

Robinson Middle School

Student/Parent Handbook



Principal: Tim Leffert
Assistant Principal: Relyn Strom
Activities Coordinator: Kim Stroud

OUR MISSION

Engage students in the highest quality learning
Prepare students for responsible, productive citizenship
Inspire excellence for a lifetime

OUR VISION

Topeka Public Schools will be recognized nationally for:

- academic excellence,
- post-secondary and career success,
- and achievement in the arts, athletics and extracurricular activities. *Strengthened by diversity and a welcoming and inclusive environment, our district will cultivate partnerships with staff, families, business and industry, and the greater community to develop students' educational, physical, and social-emotional well being.*

At Robinson Middle School our scholars are expected to be:

Respectful | Motivated | Safe

SCHOOL COLORS Red and Gold

SCHOOL MASCOT Raven

COMMUNICABLE DISEASE GUIDANCE

REDUCING THE SPREAD OF COMMUNICABLE DISEASES (COVID-19/INFLUENZA)

As we continue to work to reduce the spread of communicable diseases, such as COVID-19 and influenza, the school has established plans and protocols to reduce the risk of exposure to students and staff while in school buildings. While we hope many precautionary measures can be reduced or eliminated this school year, we ask for your cooperation in following any that are put in place for everyone's safety.

To aid the school and community in fighting the spread of communicable diseases, please read and adhere to the following DO's and DON'Ts.

- **DO NOT** come to school if you have tested positive for COVID-19, have been asked to quarantine due to exposure to COVID-19, or are exhibiting any symptoms of COVID-19 or other communicable disease.
- **DO** follow any safety protocols that have been put in place, including, but not limited to, distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.
- **DO** wash your hands often.
 - ◆ Wash your hands often with soap and water for at least 20 seconds.
 - ◆ It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
 - ◆ Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

CURRICULUM & INSTRUCTION

6TH GRADE

Required Classes: Advisor Base, Math, Science, English Language Arts, Social Studies

Related Arts Options: Band*, Orchestra*, Physical Education, Computer Science for Innovators and Makers, AVID*, Art, Chorus

7TH GRADE

Required Classes: Advisor Base, Math, Science, English Language Arts, Social Studies

Related Arts Options: Band*, Orchestra*, Physical Education, App Creators, Art, AVID*, Family & Consumer Sciences, Chorus, Office Proctor, Library Media Proctor

8TH GRADE

Required Classes: Advisor Base, Math, Science, English Language Arts, Social Studies **Related**

Arts Options: Band*, Orchestra*, Physical Education, Integrated Computer Applications**, Design**, Career & Life Planning**, AVID*, Chorus, Office Proctor, Library Media Proctor

*Full year course - takes the place of two elective selections.

**1/2 High School Credit - all eighth grade students are encouraged to take at least one high school credit course.

Please note that gifted, English Language Learner (ELL), and special education courses are available and/or may be required to meet the individual needs of students. An individual plan may be required to enroll in these courses.

ADVISOR BASE PROGRAMMING

Each student at Robinson Middle School will be assigned an advisor base classroom where they will start each day. This designated time each day will provide students the opportunity to learn social skills, work on college and career planning, and plan for students' spring conferences. Our advisor base programming is intended to support a successful middle school experience for all of our students.

Monday: Social Emotional Programming | **Tuesday:** Career Planning | **Wednesday:** Ci3T Lessons | **Thursday:** Student Led Conferences | **Friday:** Service Learning & Class Building

PHYSICAL EDUCATION

Students will not be required to dress out. If a student chooses to dress out it is recommended to have some type of gym suit (shorts, t-shirt, shoes, etc.) All items should be clearly marked with the student's name. Gym clothes must be taken home and laundered at the end of each week. All students must have gym appropriate shoes to wear during class. Extra pairs of shoes are available in the PE locker rooms if a student needs to borrow some. Students will not be excused from P.E. class without a written request from parents/guardians or the school nurse. After three days of not participating students will be required to provide a written excuse from a doctor. Students in P.E. class will not be allowed to wear hoodies, earbuds, hats, or other items that may interfere with the safety of the planned activity.

GRADE CARDS & PROGRESS REPORTS

Middle school students will receive letter grades each quarter. Computerized grade cards will be issued at the conclusion of each quarter. Parents/guardians and students should check student performance and grades in TylerSIS regularly.

PLAGIARISM

Students' classwork or homework incorporating the ideas or words of another person shall observe the permission requirements of copyright law and shall give appropriate credit to the source. The staff at Robinson expect students' classwork and homework will be their own.

MONTHLY STUDENT AWARDS

The **Raven High Flyer of the Month** award is determined by the student's grade level teaching team. Our staff feels the winner exceeds our expectations as they relate to student being Respectful, Motivated, and Safe at Robinson Middle School. Staff review grades, behavior, attendance, school pride, and positive interactions with other students as part of the selection process.

