Robinson Middle School

Student/Parent Handbook

Principal: Paula Reilly

Assistant Principal: Tim Leffert

Activities Coordinator: Kim Stroud

OUR MISSION:

Our mission is to promote respectful and motivated lifelong learners, while providing a safe school community.

TPS MISSION:

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

OUR PURPOSE IS TO

Identify and explicitly define academic, behavioral, and social-emotional success criteria

and

Plan for implementation of strategies and interventions to ensure and support academic, behavioral, and social-emotional success for students and teachers at RMS.

1. Be Respectful
2. Be Motivated
3. Be Safe
***see Expectation Matrix**

SCHOOL COLORS
Red and Gold

SCHOOL MASCOT
Raven

CURRICULUM

6TH GRADE*

Required Classes: Advisor Base, Mathematics, Science, Language Arts, World History
Elective Classes: PE 6, Art 6, Computer 6, Chorus, Band, Orchestra.

7TH GRADE*

Required Classes: Advisor Base, Mathematics, Science, Language Arts, World Geography, Kansas History
Electives: Family and Consumer Science (FACS) 7, Art 7, PE 7, Computer 7, AVID, Band, Orchestra, Chorus

8TH GRADE*

Required Classes: Advisor Base, Mathematics, Science, Language Arts, US History.
Electives: PE 8, Computer 8 or ICA (Integrated Computer Applications) for .5 HS credit, FACS 8 or Careers for .5 HS credit, Art 8 or Design for .5 HS credit. Band, Orchestra, Chorus, Office/Media Proctor, AVID

*Gifted and Special Education courses are also available; however, enrollment in these classes is based upon teacher recommendation, parent or student request, and special needs. Testing by special services is required to qualify for these classes.

ADVISOR BASE PROGRAM

COVID: STUDENT'S ADVISOR BASE WILL BE REFLECTED ON THE STUDENT'S SCHEDULE BUT MAY BE ABSORBED IN ANOTHER PORTION OF THE STUDENT'S DAY IN ORDER TO DECREASE TRANSITIONS.

Each student at Robinson Middle School will be assigned to an advisor base. The "advisor base experience" will include activities during the year such as orientation to Robinson, introduction of school rules and regulations, and presentation of new ideas and skills which will help students adjust to middle school, as well as a bully prevention and Reading and Math intervention for students.

The goal of each advisor base program is to help each student to have a successful school experience while learning to deal with the physical, intellectual, and emotional changes typical of this time in his or her life.

The Student-Advisor-Parent Conferences are held twice a year. The student will conduct this conference with his or her parent under the leadership of the advisor. At this time his/her entire school program will be discussed and evaluated. These conferences are extremely important.

PHYSICAL EDUCATION

COVID: STUDENTS WILL NOT BE REQUIRED TO DRESS OUT UNTIL SOCIAL DISTANCING GUIDELINES PERMIT SUCH ACTIVITIES IN SCHOOLS.

All students enrolled in physical education are required 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. It is suggested that an old pair of shorts and shirt be left in their gym locker at all times so that a student will always be able to suit up for class.

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.

Physical Education Facilities:

The gymnasium facility for Robinson Middle School, the football field, and the track are included in the Central Park Community Center and Central Park located to the east across Clay Street from the school. This is part of a cooperative project between the school district and the City to increase use and avoid duplication of facilities. Tennis courts built adjacent to the school are also a part of this cooperative project and are available to Robinson students as well as other community partners.

RMS COVID BELL SCHEDULE INFORMATION WILL BE UPDATED AS NECESSARY.

RMS DAILY BELL SCHEDULE			
2020-2021			
	Begins	Ends	
Mod 1 AB	7:50	8:14	
Mod 2	8:17	8:59	
Mod 3	9:02	9:44	
Mod 4	9:47	10:29	
Mod 5	10:32	11:14	
Mod 6	11:17	12:31	
1st Lunch 7th Grade	11:17-11:47	***7th Gr. Class 11:50-1:15 Rel. Arts 11:50 - 12:31***	
2nd Lunch 6th Grade	12:01-12:31	***Class 11:17-12:00/12:34-1:15***	
3rd Lunch 8th Grade	12:45-1:15	***Class 11:17 - 12:41***	
Mod 7	12:34	1:15	
Mod 8	1:18	2:00	
Mod 9	2:03	2:45	

LEAP: Learning, Exploring, and Actively Producing

LEAP is a 21st Century Community Learning Centers after-school program in which students receive homework and tutoring assistance, a daily snack, and participate in enrichment activities. The Robinson LEAP program is committed to providing a quality learning and enrichment environment for all participants. Teachers of the LEAP program hold students to high expectations which include homework completion and passing grades, consistent attendance, and respect for people, property, and ideas.

