Cars will enter using the west entrance on Derhake Road. If cars are backed up into the street, then follow the directions of the staff on duty. We try to get as many cars on the lot as we can, but it is not always possible to get every car on the lot as soon as it arrives. Stay to the left and join the line of cars that will be positioned single file along the outer edge of the playground curving around and along the side of the building. Cars will pull forward all the way to the end of the building at the Stop Sign. The playground section of blacktop immediately next to the playground fence near the air conditioning chiller will be for parents/cars that need to park and wait until 3:40 (or later) to leave or for a medical emergency.

Students should enter car on the driver’s side for safety. When your student(s) is safely in your car proceed. Remember to look for passing cars, then pull out slowly, and drive forward to the end of the building. A staff member will direct you to proceed as you exit**.**

\* **Do Not Drop** children off or pick them up on Derhake Road by the fire hydrant or curb.

**IMPORTANT**

**Dismissal: 3:30**

**Kids picked up after 3:50 will be charged**

**$15.00 PER child**

**CASH ONLY!!**



**Car Exit**

**Buses and Day Care Vans ONLY**

**Car Riders Enter**

Note:

Car Riders pull forward to Stop Sign to keep the pick-up line moving. Watch carefully for children getting in and out of cars! **DRIVE SLOWLY!**

**Dismissal Map for**

**Car Riders**

**Bus Riders**

Students that receive bus service in the Ferguson-Florissant School District live a mile or more from their school. Transportation is provided free of charge for those students. Call the transportation office if you need more information about bus service at 506-9370.

**Bus Conduct**

**Ferguson-Florissant District School Bus Guidelines:**

It is the intention of the Ferguson-Florissant School District to provide a safe and efficient transportation system for the students of our district. The following rules are in place to provide safety for bus riders, pedestrians, and other motor vehicles. Violations of the rules will result in consequences ranging from student conference to loss of bus privileges up to and including the penalties for Type I and Type II Behaviors. Below is the list of rules posted on every bus servicing the district. Please read the list and go over the list with your child(ren).

1. Observe same conduct as in the classroom.

2. Be courteous, use no profane language.

3. Do not eat or drink on the bus.

4. Keep the bus clean.

5. Cooperate with the driver.

6. Do not smoke.

7. Do not be destructive or throw objects on/off the bus.

8. Stay in your seat.

9. Keep head, hands, feet, and all other body parts inside the bus.

10. Bus driver is authorized to assign seats and check student ID badges.

* Bus riders wanting to walk home, may do so if the parents send a note giving permission for this to occur. We need to know when (what dates) the child is allowed to walk and with whom. If we do not have permission from the parent, the child will be placed on the bus. NO EXCEPTIONS!!
* **All students will do his/her very best to be good citizens while on the bus.**
* **In case of disciplinary actions, Bus Video will be used to investigate.**

*Note: The attention of parents and students is directed to the Missouri State Law, which states in part that; “A student may be excluded from bus transportation for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.”*

If a student breaks a rule the driver will issue a bus referral or verbally report the incident to the office and consequences will result. For example:

* First referral Warning – letter, copy of referral and phone call to parent and/or

 suspension from the bus

* Second referral Suspension from the bus
* Third referral Suspension from the bus
* Fourth referral Extended suspension from the bus
	+ *Consequences are subject to change at the administrator’s discretion.*

**Attendance**

Regular attendance is essential for student success. Punctuality and regular attendance are factors linked with a student's sense of belonging and his/her overall achievement. Call the office if your child is absent. Your child will be marked absent until a note is sent by the parent stating the reason for the absence. Please note, you will receive a phone call from the Student Information System if your child is absent, even if you have called the office. The absent reason can only be changed when the office receives a parent note. You may leave a message prior to 8:45 clearly stating child’s name, teacher, and reason for absence. **For safety reasons students that are TARDY must be signed in by an adult.**

When calculating perfect attendance, the student must be present for the entire school day with no tardies or early dismissals. Tardies and early dismissals will prevent a child from Perfect Attendance Awards/Recognitions.

1. **FFSD School Attendance**

The Ferguson-Florissant Board of Education believes that daily attendance is the essential step in achieving academic success. Education is a total process on continual communication and shared responsibilities among parents, students, teachers, and the school. At Robinwood, we believe that parents have both a legal and moral responsibility to require and promote regular school attendance. In addition, as students mature and progress through the educational system, they should assume primary responsibility for regular prompt attendances. The professional staff recognizes that a successful school experience is directly related to a sound pattern of attendance. Therefore each teacher and administrator will expect regular and prompt daily attendance.

In addition, Missouri law (section 167.031 RSMo) provides that a parent, guardian or other person having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to regularly attend some public, private, parochial, parish, home school, or a combination of such schools, not less than the entire school term. Certain exceptions may apply.