The **Robinson Motivated Student of the Month** award is determined by the student's grade level teaching team. Our staff feels the winner has demonstrated our expectations as they relate to students being Respectful, Motivated, and Safe at Robinson Middle School. Staff review the list of nominated students and select the student who has demonstrated the most growth over the last month.

LIBRARY MEDIA CENTER & TECHNOLOGY

CHROMEBOOKS

All students at Robinson Middle School will have a chromebook. The chromebook is the property of Topeka Public Schools and is being loaned to the student only for educational purposes. No chromebook is to leave our building without having the Student/Parent agreement for off campus use of the device signed by both parent and student. That agreement explains the cost for repair or damage to the chromebook. Damage to the chromebook or inappropriate material on it may result in the student losing the privilege to use the chromebook. Students are expected to take a charged chromebook to each of their classes. If students take the chromebook home, it is very important that it is brought back to school each school day fully charged. A fee of \$25 must be paid each year for the student's chromebook. If students are unable to bring their chromebook regularly in good working order they may be required to leave the chromebook at the school building each day.

COMPUTER USE GUIDELINES FOR STUDENTS

The Topeka Public School's Board of Education Policies and Administrative Regulations guide computer use. Students have no expectation of privacy when using district computers. District use of computer systems is a privilege, not a right, and inappropriate use may result in removal of privileges. Any computer application, information or file in district computer systems is subject to monitoring by staff and/or administration. RMS retains the right to access any information created by students.

Computer use is provided to complete course assignments, and users are both personally responsible and accountable for these guidelines. Computer use for entertainment is not allowed. Consequences of misuse may include loss of computer privileges and suspension from school.

To ensure the integrity of Computer Labs & Network Systems students should ask:

- Are my activities consistent with my class, school or district's curriculum objectives?"
- Are my activities appropriate for a school setting?"

If the answer is "NO," users risk losing computer privileges and are subject to other consequences.

Students Will:

- Protect their passwords to ensure the security of user accounts.
- Respect copyright laws for all media formats: print, music, video, etc. →
- Respect the security of any computer system or network.
- Use computer equipment strictly to meet instructional objectives.

→ Sign an Internet Acceptable Use Policy before Internet access is granted. → Have Internet access unless a Parent/Guardian wishes to revoke that privilege. → Understand that inappropriate use of RMS technology will result in disciplinary action that can include immediate suspension of computer privileges.

Students Will Not:

- LOG ON or attempt to LOG ON as another student.
- Access or attempt to access instant messaging or Internet chat rooms.
- Access or attempt to access, edit or attempt to edit another student's files.
- Access or attempt to access the operating system, configuration or settings of any computer, monitor, printer, peripheral or network component.
- Browse through/attempt to access unauthorized directories/subdirectories on network.
- Use, download or install a program/program file/executable file, or file of any type to initiate any program unless user has express permission from RMS faculty.
- Display, send, access or attempt to access information that presents/promotes offensive or obscene materials, nor place any such information on the network or Internet.
- Print any document without express permission from the RMS faculty. **All students will be required, along with their parents, to sign and agree to the Acceptable Internet Use (AUP) Policy for Computers at Robinson.**

LIBRARY MEDIA CENTER

We are very proud of the Robinson Library Media Center. We welcome students and parents/guardians. We hope that you have many hours of enjoyment here reading books, magazines, and newspapers; using reference materials and electronic sources; and doing on-line computer searches. The library media center is open from 7:45 a.m. to 3:00 p.m. each school day. During the school day students can come with either a pass from class or with a class. Students may check out up to three books for two weeks and renew them for another two weeks. Overdue notices are sent to Advisor Base teachers regularly to distribute to students. Students need to return overdue materials before they can check out new materials.

ATTENDANCE & TRUANCY

BUILDING HOURS

The school building will be open to students at 7:30 a.m. Students who do not have school business are to be out of the building at 2:50 p.m. During the school day the only access to the building will be through the front doors.

REGULAR ATTENDANCE

Regular attendance, punctuality, and success in school are closely related. The primary responsibility of good attendance at the middle school level rests with the student and his/her parent or guardian. It is necessary for a parent/guardian to notify the school the day of the student's absence in order to have it excused. Parents must call the main office during business hours or leave a message.

MAKE-UP WORK FOR EXCUSED ABSENCES

When a student is away from school three days or more and the parent/guardian wishes assignments for the student, this request should be called to the office between 7:30 and 8:30 a.m. at 295-3770. This will allow office staff adequate time to collect the assignments. These assignments and the student's books may be picked up at the end of the school day. Grades will not be affected by an excused absence except when the student does not make up the work assigned for such absence.

LEAVING SCHOOL DURING THE SCHOOL DAY

Any student who leaves the school for any reason during the school hours must obtain permission from the office and must sign out in the office before leaving the building; upon returning to school students must check in at the office for a pass to class. If this should involve a doctor's appointment, dental appointment, etc., please call or send a note with your student stating where they are going and what time they should be excused or come to the office in person. A student will not be allowed to leave without prior notification from parent/guardian.