Robinson has a full time School Resource Officer (SRO)
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.

Robinson Middle School School-Wide Expectations

	Be Respectful	Be Motivated	Be Safe
Classroom	Speak with good purpose Sit in assigned seat Use school-appropriate language Use all classroom equipment properly	Request make-up work when absent Ask for help when needed Bring necessary materials Stay engaged in the learning Use time wisely Come to class every day, on time	Keep your hands, feet, and objects to yourself Use binders to store materials Follow teacher directions and drill procedures
Hallway	Voice level 0 – 2 Keep hallway clean Use school-appropriate language Honor others' personal space	Keep locker clean and locked Know your combination Use your locker for your own items Get to class promptly	Use direct route to class and walk on the right side Say hey, don't stay Keep hands/feet to self Walk away from negative situations Walk, don't run
Restroom	Use only necessary amount of paper products Use school appropriate language	Get in and out quickly Keep restrooms clean Use restroom closest to class	Practice clean hygiene Notify adult of messes Adhere to Red Zone rules

Lunchroom	Speak with good purpose Voice level 0 - 2 Keep conversations at your table Follow red/green zone rules	Clean up messes as they occur Dispose of all trash in trash cans Eat in a timely manner	Keep hands, feet, and other objects to yourself Carry tray with two hands Walk, don't run
Assemblies	Clap to show appreciation Voice Level 0 unless otherwise directed Focus on the presenter	Sit up in your chair, face forward Pay attention Engage with the speaker appropriately	Keep hands, feet, and objects to yourself Wait to be dismissed by a staff member
Outside	Represent Robinson positively Take care of school environment	Use your time wisely Pick up trash Turn in lost property	Keep hands, feet and objects to yourself Use crosswalks Off school grounds by 3:00 pm unless involved in school activity
Bus	Voice level 0 - 2 Respond to redirects from any adult	Be at your bus stop on time Go directly to the bus after school?	Remain in your own seat Keep hands, feet, and objects to yourself Follow bus rules
Remote Learning	Wear school appropriate clothing Use an appropriate location (ex: at a desk, in the living room, kitchen table, etc.) Use school appropriate language Respect privacy; get permission for screenshots, etc. Refrain from disruption Have Zoom be the only window open unless otherwise instructed Log in with a name that will allow for accurate attendance Take care of school property, Chromebook, charger Follow instructions for using interactive online features (emoji, raised hand, camera, microphone)	Believe in yourself Ask questions Be engaged in the meeting Use teacher feedback to improve your work Make a plan of how you will get all of your assignments done throughout the weeK. Contact and respond to teachers if you need assistance with understanding the content or technology Check Google Classroom for updates every day Complete assignments fully	Report unsafe behaviors Use appropriate language when communicating virtually with your teacher and classmates Adhere to the acceptable use policy at all times.

General Covid Policies and Procedures

As we begin the 2020-2021 school year during the outbreak of a worldwide pandemic, we have established plans and protocols to reduce the risk of exposure to COVID-19 to students and staff while in school buildings, including distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.

To aid the school and community in fighting the spread of COVID-19, please read and adhere to the following DO's and DON'Ts.

DO NOT attend in-person instruction if the student or anyone in the household has tested positive for COVID-19 or is exhibiting any of the following symptoms:

Fever or chills;
Cough;
Shortness of breath or difficulty breathing;
Fatigue;
Muscle or body aches;
Headache;
New loss of taste or smell;
Sore throat;
Congestion or runny nose;
Nausea or vomiting; and/or
Diarrhea

DO contact the Shawnee County Health Department testing appointment line at (785) 251-4949 for free testing for anyone with 2 or more of the above-listed symptoms.

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.

DO avoid close contact with others.

Put and stay at least 6 feet of distance (about 2 arms' length) between yourself and people who don't live in your household.

Remember that some people without symptoms may be able to spread the virus.

DO cover your mouth and nose with a cloth face cover when around others.