**Failure to comply may constitute educational neglect on the part of the parent or legal guardian and may result in school officials contacting the Family Court or making a “hotline” call to the Children’s Division of the Missouri Department of Social Services. Some students who fail to attend school regularly may be considered truant and referred to the Family Court. Poor attendance may cause Robinwood to lose our good standing with state accreditation.**

Under Missouri School Improvement Program (MSIP) students are expected to attend school no less than 90% of the school year.

1. **School Attendance Responsibilities**

Each school will keep accurate records of student daily attendance as required by law. The building principal is responsible to supply information to parents/guardians about student absences and for submitting accurate attendance information to district officials.

**Private Daycare**

Please see to it that the office and your child’s teacher know the name of the daycare, the daycare’s phone number and the daycare’s address. We also need your child’s schedule. We must know this information before the first day of school or as soon as you know it.

**Phone messages given to the office after 3:00 will not make it to your child; therefore, send a written note with your child in the morning if your end-of-the-day plans are out of the norm for your child**.  **We need to know this information to provide for a safe dismissal for all children. The office will not answer any phone calls between the times of 3:00 – 3:35pm due to closing the school day and dismissal.**

**Bicycle Safety**

Students in **3rd** Grade and higher may ride bikes to school. All bikes are to be placed in the racks provided in the courtyard and securely locked. The school cannot assume responsibility for bikes. Bicycles are not to be ridden on school grounds and riders should be familiar with all rules of bike safety for their own protection. Bike helmets must be worn. Skateboards, scooters, skates, wheelies, roller blades, or other bicycle type machines are not allowed at school. Robinwood students are required to cross Derhake at the stop light and crosswalk.

**Telephone/Cell phones**

**Students are not to bring cell phones to school. This is a violation of the Ferguson-Florissant School District Student Discipline Code.** If a cell phone is seen on school grounds it will be confiscated and a parent or adult must pick it up from the office. Children are not allowed to use the school phones for forgotten items such as lunch, lunch money, homework, instructions, instruments, field trip notes or library books.

**Visitors**

Parents are always welcome at Robinwood. Ferguson-Florissant School District policy requires visits to be scheduled in advance with the teacher prior to the actual visitation. In order not to disrupt the instructional process or violate the privacy of students and for safety and security, these visits will be for observation only, not for parent conferences and are limited to a maximum of 20 minutes. The PBIS/ISS room will have no visitation due to confidentially (if applicable). No cell phones will be used during this time nor is speaking to other children permitted.

**Lunch /Breakfast**

NO COST BREAKFAST AND LUNCH for all students. The Ferguson-Florissant School District will be participating in the USDA’s Community Eligibility Provision (CEP) which provides breakfast and lunch AT NO COST to all students in pre-kindergarten through high school throughout the District. This program is fully funded by the USDA (there is no cost to the District) and eliminates the need for families to complete applications for Free & Reduced Meals. The CEP is part of the Healthy; Hunger-Free Kids Act of 2010 has been introduced nationwide this summer by the USDA following a three-year phase-in across 11 states and 4,000 schools.

**Students are not allowed to bring gum, candy, soda or extra snacks from home for lunch or other times. They may NOT share food.**

**Popcorn/Snacks**

If students chose to purchase popcorn they must do so on Thursday to eat during lunch on Friday. Our PTO parents volunteer their time to pop and bag the popcorn. Help is always needed. Call the office if you can help. Popcorn cost 50₵ a bag. On special days and half days popcorn will not be sold. PTO will be selling healthy snacks outside the office on certain Fridays. Snacks cost from 25c and up.

**Recess**

Twenty minutes of outdoor recess is scheduled daily except in inclement weather (heavy rain, lightening, extreme cold, ice). Robinwood students go out for recess when the temperature is 20 degrees or above. Ensure clothing is suitable for outside play in both hot and cold weather. Indoor activities are planned during inclement weather. After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time. A written request from a parent will permit a child to remain indoors for one day only.

Children are to follow the PBIS Traits (Kind and Peaceful, Safe, Respectful, Cooperative, and Responsible) while outside at play. Students found not following safety procedures, playing too rough, behaving in a disrespectful manner or in any way causing playground disruptions will be removed from the playground. The adults on duty on the playground must ensure the safety of all of our students.

**FFSD & Robinwood Dress Code**

The Ferguson-Florissant School District dress code recognizes the fact that a student’s personal appearance is the responsibility of the student and his/her parents. We expect student dress to reflect pride in the school, oneself, and one’s family. The school reserves the right to deal with extreme forms of dress, personal hygiene, as well as with any form of dress that interferes with the learning of the group or the individual or the functioning of the school.