LATE TO CLASS

Being on time to school/class and being prepared is extremely important to being a successful student. If a student is late to school, a written excuse or a telephone call from the parent/guardian is necessary. Students arriving late to school with an excuse need to report to the office for a pass to class. Students outside of class during class time are required to have a pass indicating their destination. Students who accrue tardies to class will be handled on a case-by-case basis.

TRUANCY

When a student's illness extends beyond three (3) consecutive school days, the school principal may require a physician's statement verifying the necessity of the absence, giving permission to return to classes, and requesting restricted activity. When a student accumulates three (3) consecutive, five (5) unexcused absences during any semester, or seven (7) unexcused absences during the school year, the principal is required to file truancy paperwork with court

services and child protective services.

Truancy exists if a student:

- Leaves school without signing out in the main office.
- Is absent from school without permission from a parent.
- Is absent from class without permission (skipping).
- Obtains a pass to go to a certain place and does not report there.

PARTICIPATION IN ACTIVITIES

A student must be in school for half of the day in order to participate in an athletic event or to attend extra-curricular activities the same day.

ROBINSON MIDDLE SCHOOL

2022-2023

BREAKFAST PICK-UP: 7:45

Advisor Base	7:50-8:15
1st Hour	8:18-9:00
2nd Hour	9:03-9:45
3rd Hour	9:48-10:30
4th Hour	10:33-11:15
6th Lunch	11:15-11:45
5th Hour	11:48-12:30
6th Hour	12:33-1:15
7th Hour	1:18-2:00
8th Hour	2:03-2:45

DISMISSAL: 2:45

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EXPECTATIONS & CONSEQUENCES



ROBINSON MIDDLE SCHOOL EXPECTATIONS MATRIX

	RESPECTFUL	MOTIVATED	SAFE
CLASSROOM	<ul style="list-style-type: none"> → DISAGREE APPROPRIATELY → STAY IN ASSIGNED AREA → USE MATERIALS CORRECTLY 	<ul style="list-style-type: none"> → REQUEST MISSING WORK → ASK FOR HELP WHEN NEEDED → ARRIVE TO CLASS WITH SUPPLIES → ENGAGE FULLY 	<ul style="list-style-type: none"> → KEEP HANDS, FEET, AND OBJECTS TO YOURSELF → FOLLOW CLASSROOM & DRILL PROCEDURES → USE "TAB" SPACE → KEEP WALKWAYS CLEAR
HALLWAYS	<ul style="list-style-type: none"> → KEEP HALLWAYS CLEAN → INTERACT POSITIVELY WITH OTHERS 	BEAT THE BELL	<ul style="list-style-type: none"> → STAY TO THE RIGHT → KEEP HANDS, FEET, AND OBJECTS TO YOURSELF → SEE SOMETHING; SAY SOMETHING
RESTROOM	<ul style="list-style-type: none"> → USE ONLY WHAT YOU NEED → GIVE OTHERS PRIVACY → KEEP RESTROOMS CLEAN 	<ul style="list-style-type: none"> → GET IN AND OUT QUICKLY → USE CLOSEST RESTROOM 	<ul style="list-style-type: none"> → WASH YOUR HANDS → SEE SOMETHING; SAY SOMETHING → SHOW YOUR PASS
CAFETERIA	<ul style="list-style-type: none"> → TALK TO THOSE AT YOUR TABLE → INTERACT POSITIVELY WITH OTHERS → KEEP CAFETERIA CLEAN 	<ul style="list-style-type: none"> → FOLLOW LUNCHROOM PROCEDURES PROMPTLY 	<ul style="list-style-type: none"> → STAY IN ASSIGNED AREA → KEEP HANDS, FEET, AND OBJECTS TO YOURSELF
OUTSIDE	<ul style="list-style-type: none"> → INTERACT POSITIVELY WITH OTHERS → KEEP AREAS CLEAN 	BEAT THE BELL	<ul style="list-style-type: none"> → USE THE CROSSWALK → WATCH FOR TRAFFIC

SAFE SCHOOLS

Topeka Public Schools will maintain a safe and nurturing educational environment where students can learn, teachers can teach, and where parents and patrons can meet and recreate without fear. Topeka Public Schools will not tolerate violence or injury to staff or students, nor will weapons be tolerated at any school activity or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of state and federal law prohibiting firearms on school property shall be strictly enforced.

CELL PHONES

Students are strongly encouraged to keep all electronic devices, including cell phones, at home. Such devices are not allowed to be used in classrooms or hallways during school hours (7:45a.m. to 2:45 p.m.) and should be turned off and stored in lockers or pockets. Phones and other devices that are used in classrooms and other common areas, will be confiscated, and a parent/guardian will be required to retrieve them starting with the second offense, however, students may use their cell phones at breakfast and lunch. Lost, stolen, or damaged phones/electronic devices will not be investigated by staff or administration at any time. Robinson Middle School staff are not responsible for lost or stolen electronic devices.

