



# Student Handbook

2020/2021

## PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you to the new school year. I look forward to the exciting things we have planned for this school year. I hope that each student has the opportunity to learn new things and to grow socially, emotionally and academically. We encourage our students to make the most of their time with us by always doing their best and staying involved in the activities here at RCS.

This handbook has been developed by our administration to help students and parents learn as much as possible about school policies and procedures. If you have any questions regarding the information in this handbook, please call the RCS office.

I hope all of our students have a rewarding and successful school year.

## PHILOSOPHY OF EDUCATION

All students have the right to learn. All students have the capacity to learn. Everyone is a student.

## BOARD MEMBERS

Rev. Brian Hay, Board Chairman  
Janet Bunch, Board Treasurer  
Mark Barthlemey, Board Secretary

## ADMINISTRATION

President  
Principal  
Business Manager  
Asst. Principal - Instruction/Curriculum  
Asst. Principal - Student Services

Bishop Livingston  
Ms. Fenderson  
Mrs. Livingston  
Ms. Pender  
Mrs. Lawary

## TEACHERS

Kindergarten  
1st Grade  
2nd Grade  
3rd Grade  
4th Grade  
4th Grade  
5th Grade  
5th Grade  
6th Grade Homeroom  
6th Grade Homeroom  
7th Grade Homeroom  
7th Grade Homeroom  
8th Grade Homeroom  
8th Grade Homeroom  
Character Education  
Resource  
P.E.

Mrs. Craig  
Mrs. York  
Ms. Johnson  
Mrs. Lewis  
Mr. Gilbert  
Ms. Dickson  
Mrs. Ross  
Mrs. Jelks  
Ms. Sanders  
Mrs. Bundy  
Mrs. Nelson  
Mrs. Eagler  
Mr. Kendrex  
Mrs. Hargrove  
Mrs. Williams  
TBD  
Mr. Mammen

## SCHOOL MOTTO

*Where Character Comes First!*

## CLASSROOM VISIT POLICY

We are committed to working with parents as our partners to positively impact student performance. Parents are welcome to visit the school and observe their child in the classroom. When you come to visit please do the following:

- Sign in at the main office and obtain a visitor's badge
- Turn off cell phones when in the classroom.
- Respect your child's teacher, classmates and classroom.
- Avoid engaging in a conversation or interrupting the teacher while you are in the classroom.
- Sit quietly when you observe and sit in the place designated by the teacher.

If you want to talk to your child's teacher, you will need to contact your child's teacher to schedule a mutually convenient date and time for a parent/ teacher conference. You will not be allowed to discuss your child's progress during this classroom visit time.

## 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 parental notification. Students who are caught leaving school will face suspension.

## UNIFORM

Students are responsible for wearing their school uniforms each day while in attendance at Robertson Charter School.

### Uniform Policy:

- Robertson polo shirt or hoodie must be worn daily.
- Robertson jacket must be worn with school shirts.
- Spirit wear (RCS t-shirts) can **only** be worn on Fridays.
- Skirts or shorts need to come to the knees. (Middle School students only)
- Leggings are not allowed. (Middle School students only)
- Pants, jeans, or shorts with rips are not allowed.
- Pajamas are not allowed.
- Belts need to be worn as necessary.
- Flip flops or slides are not allowed.

**Students with frequent uniform policy violations will have a consequence.**

## VIDEO CAMERA ACKNOWLEDGEMENT

Robertson Charter School wants to acknowledge the use of video cameras on our property that help us to monitor behavior outside of school hours and student/ staff behavior during school hours. We reserve the right to review those cameras

during the day and use them to help us in determining discipline consequences.

## BUS INFORMATION

Robertson Charter School provides bus transportation for our students. Students are expected to follow bus expectations while riding the bus. We have two cameras on each bus for the driver's protection and the student's protection. Students are picked up at bus stops and should be there 5 minutes before their bus time.

## BUS RULES

To ensure their own safety and that of others and to retain their riding privileges, students must obey the following rules:

- Follow all adult instructions.
- Observe same conduct rules as in the classroom.
- Keep all hands, feet and other objects to yourself.
- Stay in your seat.
- Keep all windows above the line.
- Keep all objects, hands, feet, head, etc inside the window.
- Keep all personal items and papers in your book bags.
- Keep books, bags, coats and all other objects out of the aisle.
- Respect other student's property. If it's not yours, leave it alone.
- Be courteous. Always use proper language, NO PROFANITY.
- Keep all food, drink, and candy in your lunch bag or book bag.
- Remain in your seat when there is a road emergency until the driver provides instructions.
- Bus riders should be at a voice level of 2 and they must remain absolutely quiet at railroad crossings.
- No body sprays, perfumes, or colognes on the bus.
- Students must use the same bus stop in the morning and afternoon.