Clothing that is not permitted includes, but is not limited to:

* No logos, slogans or pictures that are considered violent, demeaning, threatening or disrespectful
* Clothing with a gang influence
* Make-up
* Decorative jewelry that is inappropriate or dangerous (i.e., sunglasses, dog collars, chains, spiked bracelets, medallions, wristbands)
* Sagging pants or skirts
* **Shorts or skirts shorter than fingertips**
* Pants with writing across the bottom
* Tight figure-revealing tops
* Tops with thin spaghetti straps (straps must be width of three finger)
* Tops that show undergarments
* Tops must be long enough to cover the top of the child’s pants when sitting or standing.
* Underwear as outerwear
* Midriff revealing tops
* Bare-back revealing tops
* Muscle shirts or tank tops
* Clothing with chains attached
* No type of headgear or coverings (bandannas, hats, caps, wave caps, sport-type headbands/sweatbands, scarves, wave caps, hoods, etc.). These items are not to be carried around school. This does not apply to winter wear worn outside in appropriate weather.
* No open toe shoes and shoes with high heels pose a safety risk to children and should not be worn.
* Any clothing that is distracting or disruptive to the learning environment and school climate.
* Winter coats and coats with hoods are not to be worn in the classroom except under extreme situations and with the teacher’s permission. Instruct your children that coat pockets are to be free of toys and other objects that will distract them from learning.

The final decision regarding the appropriateness of clothing and apparel will be at the discretion of the school administrator. Any violation of the dress code will fall under the ramifications of the Ferguson-Florissant School District Student Code of Conduct.

**Behavioral Guidelines for Students**

Robinwood implements the researched-based principles of behavioral management outlined in Positive Behavioral Interventions and Support (PBIS). PBIS is based on commonly accepted standards of behavior. The philosophy is to teach these standards of behavior, model their application across all school settings, and practice these behaviors until success is achieved and maintained. The Robinwood staff has followed the PBIS philosophy for several years. Our three standards of behavior are called “The BASICS”. Our expectations are:

 **Give My Best Effort**

**Be Respectful**

 **Be Responsible**

One of our goals is to help children learn to use self-discipline and self-control as part of the educational process. When a student’s actions or behavior interfere with the right of teachers to teach and students to learn, corrective measures will be taken in accordance with the Ferguson-Florissant School District Student Discipline Code. During registration and yearly online verification, parents will sign the FFSD Code of Conduct sheet indicating that you are aware of its contents.

The PBIS Program supports all students through positive recognition. One example of this is our Friday’s Finest recognition. Each Friday, teachers throughout the building have the opportunity to select a student to be recognized over the intercom for something positive. The student’s name is read over the intercom and they come to the office for a special recognition. Younger students wear a special ribbon all day. Older students get a special drink at lunch. There are other avenues for positive recognition throughout the year.

The PBIS Mission Statement for Robinwood School is:

*Knowing that elementary school provides a foundation for life, Robinwood School provides instruction that allows students to cultivate the language and skills necessary to lead a positive, productive life as enabled through the Positive Behavioral Intervention Support Program.*

The PBIS Student Pledge for Robinwood School is:

*I pledge to behave and put forth my best effort.*

*I will be proud of myself and show respect.*

*I am here to learn.*

*I will be successful.*

*I will have a great day!*

**Student Expectation Code**

The Ferguson-Florissant School District 2018-2019 Student Expectation Code is a part of registration and your yearly online verification and is found at any time on the Ferguson Florissant School District website. Robinwood students are expected to follow both the Robinwood rules and expectations (which are taught throughout the school using “The Five Bees”) and the Ferguson-Florissant School District Student Discipline Code.

**Items Not Permitted At School**

Students should only bring items to school that are necessary for class. Items such as cell phones, tablets, balls, cards, computer games, unnecessary hats and headgear, gum, watches that have games programmed into them, candy, toys, scooters, skateboards and other items of play should not be brought to school. A student may not possess a knife or other identifiable weapon or use any object in a manner which renders it a weapon capable of injuring another person. Any item that interferes with the learning and safety of the individual or others is not appropriate for school and will be confiscated.

**Lost And Found**

Robinwood’s Lost and Found is located in the cafeteria. Items bearing the name of the owner are usually returned to the owner immediately after the item is brought to the office. Please use a permanent marker or sewn label to mark coats, gloves, mittens, boots, lunch boxes, etc.Staff time will not be spent searching for lost money or items that should not have been brought to school.

**Parties**

It is imperative to protect the learning environment. Students will **only** celebrate a Winter Party at the classroom teacher’s discretion. Please advise the teacher if your child will not be participating in a class party for personal reasons. Students will be allowed to exchange Valentine Cards.

**Treats and Party Treats**

**Birthdays are special. The Principal recognizes birthdays as well as most teachers. Non-perishable items may be shared with classmates (i.e. pencils, stickers). Birthday Treats may also be provided ONLY if they are a healthy snack to abide by FFSD Wellness Guidelines.** [**Birthday Treat Menu**](https://mo01000341.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=6942&dataid=4615&FileName=Birthday%20Celebration%20Menu.pdf)**. Please contact your child’s teacher BEFORE bringing any items to school. We have an increasing number of children with a variety of food allergies. Treats, balloons or party decoration sent or brought to school will be sent back home. Invitations to birthday parties (or any parties) are not allowed to be passed out at school unless the entire class (all of the girls, all of the boys or everyone in the class) is invited.**

 **Picture Day**

Fall Picture Day is scheduled for **Wednesday, September 5, 2018**. You will have the opportunity to purchase individual and/or group pictures. Retakes and make-up pictures are typically taken in October. Spring pictures are typically taken in March with no retakes.