EARBUDS & HEADPHONES

Earbuds and headphones are for academic purposes and ONLY needed when teachers request them. Students should not have them out at any time during the school day. If earbuds or headphones are used during class, or used during hallway transitions, or for non-academic items it will be treated the same as a cell phone violation. Lost or stolen earbuds or headphones are not the responsibility of Robinson Middle School. Earbuds and headphones may be used during lunch and breakfast the same as cell phones.

BULLYING

The Board of Education is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties, including parents or guardians, is strictly prohibited and shall not be tolerated in the district. The Board of Education hereby prohibits bullying in any form including electronic means (cyberbullying as defined by K.S.A. 72-8256) while on or utilizing school property, in a school vehicle or at a school-sponsored activity or event. The superintendent of schools shall propose, and the Board shall review and approve, a plan to address bullying while on or utilizing school property, in school vehicles or vehicles of

contracted transportation providers or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

How do I report bullying?

Students can report bullying in different ways:

- Using the link to the Raven Report: <https://forms.gle/jrz5AWNjn2SqmK3a9>
- Telling a trusted staff member

DISCRIMINATORY HARASSMENT

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, sexual orientation, gender, gender identity or expression, including sexual harassment; discrimination on the basis of race, color or national origin, including racial harassment; and discrimination on the basis of disability, including of harassment on the basis of disability. Discrimination on the basis of religion, including harassment on that basis is also prohibited. Harassment on any of these grounds of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

STUDENT DRESS EXPECTATIONS

Not Acceptable: Halter tops, midriffs or short tops not covering the stomach area, half-shirts, oversized armholes, jersey type shirts (require an undershirt), short shorts, sagging pants, bandanas, and any other clothing or apparel to make reference to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise determined inappropriate by the school administration will not be permitted.

Clothing Consequence: In all cases in which students are not able to meet student dress expectations they will first be given the option of correcting the situation by putting on different attire or having a parent/guardian bring them an acceptable piece of clothing.

BOOK BAGS

Students are allowed to bring book bags to school; however they are encouraged to leave them in their lockers. Students are responsible for keeping their book bags clear of walkways.

POSTERS

Posters may not be placed in the building without permission from the principal.

OFFICE PASS FOR A STUDENT

In order to come to the office during class time to visit the principal, counselor, social worker, or nurse, students must have a pass. A student will be sent back to class if they do not have a pass. If a student wishes to see one of the above mentioned staff, his or her teacher will call the person in advance to confirm they are available. Call slips will be used by school staff when staff need to visit with students. Students will use the pass to travel to and from the appointment. Staff will record time and sign when a student leaves the room or office.

PUBLIC DISPLAY OF AFFECTION (PDA)

Holding hands, kissing, hugging, and other forms of PDA are forbidden. Students will be warned the first time and parents/guardians will be notified if the problem continues. Consequences will be assigned if the behavior(s) continue.

SMOKING, ALCOHOL, AND OTHER DRUGS

Students are forbidden to smoke, use alcohol, or any illegal drug, or are in the possession of said items on or near the school grounds or at any school activity. In addition, students who present with the odor of a substance will be investigated, parents will be notified and consequences will occur depending on the outcome. If the contents of a locker has an odor, this too, will be investigated. The Board of Education Policy Handbook requires that such action on the part of a student will result in suspension and evidence of a consultation at Shawnee County Regional Prevention and Recovery. The Police Department will be notified in the event of possession or use of narcotics/illegal drugs, alcohol or tobacco. The police may issue citations for possession or use of said substances.

TELEPHONE

Students will be called to the phone only in cases of emergency. Otherwise, all phone messages will be delivered to the student. The school phones are considered business phones and are not to be used by students unless students need to speak to parents/guardians.

THEFT

Our goal is to have all students feel that their belongings are safe and secure. Taking or being in possession of articles belonging to other individuals or the school could result in suspension and/or notification of law enforcement.

VANDALISM

The destruction of school property or the property of others will not be tolerated. Students will be asked to compensate for such damage and such behavior may also result in suspension.

“JUST PLAYING” PUSHING/SHOVING/HORSEPLAY

Pushing/shoving/horseplay can and does lead to much more serious problems. At Robinson, “just playing” goes against the philosophy of a safe and orderly environment and those students involved in these types of incidents will process through the building reactive plan.

FIGHTING

Fighting at school, on school grounds (or adjacent from school grounds), or at any school activity is a violation of school policy. Students may expect to be suspended up to ten (10) days with a possible long-term suspension/expulsion for repeated offenses as well as a referral to law enforcement. In addition, students who record fights and/or post videos of fights on social media will also face school consequences and possibly legal charges from the Topeka Police Department.

FOOD & DRINK IN THE CLASSROOM

Food and drink items are not allowed in the classrooms, unless the classroom teacher gives permission.

TAKE A BREAK

In most classrooms, teachers will use their designated take a break (TAB) space for students. The purpose is to give the student a chance to regain their control and to avoid escalating a situation.

