

Dear Parents and Students:

Welcome to the 2009-2010 school year! This handbook contains policies and procedures that you hopefully will find helpful. Please read through it and discuss pertinent information with your child. In addition, you can find information regarding our school and our school district via the district website at [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us). As always, if you have additional questions please do not hesitate to contact us.

Don Snyder, Principal

### Office Information

#### Staff:

Donald E. Snyder, Principal  
Cindy Westbrook, Office Manager  
Kathy Haselton, Clerk  
Carol Cole, Health Clerk  
Diane Senesi, Health Clerk

#### Office Hours:

8:00 a.m. - 4:00 p.m.

Phone Numbers:

Telephone: (949) 589-2446  
Fax: (949) 589-1374  
Absence Line: (949) 459-7633

### Student Safety

The Robinson staff understands that student safety is our most important responsibility. It is with this in mind that we have established several policies and procedures in order to keep our students safe.

### Bicycles, Skateboards, Roller blades, etc.

Children in grades 3-6 may ride their bicycles to school. Each bicycle must be in safe working order and be equipped with a lock and be parked in the bike racks. California law requires that all school age bike riders wear safety helmets. Children are expected to follow all traffic safety laws when going to and from school. School rules include walking all bicycles when they are on school grounds. Riding a bicycle to school is a “privilege” which may be taken away by parents and/or the school if safety rules are not followed. Students are not allowed to ride scooters, skateboards, “Heelies,” or Roller Blades to school. Due to our large enrollment, to allow students to ride their scooters, skateboards, “Heelies” or Roller Blades to school would create a safety hazard.



Personal play equipment, such as toys, balls, games, etc. should not be brought to school unless special permission has been granted by the teacher or principal.

### Traffic

Due to our large enrollment, limited parking, and location on a cul-de-sac, we encourage our students living near the school to walk whenever possible. For those parents familiar with Robinson, we fully understand the frustration our traffic congestion may cause. However, if we all exercise patience and courtesy, we can make certain that all students remain safe.



The parking lot is reserved for staff parking from 7:00 a.m.-3:00 p.m. daily. Staff members have assigned parking spaces. Parking in the red zones is prohibited, in order to allow for emergency vehicles. Parking in the Cal Burt Way drop-off/pick-up area is prohibited. You may park on the left side within the white parallel lines.

**Kindergarten Drop-Off:** Kindergarten students may be dropped off in the staff parking lot along the curb adjacent to the kindergarten play yard. This is a red curb area. **THUS, PLEASE DO NOT LEAVE YOUR CAR.** An adult will be there to assist your child.

**Kindergarten Pick-Up:** AM kindergarten classes, including Mrs. Keller's "Early Birds," will be picked up at Cal Burt Way. Afternoon kindergarten students, including Mrs. Keller's "Late Birds," will be picked up in the staff parking lot along the curb adjacent to the kindergarten yard. Again, **PLEASE DO NOT LEAVE YOUR CAR.**

**Grades 1-6 Drop-Off:** Students in grades 1-6 may be dropped off on the school side of the sidewalk along Lindsay Drive. Please be advised that this is for drop-off only. There is no parking from 8:00 a.m.-9:00 a.m. and from 1:00 p.m.-4:00 p.m. Students may also be dropped off along the curb on Cal Burt Way. At no time should students cross Lindsay Drive. Due to the large volume of staff and bus traffic, **PARENTS SHOULD NOT ENTER THE PARKING LOT.**

**Grades 1-6 Pick-Up:** Students should be picked up at Cal Burt Way. Parents driving carpools with more than one student may park in the parking lot if space is available. If no parking spaces are available, parents should proceed to the Cal Burt Way for pick-up. At no time should students cross our parking lot without the accompaniment of an adult. The parking lot crosswalk should must be utilized.

## **Playground Supervision**

Playground supervision will begin at 8:30 a.m. for students in grades 1-6. After school supervision will end at 3:00 p.m. First through sixth grade students should not arrive on campus prior to 8:30 a.m., or stay later than 3:00 p.m. Students remaining on campus after 3:00 p.m. will be brought to the office. All students should leave campus at dismissal unless previous arrangements have been made with parents and teachers. No student will be kept after school without prior parent permission.

## **Absences**

While we do not want children to come to school ill, the school does not receive funding for any student absences. If you request homework for your child, please allow 24 hours for the teacher to prepare.



Please let us know if a classmate will deliver the homework or if you will personally pick it up from the office. Each absence must be verified, preferably by a phone call to the school office on the day of absence. This is the quickest and surest method of accounting for the whereabouts of our students. Call our recorder 459-7633 any time. If a child is to be absent for 5 or more days, the District may receive state funds if parents, teachers, and principal develop an independent work contract. Please notify the office ahead of time so the proper contract form can be prepared. It will require the signature of parent, student, and teacher. Upon return from the absence, the teacher will verify that work has been completed and the forms will be forwarded to the District.