**Homework**

Reading homework is expected for all students across ALL grade levels. Students will have homework assignments and should not exceed 45-60 minutes for any subject and will take into consideration age and grade level appropriateness.

Children are strongly encouraged to read for pleasure at home. For younger students, it is very beneficial for children to be read to by their parent in the evenings**. We encourage all of our families to read at least 60 minutes each night to or with their child(ren).** The St. Louis County Public Library System offers a variety of book selections for you and your child. More information will come home near the beginning of the year from your child’s teacher regarding their grade level homework policy.

**Student Planners/Agendas**

At the beginning of each school year all students in 3rd through 6th grade are given a planner to use on a daily basis. This is a requirement for Robinwood students due to the fact that it strongly supports a life-time of good study and work habits. The planners are graciously paid for by our PTO. If your child loses his/her planner or destroys it, they will be required to pay a nominal fee to purchase a new one. The cost to replace the planner is $3.00.

**Curriculum**

The Missouri Department of Elementary and Secondary Education under the Missouri School Improvement Program set standards of performance and examines every aspect of our educational operation from curriculum, to facilities, to funding. Ferguson-Florissant School District uses the Common Core State Standards. Grade-level specifics detail our instructional program will be available for kindergarten through sixth grade upon request. Information on Communication Arts, Mathematics, Science, Social Studies, Art, Vocal Music, Health and Physical Education are included. You may visit the District’s website to locate more curriculum initiatives. [www.fergflor.org](http://www.fergflor.org)

**School Programs**

Physical Education

Students attend PE class every week for 90 minutes. Students should wear gym shoes and no jewelry when participating in physical education classes. Classes take place in the gym, on the playground and field.

Health Education

Our Physical Education teachers also teach health classes. This information is reinforced in the physical education classes. The emphasis is on personal hygiene, nutrition, life-long physical education, disease awareness, personal safety, peer relationships and emergency care.

Music

Students attend music every week for 60 minutes. They learn a variety of musical skills, both vocal and with simple instruments that will add to their life-long enjoyment of all types of music. Robinwood students enjoy field trips to learn more about different types of music forms, such as jazz and classical music. When possible, professional musicians are brought to Robinwood to work with our students.

Art

Students attend art class once a week for 60 minutes each class period. They experience a variety of artistic techniques and learn art history throughout the year.

Library

Students have the opportunity to use the services of our library during a weekly library class and at other times as needed. They are taught reference skills and an appreciation for literature. They are also permitted to check out books.

Each student as well as his or her parent or guardian, is responsible for textbooks, library books and workbooks issued to him or her. **If books are lost or damaged, the parent or guardian is financially obligated.**

Daily Schedule

Robinwood will be using a traditional five day schedule. Teacher will provide parents with their schedule.

Student Activities and Projects

Students participate and compete in a variety of activities, contests and celebrations throughout the year. Some involvement is part of assigned class work, while others are optional. Some of these activities include, but are not limited to:

* Grandparents’ Day
* Student Council
* Mark Twain Reading Program
* Accelerated Reader
* Cafeteria “Bee Bucks”
* Spelling Bee
* Science Fair
* Writing Contests
* Referral Free Treats
* Scholar Bowl

Entrance Age for Kindergarten

To be admitted to kindergarten in the Ferguson-Florissant School District, a child must be five (5) years old before August 1 of the enrolling year. **If your kindergarten student has special learning needs, please inform the teacher, school counselor, or principal before school starts.**

Entrance Age For First Grade

To be admitted to first grade in the Ferguson-Florissant School District, a child must be six (6) years old before August 1 of the enrolling year.

##### Student Health

Illness at School

A school nurse is on duty full time at Robinwood School. If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the registration card as an emergency contact is usually called and asked to care for the child until a parent can be notified. It is District policy that a child with an oral temperature of 100 degrees or higher will be sent home and should not return until the temperature has remained normal for at least 24 hours.

Medication At School

If a student needs to take medicine during school hours, the medicine must be kept in the nurse’s office and should be in the original container from the pharmacy with complete instructions as to time and dose. The parent is responsible for bringing the medication to the nurse. Along with the medication, the parent should bring a note from the doctor, as well as their own note authorizing the medication. Medication cannot be given to the child to take home. Parents must pick-up the medication. Please contact our nurse if you have any questions.

Health Screenings

* Vision Screening

The school nurse gives vision screenings to all students each year. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

* Hearing Screening

Every school year the Special School District of St. Louis County Audiology Department provides hearing screenings for the following students: Kindergarten, 1st Grade, 3rd Grade, and 5th Grade, new students, Special School District students and any students with a hearing concern. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

* Scoliosis Screening

Scoliosis screening (curvature of the spine) is done every year on all 5th and 6th grade students by the nurse. A written notice is sent home prior to the screening with the date and suggested clothing appropriate for the screening. If you wish for your child to be exempt from this screening please send a written notice to the school nurse.