ALWAYS FOLLOW THE IEP, GEI OR 504

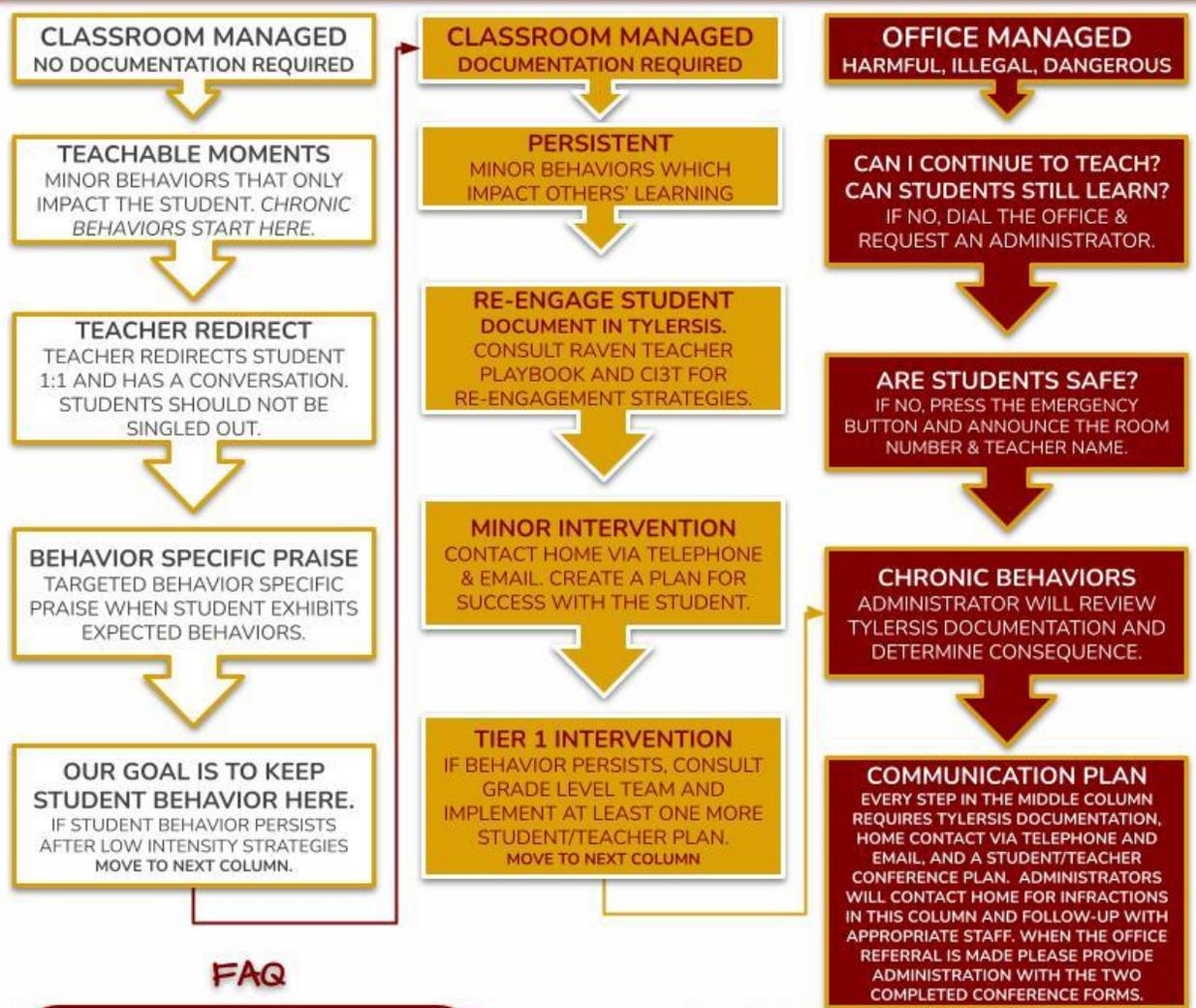


ROBINSON MIDDLE SCHOOL

Reactive Plan

Please remember that every teacher is expected to participate in active supervision and behavior specific praise daily. These and other Ci3T initiatives are proactive ways to prevent problem behaviors.

HOW IS THIS BEHAVIOR MANAGED?



FAQ

WHAT IF THE STUDENT IS NOT IN MY GRADE LEVEL OR CLASS?
 UTILIZE THE MASTER SCHEDULE TO DETERMINE WHO YOU MIGHT CONTACT TO INTERVENE. REMEMBER WE ARE ONE SCHOOL TEAM.

WHAT IF I DO NOT FEEL COMFORTABLE CONTACTING THE STUDENT'S HOME?
 PLEASE REACH OUT TO A COLLEAGUE OR ADMINISTRATOR TO SUPPORT YOU IN CONTACTING HOME TOGETHER.