## BUS DISCIPLINE

The following five step procedure will be used with bus referrals:

- **1st referral** is a lunch detention with parent notification unless behavior is severe.
- **2nd referral** is a 1 day suspension off the bus and a meeting with the parent, the bus driver, and the assistant principal.
- **3rd referral** is a 3 day suspension off the bus.
- **4th referral** is a 5 day suspension off the bus.

- **5th referral** is loss of bus privileges for the semester.
- Some behaviors such as extreme disrespect of staff or inappropriate behavior can lead to an automatic bus suspension. Fighting on the bus will result in a school suspension.**

### SUPERSTAR WILDCAT

We have implemented a reward system for students in 1st –8th grade that work hard in class and follow all school expectations.

#### 5 Star Wildcat Requirements:

- All A's and B's
- 2 or less excused absences
- 1 tardy
- No referrals

**5 Star Perks:** Monthly field trips, monthly reception, free game admission, concession stand credit, extra credit passes, free dress days, and name entered into monthly prize drawing.

#### 3 Star Wildcat Requirements:

- All A's, B's, C's
- 3 or less unexcused absences
- 3 or less tardies
- 3 or less referrals

#### 3 Star Perks:

- Monthly reception
- 1/2 off game admission
- Extra credit passes
- Name entered in monthly prize drawing

#### Off Task:

- D's and F's
- 4 or more unexcused absences
- 4 or more tardies
- 4 or more referrals

Students who are off tasks are not able to attend games or after school events.

### PROHIBITED ITEMS

Students may not have cell phones and other electronic devices out during school hours without the explicit permission of a teacher or administrator. Cell phones and other electronic devices that are out or visible during school hours will be confiscated. After the 3rd offense, a parent/guardian will have to come and pick up the electronic device.

Weapons, drugs, lighters, or any item that can be used to harm should never be brought to school and will result in a

consequence.

### DAMAGED AND LOST BOOK FEES

Students are expected to take care of all books they are issued. Students who lose or damage their books will be assessed a fee of **\$30** for a lost book and **\$15** for a damaged book. Teachers will notify parents of all lost and damaged books. End of the year report cards will not be issued until these fees are paid and 8th grade students must have fees paid in order to graduate.

### 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 homeroom teachers.

### 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 will receive details on why the locker was searched. Security is very important to us at Robertson Charter School.

### LUNCH INFORMATION AND TIMES

K -2 .....	10:50-11:25
3-4.....	11:25-11:55
5-6.....	11:45-12:20
7-8.....	12:10-12:40

### MIDDLE SCHOOL BELL SCHEDULE

Homeroom.....	8:15-8:35
1st Hour.....	8:37-9:28
2nd Hour.....	9:30-10:21
3rd Hour.....	10:23-11:14
4th Hour.....	11:16-12:07
Lunch.....	12:10-12:40
5th Hour.....	12:44-1:35
6th Hour.....	1:37-2:28
7th Hour.....	2:30-3:23
Homeroom.....	3:25-3:30

### EXTRACURRICULAR ACTIVITIES

Rides must be arranged for any activity that meets after school. Students must make sure that their guardian has arranged for transportation before staying for any practice or meeting. Students participating in all sports and extracurricular activities

must demonstrate positive student behavior at all times. Students must maintain 50 points or less and no F's on weekly grade checks to participate. Students that receive referrals will have consequences that affect their playing time. The following programs are available at RCS:

### **Athletics and Clubs**

- Girls Basketball
- Boys Basketball
- Boys and Girls Track
- Student Council
- Cheerleading
- Girls Volleyball

### **SPORTS 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 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. 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.

### **ATTENDANCE POLICY**

Student success in school is directly tied to attendance. Attending school is very important for student learning. We take our responsibility for educating our students very seriously. 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.

#### **Excused Absences and Tardies:**

Absences or tardies to school will be excused if they are for doctor's appointments, funerals, student illnesses, court appearances, or other verifiable appointments. Documentation is expected.

#### **Unexcused Tardies to School:**

Parents will receive a call upon a student's 3rd unexcused tardy to school, and a letter on the 8th and 12th tardy to school.

#### **Unexcused Absences to School:**

Parents will receive a call upon a student's 3rd unexcused absence, and a letter on the 5th and 9th unexcused absence. Upon the 9th unexcused absence a letter will be sent to the

Regional office of Education and a Parent Contract of Attendance will have to be signed.