Human Growth And Development Program

The Human Growth and Development Program are presented to all 4th, 5th and 6th grade students each year. The school nurse coordinates this program for the students. All parents are given the opportunity to view the curriculum (films and reading materials) for the grade levels at the Administration Building. Typically in November a letter is sent home to parents with the date and time of this presentation. If you wish for your child to be exempt from this program, please send a written note to the school nurse. The program for the 4th grade levels consists of reading the material in class prior to viewing the film. The boys and girls are in separate groups for this program. The video is followed by a question and answer period. The program for 5th and 6th grade consists of a video followed by a question and answer period.

**Special Programs**

Technology

Each grade level has Chromebooks for student use. Students are taught basic keyboarding skills, research skills (Internet), word processing skills, and higher-level skills as appropriate. We are incorporating an increasing number of supportive curriculum activities into the students’ day using technology. All classrooms have a Smart Board for interactive learning.

Robinwood Website

Robinwood has a new and improved website. You can check out our site where you will see lots of information regarding the school, calendar, photos, lunch menu, and so much more. The link to get to the homepage is www.fergflor.org/robinwood-elementary.

Parent Portal

This is the program that you will have to use when you enroll and verify your child’s registration every school year. This program is linked to our Information Systems and will allow you to access a wide variety of information regarding your child. It will include student grades, attendance, etc. It is important to always update your information as notes, texts and phone blasts will be made using the information you provide.

Special Education

Special education services are offered through the St. Louis County Special School District (SSD) at Robinwood school fully servicing students with a variety of needs. Parents or teachers who suspect that a student may have learning difficulties may request a referral for evaluation. Diagnosis and placement is a parent and committee decision based upon test results using Missouri State Department Of Education guidelines. Disabilities serviced by SSD include: Learning Disabled, Emotional Disordered, Speech Impaired, Language Impaired, Hearing Impaired, Attention Deficit Disorder, and others. These services are offered at Robinwood in our resource room, cross categorical room, speech and language room, or by an itinerant teacher. Contact your child’s teacher, counselor, or principal should you have special education concerns or require information

PROBE-Gifted Program

The Ferguson-Florissant School District is pleased to have a gifted and talented program called PROBE. Students qualify for PROBE services using the results of individual testing based on state guidelines. Robinwood Probe students in 1st grade through 5th grade attend a full day of classes each week at the PROBE Center, which is located at Duchesne Elementary School. Robinwood students are transported by district bus to Duchesne. 6th grade PROBE students will attend Probe each day of the week.

Drug Abuse Resistance Education (DARE)

DARE may be offered by the Florissant Police Department once again this school year. DARE is an educational program that educates students about the repercussions of illegal drug use and promotes positive peer pressure. Fifth Graders participate in this program.

Student Council

Robinwood School sponsors a student council for students in grades 3-6. They are elected by the student body and are leaders held in high esteem. Our Student Council focuses on service to the school and community as well as plans various school spirit activities.

Scouting

Brownies, Girl Scouts, Cub Scouts and Boy Scouts are offered through the community and often times may meet after school at Robinwood. Information will go home to each child about scouting at the beginning of the school year. This is a privately run program and parents must contact Scout Leaders for any and all information regarding Scouts.

Band and Orchestra

Band lessons are available for students in 4th, 5th and 6th grades. Orchestra lessons are for

students in the 3rd thought 6th grades. Two band and two orchestra concerts are usually held each year. Information about classes and rental of instruments can be obtained from the band and orchestra teachers in the early fall. Third and fourth grade students may have a violin introduction.

Parent Teacher Organization (PT0)

An important part of any good school is a viable parent-teacher group. All Robinwood parents are considered members of the PTO and are always invited and encouraged to become active members by becoming involved in school activities. It means a great deal to your children for you to support their school, its programs and activities. Parent involvement determines the success of our school’s PTO initiatives. **The day and time of the meetings will be advertised throughout the year.**

There are leadership opportunities available through the PTO. Assistance is needed each year with various activities that our PTO sponsors. Past activities have included: Fund Raising, Fall Festival, Breakfast with Santa, Plant Sale, and Movie Night. Those interested in finding out more about our PTO can attend any meeting or email them at Robinwoodptoflorissant@gmail.com. We will also have volunteer sheets out at Meet the Teacher Night in August for you to indicate your interest in helping with one or more PTO activities. Your contribution of time is valuable. Please consider helping to support our learning community!

Volunteer Opportunities

Volunteers are an important ingredient to the success of Robinwood School. **If you would like to work with students then volunteers must apply online through the Ferguson-Florissant School District website and are expected to maintain confidentiality when working in the school and students.** Please log on to [www.fergflor.org](http://www.fergflor.org), click on the volunteer icon and follow the simple directions. There is no cost to apply. You are also welcome to volunteer in other areas. The following is a list of possible volunteer opportunities.

