



# School of Champions



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

## STUDENT HANDBOOK

### 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 exciting new things and to grow socially 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 Administration to help our students and parents learn as much as possible about school policies and procedures. It will also give the rules and procedures that are important for student success at Robertson Charter School. 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.

### MISSION STATEMENT

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

### CALENDAR OF IMPORTANT DATES

First day of class	Aug. 17
Labor Day (NS)	Sept. 5
Professional Development (1/2 day)	Sept. 14
Professional Development (1/2 day)	Sept. 28
Columbus Day (NS)	Oct. 10
End of 1 <sup>st</sup> Quarter	Oct. 21
Parent Teacher Conference (NS)	Oct. 28
Professional Development (1/2 day)	Oct. 31
Professional Development (1/2 day)	Nov. 9
Thanksgiving Break (NS)	Nov. 23-25
End of 2 <sup>nd</sup> Quarter	Dec. 20
Winter Break (NS)	Dec. 21
	-Jan. 3
Teacher Institute (NS)	Jan. 3

Return from Winter Break	Jan. 4
MLK Birthday (NS)	Jan. 16
Professional Development (1/2 day)	Feb. 8
President's Day (NS)	Feb. 20
Professional Development (1/2 day)	Feb. 22
End of 3 <sup>rd</sup> Quarter	Mar. 10
Parent Teacher Conference (NS)	Mar. 17
No School- Professional Development	Mar. 20
Spring Break	Apr. 10-17
National Charter Week	May 2- 6
Professional Development (1/2 day)	May 3
Last Day of School	May 23

### 2016-2017 Staff

Kindergarten	Mrs. Craig
1 <sup>st</sup> Grade	Mrs. York
2 <sup>nd</sup> Grade	Mrs. Biba
3 <sup>rd</sup> Grade	TBA
4 <sup>th</sup> Grade	Mr. Gilbert
5 <sup>th</sup> Grade	Mrs. Manns
MADD Lab 4/5	Mrs. Sturdivant
6th Grade Homeroom	Mrs. Rowan
6th Grade Homeroom	Mr. Lee
Middle School Teacher	Mrs. Bundy
7th Grade Homeroom	Mrs. Kirby
7th Grade Homeroom	Mr. Horn
8th Grade Homeroom	Mr. Worsham
8th Grade Homeroom	Mrs. Keller
Character Education	Ms. Livingston
Resource	Mrs. Hay
P.E.	Mr. Austin
Instr. Coach/RTI	Mr. Lindsey
Asst. Principal	Ms. Pender
Principal	Ms. Fenderson

### RCS BOARD MEMBERS

President, Bishop G.E. Livingston  
Board Chairman, Rev. Brian Hay  
Board Vice-Chairman, Walt Smith  
Treasurer, Janet Bunch  
Secretary, Mark Barthlemey  
Board Member, Billy Tyus  
Board Member, Misty Lee

## UNIFORM

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

The uniform consists of:

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

Student caught sagging or not in uniform will have a consequence.

## CLOSED CAMPUS POLICY

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

## CAMERA ACKNOWLEDGEMENT

Robertson Charter School wants to acknowledge the use of 36 different video cameras on our property that help us to monitor criminal behavior outside of school hours and student/staff behavior during school hours. We reserve the right to run those cameras during the day and use them to help us in determining discipline consequences of student/staff viewed misbehaving on those recordings.

## BUS DISCIPLINE

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

- ◆ **1st referral** is a warning with parent notification
- ◆ **2nd referral** is a 1 day suspension off the bus
- ◆ **3rd referral** is a 3 day suspension off the bus and a meeting with the parent, the bus driver, and the principal.
- ◆ **4th referral** is a 5 day suspension off the bus
- ◆ **5th referral** is loss of bus privileges for the semester.
- ◆ **Severe behavior on the bus may result in school**

suspension as well.

## LOCKER SEARCH POLICY

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

## PROHIBITED ITEMS

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

1. Cell phones, Ipods, and other electronic devices that are out or visible during school hours will be confiscated.
2. Weapons, drugs, lighters, or any item that can be used to harm should never be brought to school.

