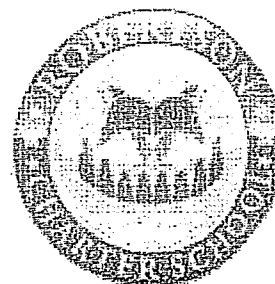


School of Champions

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

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

MISSION STATEMENT

The mission of Robertson Charter School is to provide a world class education to youth through rigorous curriculum and character development; with focus on each student's uniqueness, interests, to help them succeed in life.

CALENDAR OF IMPORTANT DATES

First day of class	Aug. 16
Labor Day (NS)	Sept. 4
Professional Development (1/2 day)	Sept. 13
Professional Development (1/2 day)	Sept. 27
Columbus Day (NS)	Oct. 9
End of 1 st Quarter	Oct. 22
Parent Teacher Conference (NS)	Oct. 30
No School- Professional Development	Oct. 31
Professional Development (1/2 day)	Nov. 15
Thanksgiving Break (NS)	Nov. 22-24
End of 2 nd 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. 15
Professional Development (1/2 day)	Feb. 7
President's Day (NS)	Feb. 19
Professional Development (1/2 day)	Feb. 21
End of 3 rd Quarter	Mar. 9
Parent Teacher Conference (NS)	Mar. 16
No School- Professional Development	Mar. 19
Spring Break	Mar. 30
	-Apr. 6
National Charter Week	Apr. 30
	-May 4
Professional Development (1/2 day)	May 2
Last Day of School	May 22

2017-2018 Staff

Kindergarten	Mrs. Craig
1 st Grade	Mrs. York
2 nd Grade	Mrs. Biba
3 rd Grade	Mrs. Tyus
3/4th Grade	Ms. Harrelson
4 th Grade	Mr. Gilbert
5 th Grade	Mr. Lindsey
MADD Lab 5/6 Grade	Mrs. Sturdivant
6th Grade Homeroom	Mr. Lee
Middle School Teacher	Mrs. Bundy
7th Grade Homeroom	Mrs. Kirby
7th Grade Homeroom	Mr. Wiggins
8th Grade Homeroom	Mrs. Atachason
8th Grade Homeroom	Mrs. Keller
Character Education	Ms. Livingtson
Resource	Mrs. Hay
P.E.	Mr. Austin
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 Barthlemy



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



UNIFORM

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

Uniform Policy:

- ◆ Robertson polo shirt or hoodie must be worn daily.
- ◆ Spirit wear (RCS t-shirts) can only be worn on Fridays.
- ◆ Skirts or shorts need to come to the knees.
- ◆ Pants or jeans with excessive rip or tears or that look like pajamas are not allowed.
- ◆ Belts need to be worn as necessary.
- ◆ Flip flops or slides are not allowed.

Students not following the uniform policy 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 follow bus expectations 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.

Fighting on the bus will result in a school suspension.

PROHIBITED ITEMS

Students may not possess cell phones, Ipods, and other electronic devices on school property or at school events without the explicit permission of a teacher or administrator. Cell phones, Ipods, and other electronic devices that are out or visible during school hours will be confiscated.

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.

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.

MIDDLE SCHOOL BELL SCHEDULE

Homeroom.....	8:30-8:47
Period 1.....	8:50-9:33
Period 2.....	9:36-10:19
Period 3.....	10:22-11:05
Period 4.....	11:08-11:51
Period 5.....	1:54-12:37
Lunch.....	12:37-1:02
Period 6.....	1:07-1:52
Period 7.....	1:55-2:40
Period 8.....	2:43-3:27

LUNCH INFORMATION AND TIMES

K 1 2 3.....	11:35-12:00
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3/4 4 5 6.....12:00-12:25

Middle School.....12:37 - 1:02

- ◆ Please contact lunch staff in advance if you are bringing in food for a group of students .
- ◆ Cafeteria staff are unable to warm up lunches for students or provide cups, plates, napkins for non school lunches.

EXTRACURRIULAR 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 50 points or less and no F's on weekly grade checks to participate. Students that receive referrals will have consequences that affect their playing time. The following programs have already been added to our activities with more to come:

Athletics and Clubs

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

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

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 school expectations. We have 3 school wide expectations. Respect yourself, others, and property. Students will begin the school year with 0 points. Not following school expectations will result in earning demerit points and a consequence for that behavior. **Any student who goes above 50 points will lose all field trip privileges; as well as any after school event privileges including dances and athletic competitions.** At this point, students 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 get back under the 50 point total by following the behavior contract. There will be incentives throughout the year that the students will be able to take part in like field trips and fun events if they have maintained 50 points or less.

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

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

The following is a list of behaviors that will result in

consequences and earning demerit points. Consequences for these behaviors include lunch and after school detentions, ACE and out of school 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 Behaviors : 0-15 pts

- ◆ Disruptive or disrespectful behavior
- ◆ Defiance
- ◆ Tardiness
- ◆ Refusal to follow staff direction
- ◆ Failure to participate in class activity (non compliance)
- ◆ Inappropriate displays of affection
- ◆ Disrespect of property or littering
- ◆ Repeated uniform violations
- ◆ Bus Misconduct
- ◆ Use of cell phone during school hours
- ◆ Horseplay

Level II Behaviors: 20pts

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

Level III Behaviors: 40pts

- ◆ Bullying or Cyber-bullying
- ◆ Failure to report to class or the office
- ◆ Leaving school without permission
- ◆ Fighting or physical confrontation
- ◆ Extortion, use of force, or threatening the use of force
- ◆ Theft, possession, or transfer of stolen property
- ◆ Offensive or profane language toward staff
- ◆ Gambling
- ◆ Gross insubordination
- ◆ Threats and or intimidation to students
- ◆ Harassment
- ◆ False fire alarm
- ◆ Criminal damage to property or acts of misconduct that results in serious damage to or destruction of school property of staff or students
- ◆ Engaging in activities, on or off campus, that (a) poses a threat or danger to the safety of

other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment

Level IV Behaviors: 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.

RCS Creed

I am a RCS Wildcat.
Today, I will do my best to be my best.
I will respect myself, others and property.
I have high expectations and can accomplish anything I put my mind to.

GO WILDCATS!!!