* Guest Listener: Students orally read passages to the volunteer for 40-60 minutes daily.
* Oasis Volunteer: This is a district sponsored older adult program, similar to being a guest listener. Contact the Oasis Office at 506-9130 if you want more information or if you want to sign up.
* Math Tutor: The tutor helps selected students in one to one or small group situations with math drill or practice for 30-40 minutes a day.
* Popcorn Poppers and Baggers: Almost every Friday, our PTO volunteers make popcorn for sale for students to enjoy at lunch time. Proceeds from the sale are used by the teachers for extra supplies for the classrooms and to pay for the popcorn supplies. Volunteers are needed on Friday afternoons.
* Helping Hands: Want to help but you aren’t available during the day --- this may be the volunteer opportunity for you! Sometimes teachers need help cutting things out or preparing materials for a special lesson. Often these supplies could be sent home with your child to be completed at home by the volunteer. Talk with your child’s teacher to volunteer your help.
* Other: Let us know if you have other ideas. We’re all here to support our students.

Field Trips

Educational study trips that support the curriculum are scheduled during the year. We believe in the value of community experiences and try to expose our students to many academically appropriate opportunities. Parents are informed beforehand of the place, time, date, transportation plans and cost, if applicable. **Written permission** is required in advance in order for your child to attend a field trip**.** Field trips that require money must be paid 3 days in advance. NO EXCEPTIONS

PBIS Celebrations

Each year Robinwood recognizes and honors those students that are doing their personal best by following our rules, expectations and procedures to be a good citizen. Those students that have no discipline issues and/or referrals during the quarter or semester are invited to participate in a special activity. Some referral free treats in the past included bowling, special field day, rotation activities, and more.

**Standardized Testing**

**3066.1 STATEWIDE ASSESSMENTS**

The mandatory Missouri Assessment Program (MAP) is administered annually in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

The assessments included in the Missouri Assessment Program (MAP) are Grade Level Assessment (GLA), End of Course (EOC), ACCESS for ELLS, MAP-Alternate Assessment (MAP-A), National Assessment of Educational Progress (NAEP), and Personal Finance. Additionally ACT is administered as a statewide assessment for all grade 11 students. All students in assessed grade levels and content areas who are enrolled and present during the district testing window are required to participate in state assessments unless the state specifies provisions for a student being exempted from an assessment.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work based upon performance. The District’s policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

**The MAP testing window is April 8-26th.**  Please do NOT schedule appointments, come in tardy or late, or pick up early during this time.

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**Grading System and Student Progress Information**

* In kindergarten, progress reports are issued twice a year (end of 1st semester and end of the school year).
* Student progress reports (report cards) are issued four times a year in 1st through 6th grades.
* Mid-quarter progress reports for 1st grade through 6th grade are issued for students as another way to keep parents informed of their child’s progress.
* Parent-Teacher conferences are held near the end of the first quarter for all students.
* Teachers will provide parents with written comments, anecdotal progress information and suggestions to help your child make progress academically.
* STAR Reading and Math reports will be sent with progress reports to show student reading/math levels.

**Grading Key**

**Grades K-2 `**

|  |  |
| --- | --- |
| G or 1 | Good Progress/Consistently |
| S or 2 | Satisfactory/Showing Progress |
| M or 3 | More Progress Needed/Not Yet |

**Grades 3-6**

|  |  |  |
| --- | --- | --- |
| A | 90-100 | Exceptional |
| B | 80-89 | Very Good |
| C | 70-79 | Satisfactory |
| D | 60-69 | Minimal |
| F | Below 60 | Failing |

**Parent-Teacher Conferences**

Each fall the Ferguson-Florissant School District hosts a Parent-Teacher Conference week. This year our Parent-Teacher Conferences are held after school hours and during the evening during the week of **October 15 – 18.** Specific date and times will be determined at a later time. This is one of the best times for parents and teachers to talk and share important information about our students.

If you want to meet with the counselor, special education teacher, physical education teacher, music teacher or others, let the teacher know ahead of time, so that the teacher can inform the appropriate staff member(s). Use a second conference time to meet with these staff members. Your time with the teacher should be honored and kept separate, so you will want to schedule a different time for other conversations. It would be wise to get feedback about your child’s performance from other staff members before your conference with the teacher. This will give you a broad perspective about your child, their educational work, social skills and more.

If you would like the principal, counselor or special education teacher to sit in with you during the conference, feel free to ask. We will try to accommodate you. Robinwood teachers are happy to meet with parents at any time of the year. Please schedule a time with the teacher beforehand so as not to interfere with tests or other special activities.

Honor Roll – Perfect Attendance – **R**ecognition **A**nd **H**onor Assemblies! (RAH!)