You could spread COVID-19 to others even if you do not feel sick and the cloth face cover is meant to protect other people in case you are infected.

Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

STUDENT ASSEMBLIES

Student assemblies are held at Robinson throughout the school year. Careful planning for school assemblies ensures that they are educational, interesting, and beneficial to students. At all times a student's behavior should be positive and acceptable. Student behavior at assemblies is a reflection of our whole student body and our school. Unacceptable behavior may include whistling, booing, uncalled for clapping, and talking during a program. When a student misbehaves at an assembly, they will be denied the right to attend the next assembly.

STUDENT DRESS

COVID: SEE GENERAL COVID POLICIES AND PROCEDURES RELATED TO COVID-19 AND EXPECTED USE OF MASKS AND OTHER PERSONAL PROTECTIVE EQUIPMENT.

The purpose of a dress code is to encourage students to dress appropriately for school. A general statement of our dress code may be defined with three words: Neat, Clean, and Appropriate.

Not Acceptable: Halter tops, midriffs or short tops not covering the stomach area, Pajamas, half-shirts, exposed bra straps, oversized armholes, jersey type shirts (require an undershirt), slippers, 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.*

Other guidelines:

Head coverings such as bandanas, hats, hoods, do rags, shower caps and sleep bonnets are prohibited for safety reasons. Sunglasses, combs are not to be worn in the building.

Coats and Hats must be kept in lockers:

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 from the school to wear, or having a parent/guardian bring them an acceptable piece of clothing. If the student refuses, it will become a disciplinary matter and a more severe consequence will result. Head Coverings may be confiscated by administration after a warning. Students lose an eligibility point for inappropriate clothing.

BOOKBAGS

COVID: BASED ON COVID-19 GUIDELINES LOCKERS WILL NOT BE UTILIZED IN THE BUILDING. STUDENTS WILL BE ALLOWED TO BRING BACKPACKS INTO CLASSROOMS, BUT ARE ENCOURAGED TO LIMIT ITEMS IN THE BOOKBAG TO ONLY THOSE ITEMS ESSENTIAL FOR THAT DAY'S ACTIVITIES.

Students are allowed to bring book bags to school; however they are NOT allowed to take them into classrooms. Bookbags must stay in their lockers. Our hallways are too narrow to have all of our students passing at once with bookbags. We've also found that the book bags allow students to bring items into the classroom that are not to be in classrooms. Instead of book bags, we will provide a zippered Trapper Keeper for students to take their items from class to class. This item has been shown to help students be more organized. It comfortably holds their chromebooks.

CELL PHONES

Students are strongly encouraged to keep cell phones at home. They are not allowed to be used in classrooms (unless for an educational activity led by the teacher) or hallways during school hours.

They are to be turned off and stored in lockers or pockets. Phones that are used in classrooms, not being used for educational purposes, will be confiscated, and a parent will be required to retrieve them in the office. Lost, stolen, or damaged phones will not be investigated by staff or administration. Robinson Middle School staff are not responsible for lost or stolen cell phones.

STUDENT MANAGEMENT

The overall goal is to have a fair and consistent manner in which to deal with all students who interrupt the teacher/learning process, thereby creating an atmosphere conducive to teaching and one which allows for more time on task learning.
A school-wide program that promotes positive behavior complements our student management plan. Students are awarded "Raven Golds" for displaying good behavior. Students may redeem Raven Golds in the school store.

Time-Out: In most classrooms, teachers will use "time-outs" for students who are headed for more serious trouble. The purpose of time-out is to give the student a chance to regain his/her control, and to avoid being sent to the office. Some teachers will have a time-out area in their own classroom, while others may use another teacher's classroom. When students are asked to go to a time-out, they should follow the request and not argue/discuss the problem with the teacher. If a student refuses to go to time-out, or continues to argue with the teacher, the student has chosen to make the situation more serious, and the student will receive a discipline referral to the office.

Detentions or Non-Social Lunch Seating: These are assigned for discipline referrals which do not result in in-school suspension (ISS) or out of school suspension (OSS) and to support the "Start On Time" program. Detentions are served in the principal's office, and will last for 30 minutes after school. Students must report promptly to begin their detention.
When students are assigned a detention, they are given the option of doing the detention that day or the next day. This time is allowed so parents/guardians can be informed as to why their student will be late getting home from school and so transportation issues can be arranged.