### **MAKEUP WORK POLICY**

Students will have 1 day per each day they are absent to make up class work. All student work must be turned in within 2 weeks of the due date in order to receive credit. Students will lose 10% credit each day that work is late.

### **HOMEWORK POLICY**

K-5 students will have daily homework 4 days a week. This includes 15 minutes of reading as well as reading and math homework. Students are expected to complete their daily homework and turn it in on time.

### **PARENT/TEACHER COMMUNICATION**

Teachers will communicate with parents via the following ways:

- Classroom Dojo Student
- Agenda Planners
- Classroom
- Newsletters
- Email/Phone Calls

If you wish to talk to talk to your child's teacher in person, please schedule an appointment in advance.

### **STUDENT CONDUCT**

All students are expected to abide by school expectations. We have 3 school wide expectations. Respect yourself, others, and property. Students will begin the school year with 0 points. Not following school expectations will result in earning demerit points and a consequence for that behavior. **Any student who goes above 50 points will lose all field trip privileges; as well as any after school event privileges including dances and athletic competitions.**

Every time a student receives a referral, they will earn points depending on the level of offense.

- Level I Behavior – 0-15 points
- Level II Behavior– 20 points
- Level III Behavior– 40 points
- Level IV Behavior – 60 points

The following is a list of behaviors that will result in consequences and demerit points. Consequences for these behaviors include lunch and after school detentions, time in Planning Center and out of school suspensions, and/or expulsion.

**The administration reserves the right to make additions to the list as they occur:**

**Level I Behaviors : 0-15 points**

- Disruptive or disrespectful behavior
- Defiance
- Tardiness
- Refusal to follow staff direction
- Failure to participate in class activity (non compliance)
- Spraying of perfumes or colognes in school building or on bus
- Inappropriate displays of affection
- Disrespect of property or littering
- Dress Code violations
- Failure to turn in school issued electronic device at the end of the day
- Bus Misconduct
- Use of cell phone or electronic device during school hours
- Horseplay

**Level II Behaviors: 20 points**

- Extreme disrespect of staff, student, or others
- Continual offensive or abusive language
- Leaving assigned class without permission
- Computer or internet misuse (technology violation)
- Instigating a fight
- Unauthorized possession or use of school property
- Trespassing on school property

**Level III Behaviors: 40 points**

- Bullying or Cyber-bullying
- Intentional damage to school property
- Failure to report to class or the office
- Leaving school without permission
- Fighting or physical confrontation
- Extortion, use of force, or threatening the use of force
- Theft, possession, or transfer of stolen property
- Offensive or profane language toward staff
- Gambling
- Gross insubordination
- Threats and or intimidation to students
- Harassment
- False fire alarm

- Criminal damage to property or acts of misconduct that results in serious damage to or destruction of school property of staff or students
- Engaging in activities, on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment

**Level IV Behaviors: 60 points**

- Smoking or possession of tobacco/ related products
- Furnishing, selling, purchasing, or possession of controlled substances, look alike, drug paraphernalia, unauthorized use of over-the-counter drugs, weapons, or alcohol
- Soliciting for narcotics, alcoholic beverages, sexual services, or any alleged illegal activities
- Physical or attempted threat or attack on a staff member
- Possession, use, distribution, purchase, sale of, or being under the influence of a controlled substance or alcohol
- Possession, use, distribution, purchasing, or sale of weapons or dangerous objects
- Possession, use, distribution, purchasing or sale of unauthorized prescription drugs, anabolic steroids, illegal drugs, controlled substances, cannabis, or any other substance deemed inappropriate.

**BEHAVIOR INTERVENTIONS**

The following interventions will be implemented at the listed point levels:

- **50 points:** Student and parents will meet with Assistant Principal to discuss behavior and sign a behavior contract.
- **100 points:** Students, parents, teachers, school counselor and principal will meet for a restorative circle and to create a behavior improvement plan.
- **150 points:** Student will attend school 1/2 days
- **200 points:** Parents, students and administration will meet to discuss an alternative educational setting placement.

We hold high expectations for student behavior at school, on school field trips and outings, at sporting events, and on the bus **at all times**. Our expectations emphasize our school motto of "Where Character Comes First." We expect our students to demonstrate good character at all times. Let's work together to make this a successful school year.

## **RCS CREED**

I am a RCS Scholar.  
Today, I will do my best to be my best.  
I will respect myself, others and property.  
I have high expectations and can accomplish  
anything I put my mind to.  
I will demonstrate good character at all times.  
I will accept responsibility for my actions.  
And I will strive for success in all I do.  
Because I am the future!

*Go Wildcats!*