Each quarter students participate in a RAH! (K-3 and 4-6) and receive awards for special achievement. Students are recognized for perfect attendance quarterly and yearly. Third grade through sixth grade students can earn recognition on the Honor Roll by maintaining B grades or higher each quarter. Students are also recognized for being on the “Straight A” Honor Roll one or more quarters. Each teacher and staff member can recognize a student for any special behavior by giving them a Positive Referral (RED CARPET AWARD). Additional honors are recognized as appropriate. We love to celebrate our successes!

Little Creek Nature Area

With initial funding from the federal government in 1968, the Ferguson-Florissant School District had the vision and foresight to acquire 97 acres for a nature and wildlife refuge that has served students as an experiential science classroom. Known as Little Creek Nature Area, this natural preserve serves all students, kindergarten through 12th grade, using a curriculum that offers unique hands-on learning experiences unparalleled in other school districts throughout the metropolitan area. Located on Dunn Road, Little Creek offers students an opportunity to study a variety of biological and interrelated subjects in this beautiful and natural setting. A favorite with teachers, parents and students, Little Creek’s animals, insects and vegetation provides a wealth of learning opportunities for our community.

**Robinwood School Staff Assignments for 2018-2019**

**School # 314-831-4633**

**Fax # 314-831-4656**

**Dr. Malinda Ice - Principal**

**Dr. Amanda Eye – Assistant Principal**

**Mandy DeKrey - Office Professional - 1301**

**Name Assignment Room Ex.**

Dawn Claggett Counselor 1500

Jacqui Moonier Instruct. Support Leader 1042

Cathy Mulcahy Building. Aide 1302

 Building Aide 1302

Kimberly Tillman Building Aide 1303

Jessica Thurmond Instructional Aide

Leona Tangell- Resource 13A 1960

 Lippincott

Rhonda Holmes Resource PT 13A 1960

Milton Burel SSD Para 13A 1960

Savannah Anthony Cross Cat 15 1015

Toni Johnson SSD Para 15 1015

Karen Brockland Cross Cat 17 1017

 SSD Para 17 1017

Emily Siemer Speech/Lang 11 1920

Nicole Romeo PT Speech/Lang 11 1920

Doris "Diane"Corson PT Parra 17 1017

Michele Loesche PT

 O.T

Kacee Mann Sch. Psych

Cherise Grandison SSD Social Worker Tuesday

Latonna Crayton SSD Coordinator 1043

Jan Jedding Nurse Clinic 1400

Darren Glover Custodian Boiler Rm 1800

Abby Hardin Nt. Custodian Boiler Rm 1800

Kathy Hollis Café Mgr. Cafeteria 1700

Denise Hockenberry Cook Cafeteria 1700

Angela Neeley Cook Cafeteria 1700

Laura Lenix Cook Cafeteria 1700

Viney Tabron Cook Cafeteria 1700

**Name Assignment Room Ex.**

Laura Grossman Kindergarten 1 1001

Beth Wojciechowski Kindergarten 2 1995

Cathy Lux Kindergarten 4 1004

Deanna Anderson First Grade 3 1003

Andrea Bates First Grade 6 1006

Shannon Johnson First Grade 5 1005

Molly Harris Second Grade 10 1010

Nichelle Hayman Second Grade 8 1008

Pam Gerlach Third Grade 16 1016

Sarah Graham Third Grade 18 1018

Lisa Goldstein Fourth Grade 12 1012

Ellen Mann Fourth Grade 14 1014

Jennifer Bond Fifth Grade 19 1019

Natalie Jaeger Fifth Grade 21 1021

Brian Mullins Sixth Grade 9 1009

Cheryl Scurry Sixth Grade 7 1007

Allison Sissom Art 20 1020

Michelle Huisinga Library Library 1600

Jeff Cook Vocal Music 22 1022

Gloria Pasley Vocal Music PT 22 1022

Brad Besand String Music Cafeteria

Bob Ridge Band Music Cafeteria

Susan Dodge P E Gym 1299/2966

……………… PE part time Gym 1299/2966

Computer lab 1011

Denise Johanningmeier 595-3939

Teacher Lounge 1900

Y-care after care registration 521-1822-ext 40

**Ferguson-Florissant School District Information**

**School Violence Hotline**

On October 1, 2001 Governor Holden announced the establishment of a school violence hotline that allows students, parents and citizens to call a toll-free number and report potential threats affecting schools, students and school personnel. The hotline is in operation from 7:00 a.m. to 6:00 p.m. Monday through Friday (except holidays). The phone number is 1-866-748-7047.

**Custodial and Non-Custodial Parent Rights and Responsibilities taken From Board Policy 30**

The District will honor any restrictions regarding custody, physical placement, and other conditions mandated by a valid court order, provided the District has been given a copy of such order. If two opposing court orders are presented to the District, the most current order will be followed.