Behavior Support Room: Our Behavior Support Room is used when students behave in a manner that is not acceptable or tolerable in a school setting. The placement of a student in BSR is often a way to address discipline matters which may otherwise result in an Out-of –School Suspension (OSS).

Placement in the BSR is a serious matter. If students are placed in BSR, they must remember that their behavior could have resulted in being suspended out of school. For this reason, refusal to go to BSR will result in an automatic OSS. Additionally, misbehavior while in BSR will not be tolerated. If students continue to cause problems or refuse to complete course work, they will be suspended out of school. Students in BSR are ineligible to attend or participate in any athletic events, dances, school programs for that day.

BSR is not designed to be like a regular class, although it is an opportunity to do a large amount of schoolwork with a minimal number of distractions. For attendance purposes, students are counted as present in school. Students must follow all of the guidelines of the Behavior Support Room. No a la carte lunch items will be allowed to be purchased.

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 rather than ISS for the safety of others and themselves. 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. Short-term suspensions will be served at the Avondale West Alternative School to allow students to continue working on their course work in a supportive environment. Student suspensions are excused absences and students are expected to make up their work during the time of the suspension to prevent from falling behind academically.

BULLYING

Robinson implements the Olweus Bully Prevention Program. Below are the school rules against bullying:

1. I will not bully others.
2. I will help students who are bullied.
3. I will include students who are easily left out.
4. If I know somebody is being bullied, I will tell an adult.
5. The adult will listen and do something about it.

What is bullying?
Bullying is a form of aggression in which (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties. Bullying may be physical (hitting, shoving), verbal (name calling, threats), cyber bullying (facebook posts), or psychological (shunning, manipulating friendship).

Is bullying all that harmful?
Yes, bullying can be extremely painful and humiliating. Students who are bullied by their peers are more likely than non bullied students to suffer from depression and low self esteem. Some victims have difficulty concentrating in school and their homework may suffer while others report psychosomatic symptoms such as headaches and stomach aches or refuse to go to school.

If your child is a victim of bullying behavior or exhibits bullying characteristics, please contact school personnel. All of our students have been trained to fill out Safety Reports to report bully behavior. Safety Reports can be found in every classroom. All Safety Reports will be handled by our counselor and/or administrative staff. We follow a rubric to assign consequences to those students who bully. Consequences range from warnings to out of school suspensions and legal action.

How do I report bullying?
Students can report bullying several different ways:

- Using the link to the Raven Report: https://forms.gle/jrz5AWNjn2SqmK3a9
- Emailing Ms. Lancaster or Ms. Malloy about an issue
- Telling a trusted staff member

Robinson Middle School Bullying and Harassment Rubric

Bullying Behavior	First Incident	Second Incident	Third Incident
Non physical/ Verbal Bullying/ Sexual Harassment - Taunting - Exclusion - Insults - Spreading rumors - Minor damage to property - Intentionally embarrassing - Minor stealing to torment - Cyberbullying via phones, computers or other devices	- PowerSchool log entry is sent to principal - Student meets with counselor/social worker and meeting is documented - Level 1 consequence is given	- Tyler office referral is sent to admin - Admin contacts parents - Student may meet with counselor/social worker meeting is documented - Level 2 consequence is given	- Tyler office referral is sent to admin - Student and parent meet with admin, counselors/social worker and meeting is documented - Level 2 consequence is given including short term suspension
Physical Bullying May include but is not limited to; minor physical acts such as pushing, slapping, grabbing, spitting, kicking, and tripping and Sexual Harassment	- Tyler office referral is sent to admin - Parent is contacted - Students meet with counselors/social worker and meeting is documented - Level 1 consequence is given	- Tyler office referral is sent to admin - Parent is contacted - Students meet with counselors/social worker and meeting is documented - Level 2 consequence is given	- Tyler office referral is sent to admin - Student and parent meet with admin, counselors/social worker and meeting is documented - Level 2 consequence is given including short term suspension
Severe bullying May include but not limited to; Assault/battery, Severe harassment/Sexual harassment Threats to harm specific person Damage to property Cyberbullying Electronic recording and sharing of discipline events	- Tyler office referral is sent to admin - Admin contacts parent - Level 2 consequence is given - Referral to security	- Tyler office referral is sent to admin - Admin contacts parent - Level 2 consequence is given including short term suspension - Referral to security	- Tyler office referral is sent to admin - Level 3 consequences - Hearing for long term suspension or expulsion - Referral to security