We all share responsibility for the health, safety, and welfare of the children attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child is to be absent or more than 10 minutes late, please phone our school attendance number at 459-7633 any time. Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

1. Call the student's home
2. Call the parent's place of employment.
3. Call the neighbor or relative listed on the emergency card.

If a parent is not reached, we would appreciate a note stating the reason for absence and the days absent when the child returns to school. You can save the office staff a considerable amount of time by remembering to call the school each time your child will be absent. We wish to thank you in advance for helping us with this important safety procedure.

### **Early Dismissal / Parental Custody**

Children leaving campus need to be "signed out" by the parent/guardian. Please come to the office to do so and we will call for your child. Children will only be released to parents or other adults listed by you on the child's emergency card. If there are specific limitations related to the release of a child to a natural parent, please be advised that legal custody documents must be on file in the office. The natural mother or father can obtain their child from school at any time, unless a court order is on file indicating otherwise. Photo I.D. is required.

### **Symptoms of Illness**

In order to protect your child and others, we recommend that you keep your child home from school under the following conditions:

1. Temperature of 99.6 or higher.
2. Nausea, vomiting or severe abdominal pain.
3. Marked drowsiness or dizziness.
4. Acute cold, sore throat, persistent cough, constant runny nose.
5. Colored, (green or yellow) nasal mucus.
6. Red, inflamed or discharging eyes.
7. Any undiagnosed skin rashes.
8. Swollen glands around the jaws, ears, and neck.
9. Earache.
10. Diarrhea.
11. Any draining skin lesions unless protected and diagnosed as non-infectious.
12. Any other symptoms suggestive of acute illness.



Your child must be without a fever for 24 hours before returning to school. Even if your child does not show any of these symptoms, but feels "under the weather" it might be wise to keep him home. Perhaps an extra day of rest will help fight off something more serious.

### **Medication**

Education Code 49423 allows school personnel to administer medications if the following steps are taken:

- Physician's request form is completed and submitted to the office annually.
- Parental release form is on file in the office.
- The pharmacy container with the medicine is labeled with name of the child, name of the

medicine, dosage requirements, and physician's name.

- Medicine is brought to school by the parent.

In case of an accident or illness at school, first aid will be administered and the parents will be notified. Except for first aid at the time of the injury, the school cannot treat injuries. Elementary schools in SVUSD do not have a nurse on site. If it is necessary for a student to go home because of illness or injury, it will be the responsibility of the parent or guardian to pick up the child and treat the illness or injury.

### **Campus Visitations**

Visitors are always welcome at Robinson. In the interest of safety, we do ask that all visitors report to the office to sign in. At that time, visitors will be issued a badge or sticker to wear, indicating to the students and staff that they are authorized to be on campus. Please be advised that the school principal or principal's designee may refuse to allow any visitor whose acts or presence is judged to be disruptive to the normal operation of the school, threatens the health and safety of students and staff, or causes property damage. Under California law, any person whose conduct disrupts class work or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and is subject to a fine, imprisonment, or both. (California Penal Code 627.4).

### **Pets**

Pets should not be on campus unless special permission has been granted by the teacher or principal. Please be aware that, pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time. Should you choose to bring your dog when walking

your child to and from school, please wait for your child off school grounds. Thank you!

### **The Learning Connection**

The Learning Connection (TLC) is a positive alternative for working parents in need of child care. The Robinson Learning Connection is located in the two buildings on the east side of the campus. Hours are from 7:00 a.m. until 6:00 p.m. If you would like additional information, including fees, please call 589-2103.

### **Disaster Preparedness**

A formal disaster preparedness plan is in affect at Robinson. Additional information will be sent home within the first few weeks of school.

Should a disaster occur, there is a possibility that your child(ren) may need to remain at school for an extended period of time. It would become necessary for them to have some food and drink to sustain them during this time. We are requesting that parents provide selected items, listed below, for each child. Please enclose them in a gallon-sized Ziplock storage bag with the child's name on the outside. Please send the filled bag to your child's teacher. Bags will be stored in the individual classrooms. These items will be returned at the end of the school year to be refurbished for the following year.

Items suggested for the Personal Survival Kit are:

- 2 6oz. juices (canned or boxed) with pop tops
- 2 4 1/2 oz. cans small fruit with pop tops or 2 dried fruit snack packages or pudding cups
- 2 3 oz. cans tuna or other luncheon meat with pop tops

- 2 cheese cracker-type snack packages or 2 granola bars
- 2 plastic spoons or forks, wrapped in napkins
- 2 individually wrapped moist towelettes
- 1 small flashlight with batteries wrapped separately
- 1 mylar blanket (found at sporting goods stores)
- (for upper grade female students, a few feminine hygiene products might be included).

Please send your child's Personal Survival Kit to school as soon as possible.

