

5“FAMILY COMMITMENT”: As a member of the ‘Robinson Family’, I will make the following commitments to ensure the educational success of my son(s)/daughter(s):

1. I will make sure my son/daughter **arrives to school on time** each day (7:50 a.m.).
2. When my son/daughter **cannot** attend school, I will call the school and let them know. (295-3770)
3. I will monitor my son/daughter’s use of his/her **school planner** by asking him/her **each school day** to show it to me.
4. I will attend the Fall (October 28-29, 2009) and Spring (February 3-4, 2010) **Student/Advisor/ Parent Conferences**.
5. I will contact my son/daughter’s Advisor Base teacher when I have any questions about school.
6. I will **attend school events** which my son/daughter are involved with.

Thank you for making Robinson Middle School a school the community can be proud of!

ENROLLMENT INFORMATION: The enrollment date for the 2009-10 school year is Wednesday, July, 29, 2009. On July 29, parents/guardians may enroll their students from **7:30 a.m. until 1:00 p.m. and 2:30 p.m. until 7:00 p.m.** (*Late enrollees may come in to enroll beginning August 3. Late enrollment will continue until school starts. Our summer office hours are 8:00 a.m. to 3:00 p.m. for people needing to enroll late.*)

Parents/guardians are expected to come with their student during enrollment for the purpose of updating student records and paying enrollment fees. We would like to have you come prepared to take care of the following items:

Update of Pupil Information: Please bring information concerning any change and/or proof of new address, emergency contact person and address/phone number. Also, bring proof of guardianship, if there has been a change. Students new to USD #501 must be prepared to show proof of identification (birth certificate), immunization records, and proof of address in order to enroll.

Immunization records needed: Students are required to have current immunization information on file with the school. If your student has received any vaccinations during the summer, please bring the information to enrollment. Students new to USD #501 are required to provide verification of immunizations at the time of enrollment. Students may not attend school until immunization records are on file at the school.

Book Rental and Fees: The textbook rental fee is **\$90.00**. (If you qualify for reduced meals, your fee is \$50.00 and if you qualify for free meals, your fee is \$30.00). Students also pay a \$2.00 lock/locker rental fee, \$3.00 for the required student planner and 6th

graders have a \$5.00 math workbook which they purchase.

Book Rental Policy: Textbooks are rented for a fraction of the actual cost of the books. It must be understood that the books are school property. Since they are rented, an additional charge will be assessed if a book is lost, unnecessarily marked, or damaged.

School Lunches: Information regarding the cost of lunches for the 2009-10 school year is included on the flyer attached to this newsletter. Forms for free or reduced meals are available at the school. Please bring your income information for the entire household if you wish to apply.

Breakfast Program: The breakfast program will be available beginning on Thursday, Aug. 13 at 7:30 a.m. Those students qualifying for free or reduced meals will also qualify for free and reduced breakfast. Students who pay full price for meals may also purchase breakfast. See enclosed flyer for cost.

Student Planners: Planners are required for all students and they will be available during enrollment. The cost of the planner is **\$3.00**. If a student loses a planner, they must purchase another planner. These planners are used by all USD #501 middle schools.

Using Planners:

- ❖ Helps students stay organized.
- ❖ Reminds students’ of needed materials for class and homework.
- ❖ Reinforces the concept of deadlines.
- ❖ Provides contact between home and school.
- ❖ Provides a log of written assignments and due dates.
- ❖ Serves as a “hall pass”.

Lockers for Students: Each student will be assigned a hall locker and a padlock for his/her use during the school year. This assignment is made on the first day of school. When students are enrolled in physical education they will receive an additional locker and padlock to use in the gym locker room. The lock fee is **\$2.00**. Please encourage your student not to give his/her lock combination to other students, even their best friend(s). Lockers are not to be shared. Although lockers give some degree of security for personal items, items or articles of value should not be stored in the locker with any degree of assurance that nothing can happen to them. Our biggest problem about items disappearing from lockers is that combinations are shared. Students who break or lose a padlock will incur a **\$4.00** fee for replacement.

Locker Inspection: The Board of Education requires periodic locker inspections. Lockers at Robinson Middle School will be randomly and periodically inspected.

Gym Suits: Students can purchase gym suits from either **Asays Sporting Goods** or **Team Sporting Goods**.

All students enrolled in physical education will be expected to dress out daily as part of the class requirement. Your student must have a gym suit and gym shoes properly marked for identification. A student is not required to purchase the school gym suit, but must have a "uniform" and shoes for wear in the class other than the clothing worn to school.