This rubric does not supersede Topeka Public Schools district policy 8125

SEXUAL HARASSMENT

The Topeka Public Schools has a policy regarding sexual harassment. Sexual harassment is considered to be a serious action and such behavior will not be tolerated. Sexual harassment may include the following: derogatory remarks of a sexual nature, unwelcome verbal sexual advances, and requests for sexual favors, unwelcome touching, or other verbal or physical conduct of a sexual nature. Such misconduct should be reported to a teacher, counselor, or an administrator. All students, regardless of age or gender, have the right to be free from sexual harassment and **strong action** will be taken against those who violate that right, including being arrested.

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.

BE ON TIME

Tardiness/Readiness: Our "tardy/ready" plan is titled, **"Start On Time."** 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.
Starting On Time means students are in their classroom by the time the bell finishes ringing and they have all their materials with them.
Therefore, the following disciplinary action will be taken for unexcused tardies and/or not having materials for class:

1st Tardy 2nd Tardy 3rd Tardy	Student completes the Parental Notification Form to take home and is escorted back to class.
4th Tardy 5th Tardy	Student completes the Parental Notification Form to take home and is escorted back to class; student is assigned a detention and loses one point of eligibility.
6th Tardy	Student completes the Parental Notification Form to take home and is escorted back to class; student is assigned a detention and loses one point of eligibility; student is required to meet with designated administrator.
7th Tardy	Student completes the Parental Notification Form to take home and is escorted back to class; student is assigned a detention and loses one point of eligibility
9th Tardy	Student completes the Parental Notification Form to take home and is escorted back to class; student meets with designated administrator; student is assigned a full day of ISS and loses two eligibility points.
10th Tardy 10th Tardy (cont'd.)	Follow steps for 9th tardy. Students reaching 10 tardies and above per quarter will be dealt with on a case-by-case basis by the designated administrator.
*The tardy policy starts over each quarter.	

TRUANCY

COVID: TRUANCY POLICIES AND PROCEDURES WILL BE FOLLOWED AND REMOTE ATTENDANCE WILL BE INCLUDED IN THE FOLLOWING SCENARIOS.

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, requesting restricted activity.

All cases of truancy will be reported to S.R.S. or Court Services. 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 a Truancy Report verifying the dates and extent of such absences with Court 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.

Eligibility Policies:

Academic Eligibility: Students must pass 5 classes to be academically eligible each quarter in order to participate in athletics and other school activities.

Behavioral Eligibility also known as "Citizenship:"

A point system will be used to determine the eligibility of students to participate or attend school activities. Students in ISS on the day of an activity may **not** attend nor participate in the activity. In addition, the office will keep a point total based upon student referrals to the office. Each student will begin each quarter with 10 points, and will be reduced each time a disciplinary action arises. When a student reaches zero points, he/she will no longer be eligible.

Ravens Fly High – We want to celebrate those students who earn Honor Roll and Citizenship Recognition throughout the school year. The PTO and Staff will conduct a special recognition for these students in May.

BEHAVIORAL EXPECTATIONS FOR ALL ROBINSON STUDENTS

Each student at Robinson is expected to….

1. Perform academically to the level of his/her ability.
2. Be responsible for his/her actions.
3. Obey school rules.
4. Respect the rights, feelings, and property of others.
5. Observe personal safety and the safety of others.

GRADE CARDS/PROGRESS REPORTS

Middle school students will receive letter grades. Computerized grade cards will be issued at the conclusion of each quarter**.** Parents/guardians and students should feel free to check on student performance and grades at any time by checking Tyler SIS. In addition, parents can also email teachers for more information.

GRADE LEVEL RECOGNITION ASSEMBLIES

COVID: GRADE LEVEL ASSEMBLIES WILL NOT BE HELD UNTIL SOCIAL DISTANCING GUIDELINES ALLOW FOR SUCH ACTIVITIES.

Grade level recognition assemblies will be held at the end of each semester during Advisor Base in the Commons. Parents/guardians are encouraged to attend. Students showing growth in academics, citizenship, athletics, music, drama, etc. will be recognized.

ATTENDANCE

COVID: ATTENDANCE WILL BE COUNTED DURING ON-SITE AND REMOTE LEARNING SESSIONS.