## 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.

## LOCKERS

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

## MIDDLE SCHOOL BELL SCHEDULE

Homeroom.....	8:30-8:50
Period 1.....	8:53-9:43
Period 2.....	9:46-10:36
Period 3.....	10:39-11:29
Period 4.....	11:32-12:42
Period 5.....	12:48-1:38
Period 6.....	1:41-2:31
Period 7.....	2:34-3:24

## Lunch Times

K 1 2 3.....	11:29-11:55
4 5 6.....	11:55-12:20
Middle School.....	12:20-12:50

## EXTRACURRICULAR ACTIVITIES

Robertson Charter School is very excited about our extra curricular programs. Rides must be arranged for any activity that meets after school. The sponsors and coaches of these programs will not spend a lot of extra time waiting on rides for their participants. Students must make sure that their guardian has arranged for transportation before staying for any practice or meeting. Students participating in all sports and extracurricular activities must demonstrate positive

student behavior at all times. Students must maintain 400 points 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 have already been added to our activities with more to come:

### Athletics and Clubs

Girls Basketball	Student Council
Boys Basketball	Art Club
Boys & Girls Cross country	Boys and Girls Track
Girls Volleyball	Cheerleading
Wrestling	

### **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 school year.

### **INSURANCE FOR STUDENTS OR ATHLETES**

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

### **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. Responsibility for getting to class on time relies with the student. The following section has been added to make clear our expectations.

#### **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. Students will receive a lunch detention and lose 5 points for each unexcused tardy to school after the 9th tardy to school.

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

Parents will receive a call upon a student's 5th unexcused absence, and a letter on the 10th and 15th unexcused absence. Upon the 15th unexcused absence a letter will be sent to the Regional office of Education and a Parent Contract of Attendance will have to be signed.

Again it is very important that students get to school and on time so that the staff at Robertson Charter School can give them their absolute all daily.

### **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. Teachers will have discretion to determine how much credit will be given to each late assignment.

### **STUDENT CONDUCT**

All students are expected to abide by the rules and expectations. Students will begin the school year with 500 points. Infractions of the school rules will result in loss of points and a consequence on the level of the infraction. Any student who drops below the 450 point mark will lose all field trip privileges and will be asked to attend a meeting with their parents/guardian and Administration to discuss the student's behavior and develop a behavior contract to help correct this behavior. Students will be able to earn points back by following the behavior contract. At 425 points, students lose privileges for dances and after school events including athletic competitions. At 350 points, parents will be informed by certified mail that their student is 50 points away from reaching our alternative placement process. **Students who go below 300 point will be placed in our alternative placement program which includes half day attendance or change in schools.** There will be incentives throughout the year that the students will be able to take part in field trips and fun events if they have maintained 450 points.

Every time a student is sent to the office, they will lose points depending on the level of offense.

- ◆ Level I Offense – loss of 10 points
- ◆ Level II Offense – loss of 20 points
- ◆ Level III Offense – loss of 40 points
- ◆ Level IV Offense—loss of 60 points

The following is a list of infractions that may warrant

consequences and loss of points. Consequences for these violations could result in loss of points, detentions, suspensions, and/or expulsion. Teachers must fill out a referral form and send to office. A copy of the referral will be given to each individual: teacher, principal, and sent home to parent/guardian. **The administration reserves the right to make additions to the list as they occur:**

**Level I Infractions – Acts of Misconduct-10pts**

- ◆ Academic dishonesty or plagiarism
- ◆ Forgery, misrepresentation, or lying
- ◆ Disruptive behavior
- ◆ Habitual unpreparedness for class
- ◆ Eating or gum chewing
- ◆ Tardiness
- ◆ Refusal to follow staff direction
- ◆ Failure to participate in class activity
- ◆ Disrespect of property or littering
- ◆ Repeated uniform violations
- ◆ Bus Misconduct
- ◆ Discovery of cell phone during school hours
- ◆ Horseplay (15 points)

**Level II Infractions – Acts of Gross Misconduct – 20pts**

- ◆ Disrespect of staff, student, others
- ◆ Offensive or abusive language– Profanity
- ◆ Leaving assigned class without permission
- ◆ Leaving school without permission
- ◆ Repeated rules violation
- ◆ Computer or internet misuse
- ◆ Extortion, use of force, or threatening the use of force
- ◆ False identification
- ◆ Instigating a fight
- ◆ Unlawful assembly
- ◆ Theft, possession, or transfer of stolen property
- ◆ Unauthorized possession or use of school property
- ◆ Trespassing on school property

**Level III Infractions – Severe Acts of Gross Misconduct - 40pts**

- ◆ Bullying or Cyber-bullying
- ◆ Failure to report to class or the office
- ◆ Fighting or physical confrontation
- ◆ Offensive language toward staff
- ◆ Gambling
- ◆ Gross insubordination
- ◆ Threats and or intimidation to students
- ◆ Harassment
- ◆ Vandalism
- ◆ 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 – Extreme Acts of Misconduct -60pts**

- ◆ 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.

We hold high expectations for student behavior at school, on school fieldtrips 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.

**GO WILDCATS!!**