STUDENT HANDBOOK: This year the Student Handbook is included in the Student Planner. All students receive a planner on the first day of school.

MOVING???? If you are moving out of the Robinson attendance area and/or will not be attending RMS during the 2009-10 school year, please call the office and let us know (295-3770). It is helpful to take care of "drops" ahead of time so as to confirm the schedule for the new school year. We appreciate your consideration. Thanks!!

FIRST DAY OF SCHOOL: School begins on **Wednesday, August 12, 2009 at 7:50 a.m. for all 6th grade students and any students new to Robinson who wish to attend.** This will be a full day of school with school ending at **2:45 p.m.** Lunch will be served.

Wednesday, August 13, 2009 beginning at 7:50 a.m. – first full day of school for all students. Breakfast and lunch will be served.

CLUB CHOICE FUNDRAISER: The PTO will be sponsoring the "Club Choice" fundraiser this fall which centers around great food items. The kick-off will be **Friday, August 28** with an all-school assembly. The fundraiser concludes, with **all orders turned in on Tuesday, September 8.** As we get closer, more information will be coming home. All the proceeds benefit student academics, student activities and school enhancements.

DISTRICT CITIZENS ADVISORY COUNCIL (DCAC): We are looking for two more parents/guardians interested in serving on this district committee. Currently, Mr. Eric Tolbert, parent, will be representing our school. If you are interested in serving, please contact Ms. Hazelton at 295-3770.

SCHOOL HOURS: School hours are from 7:50 a.m. to 2:45 p.m. School begins with the tardy bell ringing at 7:50 a.m. Please assist your student in getting to school early enough to get to his/her locker by 7:45 a.m. When the weather is good, students will be asked to remain outside before the first bell. The school building will be open to students at 7:40 a.m. Between 7:40 a.m. and 7:45 a.m. students may use their lockers, utilize the Media Center, and/or take care of school business. At 7:45 a.m. all students will report to their Mod 1

classroom. After school is dismissed, students should be off school property by 2:55 p.m. unless the student is participating in a school activity.

ABSENCES: If your student will be absent from school you need to contact the school immediately (295-3770). We record attendance each class period and need to know where your student is. If an absence is recorded as unexcused, the absence can only be changed to "excused" if a parent/guardian calls in to make the change by noon of the following day of the absence. After the noon deadline, the absence will be officially reported as "unexcused". Your cooperation in this endeavor is greatly appreciated!

Students who are tardy should bring a note with them when they come into the school. When parents wait to call in a tardy student, the student is counted unexcused until the call is received. It is much easier if we know "on the spot" that a student is excused by parent/guardian and can get a pass into class.

ILLNESS AFTER ARRIVING AT SCHOOL: If your student should become ill after arriving to school, he/she should report to the office where the school health aide will check him/her. A call will be made to the home (if deemed necessary) in an effort to get guidance from a parent/guardian. No student shall be allowed to depart the school without permission from office (after contact with parent/guardian). Normally, we consider "temperature of the student" prior to making any recommendations to the home. Injuries to a student will be reported to the home immediately. If the student needs to see a doctor, the home will be asked to pick up the student for the visit. Let the health aide know if your student has any special health problems, which we should or need to know about.

MEDICATIONS AT SCHOOL: Students who will be taking medications during the school day will need to have a permission form completed and signed by the student's physician. Students with asthma, particularly those students out for sports, who wish to carry the inhaler with them are required to have a separate permission form signed by the physician. We recommend that inhalers have a label on the mouthpiece or the canister, since the boxes get lost and torn easily. These requirements must be met before medications will be given at school. Students will not be allowed to transport prescribed medication from school to home with the exception of an antibiotic. All other medications, including inhalers, are to be picked up by the parent/guardian if they desire to utilize the medication both at home and at school, as per Nursing Services protocol. Medication forms are available at the school.

STUDENT HEALTH HISTORY: During enrollment, a Student health History questionnaire will be passed out for parents/guardians to fill out. This provides helpful information for the school nurse when your student is not feeling well.

PHYSICALS: 7th and 8th grade parents/guardians need to be sure their son/daughter has completed a physical examination if they plan on participating in inter-school athletics. **Physicals taken on or after May 1, 2009 are good for the entire 2009-10 school year.** Please bring the signed physical form to enrollment. Students are not allowed to practice or participate in sports without a signed physical form on file the first day of the season! (Physical forms will be available at enrollment time or you can down-load one from the KSHSAA website www.kshsaa.org, click on Forms, etc. under Related Links, then choose the Physical Form (PPE form) button.

