



# School of Champions



**Robertson Charter School**  
**2240 E. Geddes Ave.**  
**Decatur, IL 62526**

## STUDENT HANDBOOK

### PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by Administration to help you and your parent(s) learn as much as possible about school policies and procedures for students. It will also give you rules and procedures that will be important for your success at Robertson Charter School.

We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

### MISSION STATEMENT

The mission of Robertson Charter School is to provide a quality educational opportunity for all students through a comfortable family environment, a solid college-bound curriculum, and high character standards.

### CALENDAR OF IMPORTANT DATES

Registration	Aug. 14 <sup>th</sup>
First day of class( 1/2 day)	Aug. 19 <sup>th</sup>
Labor Day (NS)	Sept. 7 <sup>th</sup>
Columbus Day (NS)	Oct. 12 <sup>th</sup>
End of 1 <sup>st</sup> Quarter	Oct. 16 <sup>th</sup>
Parent Teacher Conference (NS)	Oct. 23 <sup>th</sup>
Professional Development (NS)	Nov. 6 <sup>th</sup>
Veteran's Day (NS)	Nov. 11 <sup>th</sup>
Thanksgiving Break (NS)	Nov. 26-27 <sup>th</sup>
End of 2 <sup>nd</sup> Quarter	Dec. 18 <sup>th</sup>
Winter Break (NS)	Dec. 21 <sup>nd</sup>
Teacher Institute	Jan.4 <sup>th</sup>
Return to School	Jan. 5 <sup>th</sup>
MLK Birthday (NS)	Jan. 18 <sup>th</sup>
Professional Development (NS)	Jan. 29 <sup>th</sup>
President's Day (NS)	Feb. 15 <sup>th</sup>

ISAT Testing	Mar. 1 -12 <sup>th</sup>
End of 3 <sup>rd</sup> Quarter	Mar. 12 <sup>th</sup>
Parent Teacher Conference (NS)	Mar. 19 <sup>th</sup>
Spring Break	Apr. 1 <sup>st</sup>
Professional Development (NS)	Apr. 6 <sup>th</sup>
Return to School	Apr. 7 <sup>th</sup>
National Charter Week	May 3-May 7 <sup>th</sup>
Last Day of School	May 21 <sup>st</sup>

### 2009-2010 Staff

Kindergarten	Mrs. Abl
1 <sup>st</sup> Grade	Mrs. Biba
2 <sup>nd</sup> Grade	Mrs. York
3 <sup>rd</sup> Grade	Mrs. Rowan
4 <sup>th</sup> Grade	Mr. Gilbert
5 <sup>th</sup> Grade	Mrs. Manns
6th Grade Homeroom	Mrs. Horn
7th Grade Homeroom	Mr. Bundy
8th Grade Homeroom	Mr. Lindsey
Spanish	Mrs. Santoj
P.E./A.D	Mr. Harbeck
Asst. Principal	Mrs. Allen
Principal	Mr. Ingram

### RCS Board Members

President, Bishop G.E. Livingston  
Vice President, Rev. Brian Hay  
Treasurer, Janet Bunch  
Secretary, Leslie Risby  
Board Member, Walt Smith

### STUDENT CODE OF CONDUCT ATTENDANCE

Student success in school is directly tied to attendance. If a student is absent, we expect a call from a parent or guardian before 9:00 am. Truancies and unexcused absences will go to the Regional Office of Education and the truancy officer will be involved. Responsibility for getting to class on time relies with the student. Students have three minutes to get from class in a 30 foot hallway so there will be no excuses for being tardy.

## UNIFORM

Students are responsible for wearing their school uniforms each day while in attendance at Robertson Charter School. The uniforms are not optional and we would ask that parents **not put their student on the bus out of uniform.**

The uniform consists of:

1. Robertson Charter School polo shirt
2. Bottoms of any kind (no pajamas) with girls shorts or skirts reaching the end of their fingertips when arms are extended
3. Belts (sagging is prohibited)
4. Proper Shoes (no open toed or strapless shoes)

**Any student out of uniform will be sent home.**

## CLOSED CAMPUS POLICY

Robertson Charter School is a closed campus school. This means that students can not leave school without permission from the main office. If your child has an appointment or is required to leave, for any reason, we will need prior notice and approval. Students will not be allowed to walk to the store during school hours. Security is very important to us and we want to secure students at all times. Students who are caught leaving school will face mandatory suspension, up to possible expulsion.