Available Resources

- | | |
|---------------------|-----------------------|
| TAB SPACE | COUNSELORS |
| WELLNESS ROOM | MENTAL HEALTH TEAM |
| INSTRUCTIONAL COACH | GRADE LEVEL TEAM |
| SPED CASE MANAGER | COACHES/TRUSTED ADULT |
| INTERVENTIONIST | PREVIOUS GRADE LEVEL |
| SOCIAL WORKER | ELECTIVE COLLEAGUES |
| CI3T WEBSITE | TEACHER PLAYBOOK |

RECOVERY ROOM

Our Recovery Room is used when students behave in a manner that is not acceptable in a school setting. Refusal to participate in recovery activities may result in Out-of-School Suspension (OSS). Misbehavior while in the Recovery Room may result in Out-of-School Suspension (OSS). Students in the recovery room are ineligible to attend or participate in any athletic events, dances, school programs for that day.

OUT-OF-SCHOOL SUSPENSION (OSS)

Suspensions out of school are very serious matters and are the final disciplinary means available to the school administration. Students involved in actions of a violent and/or threatening nature will be placed on OSS for the safety of others. Parents/guardians will initially be notified of the suspension by a phone call, which will be followed by a written notice. Students can expect to be suspended up to ten days with a possible long-term suspension/expulsion for repeated offenses.

ATHLETICS & ACTIVITIES

SCHOOL ACTIVITIES

Competitive athletics are available to all 7th and 8th grade students. Students may participate in football, basketball, tennis, girls' volleyball, cross country, soccer and track. 7th and 8th grade students who desire to participate in athletics must have a physical examination after May 1 of the previous school year and must have completed the Kansas State High School Activities Association (KSHSAA) physical form and turned into the office before being allowed to participate in practice or games. These forms are available in the school office and on the Topeka Public School's website. Proper attitude is probably the most important aspect of a successful athletic program. The coaches will work hard and spend as much time as possible to continue this success. Each student, though, must come into the athletic program with a desire to be competitive and display good citizenship at all times.

Following are some advantages you can expect when participating in athletics:

- Provides opportunity to develop your physical powers to the fullest.
- Develops responsiveness to group discipline.
- Develops lasting friendships.
- Develops self-confidence.
- Develops respect for rules and authority.
- Provides opportunities for development of cooperation, sportsmanship, initiative, and unselfishness.
- Gives you a feeling of belonging.

Guidelines for Athletics

Students must be in school at least one-half of the day to participate on that day. Students who have been placed on suspension (in-school or out-of-school) are eliminated from participation in school activities that occur during the day(s) of the suspension. Only those students passing five classes for a quarter may participate in sports during the next quarter. *Any student excused from P.E. class for medical reasons will not participate in any after school sport on the day(s) he/she is excused from P.E. class.*

All student athletes will be required to agree to and sign a Code of Conduct pledge. Students may not participate in games if they are failing a subject on the day before a game. That gives the coach time to make adjustments in the roster.

Sportsmanship

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- Be courteous to all -- participants, coaches, officials, staff, and fans.
- Exercise self-control; permit only positive, sportsmanlike behavior to reflect positively upon yourself, your team, and your school.
- Do nothing that will embarrass you, your school, your team or your coach.
- Win with character and lose with dignity.

Guidelines for School Events

When you attend the games please be there to watch the game following the above sportsmanship expectations. If violations occur, you may be asked to leave. Good sportsmanship is expected of all participants/spectators.

Students may be ineligible to attend or participate due to loss of eligibility or academics.

Other Activities

Spelling Bee	Math Contest Geography Bee Scholar Bowl
Model U.N.	Drama Art Club Equity
Yearbook	Newspaper Gaming Club Student Council

Robinson Eligibility Guidelines

The following point system will begin with the 2nd quarter of the 2021/2022 academic year.

STUDENTS BEGIN EACH QUARTER WITH 10 ELIGIBILITY POINTS

DEDUCTIONS

PER INCIDENT

5 points

OSS

3 points

ISS

2 points

Office Managed
Behavior
and/or

Every 5 tardies

Failing grades are pulled on Fridays. One or more failing grade and the student is ineligible for the following week.

Students are not eligible during the week of a suspension.

Students with 2 or more failing grades in a quarter are ineligible for the following quarter's activities.

Who does this apply to?

This applies to all students at Robinson Middle School who wish to participate or spectate at any extracurricular activities.

What happens when a student is out of points for the quarter?

The student is no longer eligible for activities for the remainder of the quarter. This includes participation and spectating. This resets each quarter.

Which events does this apply?

Athletics, school socials, musicals, plays, etc.

Which events does this not apply?

Community activities (fall festival), LEAP, or activities required for a grade (band/orchestra).

Questions?

Our building principal and assistant principal have the final say on eligibility determination.

STUDENT SERVICES

SCHOOL COUNSELORS

Robinson Middle School has two counselors. Ms. Lancaster works with students with the last names starting with A-L and Ms. Zlatnik works with students with the last names starting with M-Z. Students may see a counselor by emailing a request for an appointment time. Students must also have a pass from their classroom teacher when visiting with a counselor.

NURSE

Students must have a pass from their classroom teacher to see the school nurse. They should not stop in the clinic between classes EXCEPT for an emergency situation.