FALL SPORTS: Girls Tennis, Girls Volleyball and Boys Football practice begins Monday, August 17. Please make sure your physical form is turned in by then! The coaches will be handing out practice schedules and game schedules at the first practice.

USD #501 V.I.P. CLUB: Persons residing in USD #501 that are 65 years of age or older may become a member of the VIP #501 Club without cost. Such persons may be issued a card for certain school events by calling or visiting Highland Park High School, Topeka West High School, Topeka High School or the Burnet Center.

BUS SCHEDULE: Students qualifying to ride the school bus to and from school will receive bus-stop information relative to time and location from USD #501's Transportation Department sometime soon. The "pick-up" times indicated in the information you receive will be the regular pick-up time for the year. *See enclosed Back to School Flyer for additional info.*

STUDENT DRESS: The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: **Neat, Clean, and Appropriate.**

Not acceptable: Halters, half-shirts or midriff outfits, exposed sport/regular bras, oversized armholes, jersey type shirts (require an undershirt), bare feet, slippers, short shorts, sagging pants, pants or jeans that lace up the side exposing skin or undergarments, bandannas, chains, and any other clothing, belt buckles, notebooks, or tote bags designed to make reference to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise **determined inappropriate by the school administration** will not be permitted.

Other guidelines: Overalls must be worn with both straps up or tucked in. Pant legs must be uniform – you may not have one pant leg rolled up. Hats, sunglasses, combs, and gloves are **not** to be worn in the building.

Coats and hats in lockers: Keeping hats and coats in lockers will assist in keeping your student safe, reducing conflicts over missing, traded or borrowed items, and assist in keeping your students healthy.

Clothing Consequence: In all cases in which students have inappropriate clothing or a coat, they will first be

given the option of correcting the situation by putting on different attire, putting their coat in their locker, borrowing a shirt to wear from the school, or having a parent bring them an acceptable piece of clothing. If the student refuses, it will become a disciplinary matter and a more severe consequence will result.

Remember that RMS is air conditioned, so dress appropriately for the cool temperature. It is suggested that students keep a sweater or sweatshirt in their locker.

Cell Phones, I-Pods, CD Players, Other Electronic Gadgets, etc.: During the last few years at RMS we have seen an increase of these items being brought to school. These items cause many disruptions and have no place in the classroom. Middle school students have a difficult time keeping track of their belongings, and they sometimes leave these electronic devices unattended. When this occurs the item is either lost or stolen. This causes a lot of grief for the student. Parents get upset too, because these electronic devices are not cheap items to purchase/replace. There is a simple solution to all of this – **PLEASE, DON'T BRING ELECTRONIC DEVICES TO SCHOOL!**

Our school will handle electronic devices in the following manner. If a student chooses to bring a device to school, he or she must lock it in his/her locker upon arrival. No electronic devices should be in the classrooms, where learning is taking place. Should a student be in possession of an electronic device in the classroom, it will be confiscated. The item will be returned to the student at the end of the day. The second time it occurs, a parent/guardian will have to pick it up. If an electronic device is lost or stolen while in the classroom, the office staff will be empathetic, but we will not invest the time to investigate, because we have asked that the items not be in the classroom. Just remember, students are bringing these expensive items to the school at their own risk. We have advised them not to!

If you have questions or concerns about this, please contact Ms. Hazelton at 295-3770.

NO SCHOOL, ALREADY? Please mark your calendars (and check the one enclosed in this newsletter)! Monday, September 7 is Labor Day. School will not be in session that day.

OPEN HOUSE: This event is a great opportunity for you to visit Robinson and meet your student's teachers and take a tour of the building. Open House is scheduled for Monday, September 14, 2009 beginning at 6:30 p.m. All parents and students are asked to meet in the Commons for a general opening session.

PROGRESS REPORTS: The first progress report day is scheduled for **Tuesday, September 18.** The students will hand carry their computerized progress report home at the end of the day. If your son/daughter does not

bring a progress Report home, copies are available in the office.

Please remember that Progress Reports are not a final grade, but a report to let the student and his/her parents/guardians know how he or she is doing academically. It also lets everyone know that final grades will come out in approximately four weeks and whether or not grades need to be maintained or improved upon. **If you have questions about your son/daughter's progress report, make sure to contact his/her Advisor Base teacher.**

TICKETS FOR ATHLETIC EVENTS: The cost to attend athletic events will be \$1.00 at the door. Tickets are not sold in advance or in the office.