Unless there is a valid and explicit court order to the contrary, both parents shall have the right to:

1. View the student’s school records (e.g. academic, health, and discipline records).
2. Receive school progress reports, the school calendar and notices of major school events.
3. Visit the school in accordance with District Policy 8020 Classroom Visitation.
4. Participate in parent/teacher conferences. (If the parents do not wish to be present at the same conference, the non-custodial parent must make a timely request for a separate conference.)
5. Receive all notifications in accordance with the Individuals with Disabilities Education Act.
6. Receive timely notice regarding their child when communication to one parent is required.

The custodial parent/legal guardian has the responsibility to:

1. Keep the school informed regarding the residential address of the child and custodial parent, and how the custodial parent may be contacted by telephone at all times.

2. Provide the District with a complete copy of any valid and current court order that restricts the rights of the non-custodial parent regarding access to the student or the student’s records.

Non-custodial parents have the responsibility to keep the school informed of changes in their current telephone number and address. Further, absent a court order to the contrary, the non-custodial parent may make timely requests to participate in parent/teacher conferences.

Students will be physically released to custodial and non-custodial parents as required or permitted by valid and current court orders. In the absence of a court order, the District will comply with applicable law, taking into consideration the best interests of the child under the specific circumstances. Building administrators should seek information and guidance from an appropriate District-level administrator regarding the meaning and effect of court orders, and the law applicable to particular situations.

In the event a valid and current court order prescribes specific times during which one parent may have access to the student, and the parents agree in writing that such access may be modified, the District may honor this voluntary agreement unless or until one party withdraws consent. If such consent is withdrawn, access shall be governed by the terms of the then-existing court order.

Without a court order defining the terms of the separation, parenting, and/or access to the student, the parents shall have equal access to the student and the student's records, and may designate in writing (on district form R-15C) others (e.g., grandparents) as emergency contacts or authorized persons to pick up the child, despite the objection of the other parent. The District will contact each parent with legal custody in the event a contact with a parent regarding a child is required.

In the absence of a court order, the District will comply with applicable law, taking into consideration the best interests of the child under the specific circumstances. When parentage is not in dispute (as evidenced by the mother's and father's names on the child's birth certificate), and there is no court order defining custody, parenting, and/or access to the child, the parent with whom the child historically and customarily lives shall be assumed to have primary care, custody, and control of the child. The custodial parent will be contacted by district personnel for approval prior to release of the child to the non-custodial parent. If the custodial parent cannot be reached in a timely manner, the decision to release the child will be made by the administrator. Absent a court order to the contrary, the non-custodial parent shall have access to the student's records.

Custody disagreements should be settled without the involvement of District personnel, who must remain objective in providing a positive education for all students. (Ref. 8014 Public Complaints and 8020 Classroom Visitation) If such disagreements occur on school property or at school activities, and become disruptive or violent, or endanger the welfare of the child (or others), the District will call law enforcement authorities, refer the matter to the Children's Division of the Missouri Department of Social Services, and/or exclude the parents, either in whole or in part, from further presence on District property and at District activities.

**Parent Involvement Plan**

The 2018-2019 Parent Involvement Plan will be placed on Robinwood’s Website. (A copy may be provided upon request). http://www.fergflor.org/robinwood-elementary

**Robinwood Elementary School**

**A Recognized School of Excellence U.S. Department of Education**

**Quality School Since 1958**



Dear Ferguson-Florissant School District Family,

Communications between school and home have never been more important -- for weather notification, emergency alerts or other general announcements. Recognizing this, the Ferguson-Florissant School District will implement a parent notification system which will enable the District and your child’s school to notify you by phone, email and/or text message regarding any necessary school-related news.

Our new notification service is provided by InTouch, a company which specializes in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student. There is also an “app” for iPhone and Android mobile devices.

Inclement weather or emergency-related school closings will continue to be reported on local television and radio stations and on the District’s Facebook and Twitter pages in addition to a School Reach system notification to all households.

In an effort to ensure you receive these communications in the coming school year, please note the following:

1. Please make sure the school’s office has updated contact information on file.
2. Caller ID: The main phone number for the District, (314) 506-9000, or the main number for your child’s school will appear on your phone’s Caller ID when you are receiving a School Reach call.
3. Live Answers: InTouch uses voice detection technology so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
4. Message Retrieval Line: InTouch archives our school’s messages for 30 days, just in case you miss them. Simply call -- from the phone number you have on file with the school district – (855) 955-8500, and follow the prompts to hear any/all messages sent.
5. [Parent App](http://www.schoolreach.com/parent-center.html): InTouch makes available to parents a mobile device “app” to help keep the lines of communication open. Parents will be able to manage contact numbers, email addresses, opt-in/out preferences -- all from the convenience of a smart phone. It’s FREE and available on iPhone and Android stores as “InTouch.”
6. Answering Machines/Voice Mail: The system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any “pauses.”
7. Message Repeat: At the end of the message you will be prompted to ‘press any key’ to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then ‘repeat’ the message in its entirety.

We hope that you will find our new notification system to be helpful and informative. If you have any questions, please contact the Communications Office at 506-9037.

Sincerely,

Communications & Marketing Department

 Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

* Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
* Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
* Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
* Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

* Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
* Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.