MEDICATION AT SCHOOL

Prescribed medications can be given at school after the following has happened:

- The form Request to Administer Medication has been completed by the Physician and the Parent/Guardian.
- The medication must be in the original container with a current pharmacy label showing the student's name, medication name, dosage, physician's name and date.
- Students will take their medication around their lunchtime unless otherwise prescribed.
- If the dosage of medication is changed, the Physician and the Parent/Guardian must complete a new form. A new pharmacy bottle with the correct dosage needs to be provided.

PROCEDURE FOR NON PRESCRIBED MEDICATION

The procedure for non prescribed medication will be the same as prescription medication with the following exceptions:

- Such medication may or may not be allowed at the discretion of the building nurse, principal or his/her designee.
- Current pharmacy label is not required, although medication needs to be in its original container.
- Physician's signature is not required for nonprescription medication. However, some circumstances may require a physician's signature and may be requested by the supervising nurse.

The following forms may be obtained from your school nurse:

No. 8709-00 – Request and Permission to Supervise the Taking of Medication at School

No. 8709-20 – Request to Administer Medication

No. 8709-10 – Medication Release Form (Inhaler)

No. 8709-12 – Medication Release Form (Epi-Pen Injection)

No. 8709-14 – Medication Release Form (Glucagon Injection)

IMMUNIZATIONS

Compliance with state laws and regulations concerning the immunization of school children shall be accomplished as follows:

- Every pupil shall present evidence of compliance with state immunization and health assessment statutes upon enrollment in school. Any pupil who does not present evidence of compliance with these statutes will be allowed to enroll or continue in school attendance only with authorization from the building principal and/or the coordinator of nursing services.

→ The building administrator, or other licensed employee designated by the building administrator, is authorized to exclude any pupil from school attendance for noncompliance with the statutes cited above. No pupil shall be allowed to continue in school attendance for more than thirty school days if evidence of compliance with these statutes is not provided. Any student who has not presented evidence of immunization shall be excluded from school for any period of contagion if there is an outbreak of a disease for which the student has not been vaccinated.

→ When a student is excluded from school based on noncompliance with these statutes, the building administrator shall notify the parent or guardian of the involved pupil in writing of the reason for the exclusion from school attendance and of the fact that the pupil may continue to be excluded until the pupil has complied with the requirements of the statutes. The notice shall also provide the parent or guardian with information on where the vaccinations can be obtained and inform the parent or guardian that a hearing on the matter will be afforded the parent or guardian upon request.

PROCEDURE

→ The principal shall require that each student entering a Kansas school or preschool for the first time and such other students as designated by the secretary of health and environment, as a condition of admission to and attendance in the Topeka Public Schools, present certification from a licensed physician or health department that such student has received or is in the process of receiving such tests and inoculations as are deemed necessary by the secretary of health and environment by such means as are approved by the secretary. A student may be enrolled and allowed to attend school without the required certification for no more than 30 school days.

→ As an alternative to the Kansas Certification of Immunization required under subsection (b), a student shall present:

- ◆ An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of such child, or
- ◆ A written statement signed by one parent or lawful custodian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations, or
- ◆ A written statement signed by a licensed physician or health department that such tests or inoculations are in the process of being received and that the student has received the most recent appropriate inoculations in all required series.

Failure to timely complete all required series shall be deemed noncompliance.

SCHOOL RESOURCE OFFICER

WHAT IS A "SCHOOL RESOURCE OFFICER"?

- Teacher – teach on different topics. such as juvenile law, 4th amendment etc.
- Member of Topeka Police Department
- A visible, active law enforcement figure on campus dealing with any law-related issues.
- A classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.
- A member of the faculty and administrative team working hand in hand to solve problems in the school community.
- A resource for the students that will enable students to be associated with a law enforcement figure in the student's environment.
- A resource to teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions.
- As a counseling resource in areas that may affect the educational environment but may be of a law-related.

SOCIAL WORKER

Robinson Middle School has a Social Worker in the building each day. Students may see the social worker by emailing her for an appropriate time. Students must also have a pass from their teacher when seeing the counselor.

EMERGENCY SAFETY INTERVENTIONS (ESI)

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

“Chemical restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. This term does not include prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue these treatments.

“Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.

“Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

LOCK FEES & LOCKERS

Rental fees for hall locks/lockers are \$4.50. Rental fees for gym locks/lockers are also \$4.50. School administrators have the right to inspect and to have access to all school lockers. Locks and lockers are school property. Treat with care. Do not apply stickers, write on lockers, or deface in any other way. Locks are rented; a personal lock may be used only with permission of office personnel.

KEEP YOUR LOCKER COMBINATION PRIVATE.

KEEP LARGE AMOUNTS OF MONEY AND VALUABLES AT HOME AND NOT IN THE LOCKER.

USE YOUR LOCKER AND YOUR LOCKER ONLY

Plan to go to your locker as your schedule permits, keeping in mind you must be on time to class. If you have a problem with your lock, see a teacher immediately.