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. Patterns for good attendance are usually established early in the school year. 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. **Unexcused absences from school will result in reports toward truancy.**

BUILDING HOURS

The school building will be open to students at 7:45 a.m. Students who do not have school business are to be out of the building at 2:55 p.m. During the school day the only access to the building will be through the front doors. We strongly discourage students from coming to school before 7:30 a.m. if possible and from being on school grounds after 3 p.m. We don't have enough outdoor supervision for those students who congregate at those times.

"JUST PLAYING" PUSHING/SHOVING/HORSEPLAY

You would be amazed how many times during each day teachers and staff hear this statement from students. You might also be surprised how many times students have been suspended for fighting and the students say they were "just playing" and then someone got angry. Pushing/shoving/horseplay can and does lead to much more serious problems. Others who were "just playing" have accidentally injured people. At Robinson, "just playing" goes against the philosophy of a safe and orderly environment and those students involved in these types of incidents will face disciplinary action.

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 battery charges from the Topeka Police Department. 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 IN THE CLASSROOM

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

HOMEWORK/ASSIGNMENTS

Students' class work 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 also expects that students' class work and homework will be their own. **Plagiarism will not be tolerated.**

LEAVING SCHOOL

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 he/she is going and what time he/she should be excused or come to the office in person**. A student will not be allowed to leave without prior notification from parent/guardian.

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.

1. 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.
2. **DO NOT SHARE LOCKERS OR GIVE COMBINATIONS TO OTHER STUDENTS.**
3. **DO NOT KEEP VALUABLE ITEMS OR LARGE AMOUNTS OF MONEY AT SCHOOL.**
4. **DO NOT KEEP BOOKS FOR OTHERS IN YOUR LOCKER OR PUT YOUR BOOKS IN ANOTHER STUDENT'S LOCKER.**
5. 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.

LUNCH

Students must report directly to the commons during their assigned lunch period. Students have the option of bringing a sack lunch. **Pop is not allowed at school during the school day**. This is a federal regulation. All Topeka Public Middle Schools have a closed lunch period.
BREAKFAST is served between 7:20 a.m. and 7:45 a.m.
CAFETERIA RULES:

- Do not push/play while in line.
- Stay in place in line.
- Talk quietly in line and while eating.
- Be polite to cafeteria workers
- Get everything that you want as you go through the line the first time, including condiments.
- **Be seated and stay seated** except for when your table is directed to put away trays. Staff will dismiss tables from the cafeteria.

MAKEUP WORK - 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. **IT IS THE STUDENT'S RESPONSIBILITY TO INQUIRE ABOUT THE MAKEUP WORK WHEN RETURNING FROM AN ABSENCE**. The discretion and responsibility for assigning makeup work for excused absences rests with the teacher. Students will be allowed **one day** for each day's absence to make up work.

MISCELLANEOUS ITEMS

The following items are not necessary to have at school and when present can cause disruptions: cell phones, sharpies, toys, lasers or any item that distracts from the learning environment. **We prefer these items to remain at home**. This will ensure a safe environment and will eliminate the need to investigate when these items become lost or stolen. The above items, if causing a problem, will be confiscated from students and turned in to the office. **The student will lose an eligibility point** for having these types of items during school hours. The item(s) will not be returned to the student, but parents/guardians may pick these items up from the office. **The items must be picked up promptly. Forgotten items will be disposed of at the end of the school year.**

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 he/she does not have a pass. If a student wishes to see one of the above mentioned staff, his or her teacher will call or email that person to let them know.

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.

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.

POSTERS

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

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 or tobacco. The police may issue citations for possession or use of tobacco products. This year the cost of a tobacco ticket is approximately $135.

TELEPHONE

Students will be called to the phone only in cases of extreme 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 notify parents that they are staying after school with a teacher.

THEFT

Taking or being in possession of articles belonging to other individuals or the school could result in suspension. Our goal is to have all students feel that their belongings are safe and secure. For this reason, students are required to mark all belongings with their name.

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, requesting restricted activity.

All cases of truancy will be reported to S.R.S. or Court Services. 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 a Truancy Report verifying the dates and extent of such absences with Court 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.

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.

ATHLETICS/ACTIVITIES

School Athletics

Competitive athletics are available to all 7th and 8th grade boys and girls. 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 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:

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

Guidelines for Athletics

1. Students must be in school at least one-half of the day to participate on that day.
2. 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.