## CAMERA ACKNOWLEDGEMENT

Robertson Charter School wants to acknowledge the use of 20 different video cameras on our property that help us to monitor criminal behavior outside of school hours and student/staff behavior during school hours. We reserve the right to run those cameras during the day and use them to help us in determining discipline consequences of student/staff viewed misbehaving on those recordings.

## BUS DISCIPLINE

Robertson Charter School busses the entire city of Decatur and we are proud of these services. Students are expected to abide by the rules while riding the bus. We have two cameras on each bus for the driver's protection and the student's protection. Because of our continuous growth in enrollment, we must pick up students at the bus stops and not at the houses. We can not lengthen our bus route each day because students are not dressed or are not on the stop. In order to take advantage of these services, make sure that your student is at the stop 5 minutes before their bus time. The following four step procedure will be used with bus referrals:

- ◆ **1st referral** is a warning with parent notification
- ◆ **2nd referral** is a 1 day suspension off the bus
- ◆ **3rd referral** is a 3 day suspension off the bus and a meeting with the parent, the bus driver, and the principal.
- ◆ **4th referral** is loss of bus privileges for the semester

## LOCKER SEARCH POLICY

Robertson Charter School reserves the right to search any locker in our building, at any time, for any reason. Parents of students whose lockers have been searched can receive details on why the locker was searched by calling the main office. Again, security is very important to us at Robertson Charter School.

## PROHIBITED ITEMS

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator.

1. CD players, cell phones, beepers, cameras, televisions, or any other electronic items of distraction.
2. Weapons, drugs, lighters, or any item that can be used to harm should never be brought to school.

## LOCKERS

Lockers are provided for middle school students as a convenience. Students are responsible for keeping their lockers clean and orderly. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the main office. Replacement locks can be bought in the office for \$5.00.

## HALL PASSES

Students will not be allowed in the halls without a pass. Teachers will have passes to give out and if you are in the hall without a pass, there will be repercussions. It is important that students only come to the office with a pass from a teacher.

## MIDDLE SCHOOL BELL SCHEDULE

Homeroom.....	8:30-8:45
Period 1.....	8:48-9:38
Period 2.....	9:41-10:31
Period 3.....	10:34-11:24
Period 4 .....	11:27-12:42
Period 5.....	12:45-1:35
Period 6.....	1:38-2:28
Period 7.....	2:31-3:25

## **Lunch Times**

K-3 A.....11:24-11:50

4-6 B.....11:55-12:20

7-8 C.....12:20-12:42

## **EXTRACURRICULAR ACTIVITIES**

Robertson Charter School is very excited about the expansion of our extra curricular programs for the 2010-11 school year. We expect our students to participate in full force since these activities were created because of their demands. Rides must be arranged for any activity that meets after school. The sponsors and coaches of these programs will not spend a lot of extra time waiting on rides for their participants. Students must make sure that their guardian has arranged for transportation before staying for any practice or meeting. The following programs have already been added to our activities with more to come:

### **Athletics**

Girls Basketball

Boys Basketball

Boys & Girls Track

### **Clubs**

Student Council

Art Club

Spanish Club



***Go Wildcats***

## **PHYSICALS**

All students participating in athletics must have a physical. The physical must be within the last year in order to participate. If the physical runs out during the season, the athlete can no longer participate. We encourage students to get one at the beginning of the school year that would cover all athletics for that school year.

## **INSURANCE FOR STUDENTS OR ATHLETES**

Each athlete participating in a sport must have proof of insurance. This insurance covers them in case of any injuries that occur during the season. The school will make available an optional accidental insurance policy on registration day for students (athlete or not). If you are interested in purchasing this special school accidental insurance, contact the secretary. Robertson Charter School is not liable for any injuries that occur at school or in extracurricular activities, unless circumstances reveal negligence on the part of the school. We recommend if you don't have insurance that you look into the company that is made available through the school.