LOST AND FOUND

Students need to periodically check the lost and found containers for any articles of clothing, book bags, purses, etc. that have been lost. This is located in the locker bank just off of the front lobby.

STUDENT TRANSPORTATION

BICYCLES

Bicycle racks are provided at school and are located at the southeast corner of the building. It is strongly suggested that students provide individual bike locks. Bikes should only be ridden in approved areas.

SKATEBOARDS/SCOOTERS

While these are not a recognized means of transportation, some students use them in this manner. These are not to be ridden on school property.

BUS TRANSPORTATION

Students, parents/guardians should receive notification of eligibility from the district transportation office in August. If you have questions, please feel free to call the transportation office at (785) 295-3910.

CONDUCT REGULATIONS

Parents can assist in keeping their students safe on the school bus by insisting that their students seat themselves promptly on the bus; stay seated while the bus is moving; and conduct themselves in such a manner that the school bus driver can devote his/her time to the task of driving the bus safely.

We abide by the rules and regulations set forth by the Kansas State Department of Transportation, and bus company drivers have training in accident prevention and safety. We have a good safety record and we want to keep it that way. With the help of the pupils and yourself, we feel that our district can maintain a safe and efficient transportation program.

BEFORE LOADING

- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders must conduct themselves in a safe manner while waiting for the bus.
- Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.

WHILE ON THE BUS

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- Classroom conduct is to be observed by pupils while on the bus. Only low conversation on all buses will be permitted. Unnecessary talking could divert the driver's attention and

result in a serious accident.

- When boarding the bus, go quickly and quietly to the rear of the bus and load three students to a seat; the only exception is on buses where seats have been assigned.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and clean at all times.
- Treat bus equipment as you would valuable furniture. Damage to seats, etc., must be paid for by the offender.
- Pupils must never tamper with the controls or the equipment on the bus.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Do not throw anything out of the bus windows.
- Pupils are not permitted to leave their seats while the bus is in motion.
- Bus contractor and/or school personnel may assign permanent bus seats.
- Absolute quiet when the bus is approaching a railroad-crossing stop.
- No glass container, animals, pets or weapons are allowed on the bus.
- The Transportation contractor shall not be required to transport a pupil when the pupil's conduct endangers the safety of others; when he commits acts of vandalism; uses obscene language or unacceptable signs, or commits moral offenses.
- Notification of suspension of transportation shall be made to the parent by the principal.
- The use of tobacco, liquor or illegal drugs on school buses or at the bus stop is prohibited and shall be the reason for suspension of transportation.

AFTER LEAVING THE BUS

- Following departure from the bus, students crossing the road are to walk to at least ten feet in front of the bus; bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction.
- The driver will not discharge riders at other places than the regular bus stop, at home or at school, unless by proper authorization from school officials.

EXTRA-CURRICULAR TRIPS

The above rules and regulations apply to any trip under school sponsorship. The driver is in charge of the bus at all times; however, pupils shall respect the wishes of a teacher or a chaperone appointed by the school

CONSEQUENCE FOR BREAKING TRANSPORTATION RULES

The bus driver will report students who do not obey these rules to an administrator. The following procedure will generally be followed for misconduct on the buses. However, discretion will be used depending on the severity of the behavior. (Example, sometimes warnings will be bypassed).

1st Time: Student will receive a warning

2nd Time: Student will lose his/her privilege to ride the bus for up to 3 days. 3rd Time: Student will lose his/her privilege to ride the bus for up to 5 days. 4th Time: Student will lose his/her privilege to ride the bus for a length of time to be determined by the administrator.

In the event a student, at any time, does not adhere to any one of the regulations listed, a "Bus Misconduct Notice" will be issued to him or her to be returned to the Activity Coordinator with a parent/guardian signature.

IMPORTANT NOTICES

INCLEMENT WEATHER

If school is closed by the superintendent due to inclement weather, it will be announced on the radio and television stations early in the morning. Coaches may cancel outdoor practices because of inclement weather or move the practice inside.

Tornado Watch: After school activities scheduled to be held in the event of a Tornado Watch will be canceled.

TITLE 1 SCHOOL - FEDERAL REQUIREMENT

Parents can request the professional qualifications for their student's teachers anytime by contacting the building administrator.

Any parent can request information about any teacher of their child. Under federal law, parents have the right to know: whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether a teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived; the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; the qualifications of a paraprofessional providing instruction to a student and be reassured of the fact that all paraprofessionals work under the direction of a licensed teacher.

GENERAL STATEMENT OF RULES, POLICIES, AND REQUIREMENTS The purpose of this student handbook is to give you a guideline to assist you in making your year at Robinson a smooth one. It would be impossible to list every rule and policy in this handbook. Common sense and reasonable expectations should be the standard you should follow. For example, this handbook did not state a rule against riding a horse down the hallway during passing time. Common sense should tell you that you shouldn't do this! The Robinson administration has the right, duty and obligation to determine what actions conflict with the safety and order of the students at school.