3. Only those students passing five classes for a quarter may participate in sports during the next quarter.
4. 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.
5. All student athletes will be required to agree to and sign a Code of Conduct pledge.
6. 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:

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

Guidelines for School Events

1. 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.
2. Good sportsmanship is expected of all participants/spectators.
3. Rides MUST be there to pick you up after games/activities/etc., on time. Failure to have rides may result in your being banned from future attendance of school functions.
4. Students may be ineligible to attend or participate due to loss of eligibility or academics.

OTHER ACTIVITIES

Contests

Preparation for the County Spelling Bee, Math Contest, Geography Bee, and Scholar Bowl takes place during a special Advisor Base class.

Model U.N.

Model U.N. is held annually and consists of students from area middle and high schools. There are delegates from selected countries and a mock United Nations meeting is held. This is for 7th and 8th grade students who are interested.

Drama

A school play or musical will be performed each year on a rotating basis in alternating years. The same eligibility applies as does for sporting events. Students must pass 5 classes to participate. They must also have eligibility points and not have a failing grade on the day of production.

Robinson Middle School Clubs

Art
Dance
Equity
Girls Who Code
LEAP
Naturalist
Unbook
Writing
Yearbook/Newspaper

STUDENT SERVICES

School Counselors

Robinson Middle School has two counselors. Mrs. Lancaster works with students with the last names A - L and Mrs. Malloy works with last names 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.

School 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.

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. It is open from 7:30 a.m. to 3:30 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 each Monday to distribute to students. Students need to return overdue materials before they can check out new materials.

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. It is extremely difficult for the school staff to supervise the bike area during the school day. It is imperative that students recognize they are not to bother bicycles belonging to others and such action may result in a suspension. Bicycles should not be ridden on the sidewalks.

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. When students ride them on school property they are given ONE warning and then it will be taken and handed over only to their parents.

BUS TRANSPORTATION - Safety/Conduct Regulations

COVID: ONE PERSON PER SEAT UNLESS STUDENTS ARE FROM THE SAME HOUSEHOLD. STUDENTS WILL HAVE THEIR TEMPERATURES CHECKED PRIOR TO BOARDING THE BUS.

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 295-3910. 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.

Safety Regulations

1. **BEFORE LOADING:**
   - **a.** Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
   - **b.** Bus riders must conduct themselves in a safe manner while waiting for the bus.
   - **c.** Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.
2. **WHILE ON THE BUS**
   - **a.** The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
   - **b.** 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.
   - **c.** 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.
   - **d.** Keep hands and head inside the bus at all times after entering and until leaving the bus.
   - **e.** Assist in keeping the bus safe and clean at all times.
   - **f.** Treat bus equipment as you would valuable furniture. Damage to seats, etc., must be paid for by the offender.
   - **g.** Pupils must never tamper with the controls or the equipment on the bus.
   - **h.** Keep books, packages, coats, feet and all other objects out of the aisle.
   - **i.** Do not throw anything out of the bus windows.
   - **j.** Pupils are not permitted to leave their seats while the bus is in motion.
   - **k.** Bus contractor and/or school personnel may assign permanent bus seats.
   - **l.** Absolute quiet when the bus is approaching a railroad-crossing stop.
   - **m.** No glass container, animals, pets or weapons are allowed on the bus.
   - **n.** 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.
   - **o.** Notification of suspension of transportation shall be made to the parent by the principal.
   - **p.** The use of tobacco, liquor or illegal drugs on school buses or at the bus stop is prohibited and shall be reason for suspension of transportation.

3. **AFTER LEAVING THE BUS:**
    - **a.** 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.
    - **b.** 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.
4. **EXTRA-CURRICULAR TRIPS:**
    - **a.** The above rules and regulations apply to any trip under school sponsorship.
    - **b.** 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.

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."

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 the chromebook to each of their classes. If they do 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.

WEATHER

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 I School Federal Requirement: 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.

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:

a) "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.

b) "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.

c) "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.

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."

EQUAL OPPORTUNITY STATEMENT

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. For students, the Title VI, Title IX and Section 504 Compliance coordinator is the General Counsel for the district. For employees, the EEO/AA and Title VII compliance officer is the general director of human resources. Compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The Clerk of the Board of Education has been designated

to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3059 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

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.