### **Behavior Management/Student Discipline**

In California, all students have the responsibility to “comply with the regulations, pursue the required course of study, and to submit to the authority of teachers.” (Education Code 48921) In addition, the Education Code states that teachers must “enforce the course of study, the use of authorized textbooks and the prescribed rules and regulations.” Also, teachers “must hold students to strict account for their conduct.” (Section 44805).

The Robinson staff believes that all children, with proper guidance and reinforcement, can behave appropriately at school. Thus, we have implemented a few simple school rules to accomplish the charge given to us and stated above. These rules are based on several beliefs we have regarding discipline and character development.

We believe that character development is as important as intellectual development. We believe that there are three universal moral values that form the core of the values we teach: **respect**, **responsibility** and **integrity**. Respect means showing regard for the worth of someone or something. It includes respect for self, respect for the rights and dignity of all persons, and respect for the environment

in which we live. Respect keeps us from hurting that which we should value. Responsibility means taking care of oneself and others, fulfilling our obligations, and contributing to our families and community. Integrity, as taught to children, means being honest and doing the right thing.

We believe that discipline is an **act of love**. We understand that in order to be happy, productive people, children need to learn to respect others, interact appropriately, and develop personal responsibility. We care too much about our students to allow them to grow up to be disrespectful or irresponsible, for we know this will ultimately lead to their unhappiness.

We believe that self control and self discipline are learned behaviors. Thus, if a child violates a rule out of **ignorance**, it is our responsibility to **teach** the appropriate behavior. If a child violates a rule out of **defiance**, then it is our responsibility to **discipline**. We make every effort to provide logical consequences for inappropriate behavior. For example, a child who has difficulty playing handball might be asked to sit and watch for a period of time, hopefully observing children playing appropriately. It is our belief that disciplining of students should be done privately, whenever possible. The correction of a student's behavior is a private matter between a student, the adult in charge, and the parents, if necessary. We do not support the concept of “public humiliation.” To do so would be to model disrespect.

We believe that the primary responsibility for teaching children strong character and positive behavior lies with the parent. It is the school's responsibility to reinforce those positive traits and behaviors that you, the parent, have worked so diligently to teach.

We believe that all students, when given proper guidance and reinforcement, can and

will behave appropriately. We believe that most behavior results in either a positive or negative consequence. It is with this in mind that we have formulated a few basic rules to assist us in providing students with a safe, orderly, and respectful environment. The Robinson School Rules are based on our core values of respect, responsibility and integrity, as well as safety.

### **Robinson Rattler School Rules**

I will use common sense. I will not do anything that is harmful to myself or others.

I will follow the directions of the adult in charge.

I will complete all school work assigned.

I will treat everyone and everything with respect\*.

I will keep my hands, feet, and objects to myself.

I will stay in the assigned areas.

\*Respect for others includes refraining from the use of profane or vulgar language. Our profanity policy is as follows:

- First offense: verbal warning
- Second offense: phone call home
- Third offense: suspension from school

Possible negative consequences for infractions of the above Robinson School Rules may include a verbal warning, loss of privileges, parent contact, parent conference, suspension from class and/or suspension from school.

### **Dress Code**

We believe there is a correlation between a student's behavior and attitude, and his/her clothing. There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending Robinson wear clothing that is comfortable, clean, and appropriate for an elementary school. Because our instructional program includes active play, students must wear clothing that allows them to run and jump. Clothing and other items students wear must not disrupt the educational process, create safety concerns, nor create any form of disturbance or distraction. All fashions that a student may choose may not be appropriate for an elementary school.

Inappropriate clothing includes:

- clothing that does not fit reasonably.
- clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, or profanity.
- any clothing that is inappropriately revealing or immodest or tops that expose bare midriff or undergarments. Examples include halter tops, bathing suits, sports bras, tube tops, tops with spaghetti strapped, and low cut tops.
- earrings that dangle and could become dangerous when playing.
- any make-up, lipstick, or adornment that causes a distraction in the classroom or on the playground.
- hair that is dyed an unnatural color.
- chains, including those attached to wallets, belt loops, or other items.
- shoes with open toes, such as flip-flops and sandals, and shoes with excessive heels. These shoes are inappropriate and shoes with open toes, such as flip-flops and sandals.



These shoes are inappropriate and too dangerous for active play.

- Hats that are worn with the bill facing sideways or backwards.

With the support and cooperation of our students, parents, and staff, Robinson will be a positive and productive learning environment.

### **Cell Phone /Personal Electronics Policy**

Student possession and use of cellular telephones and pagers on school grounds, at school sponsored activities, and while under supervision of school district employees is permitted under the specific circumstances listed below:

- Students may use these devices before or after school only.
- These devices must be turned off and kept out of sight during the school day.

Unauthorized use will result in confiscation of the device by the staff. Items will be returned to the student at the end of the day. Any subsequent offenses will require a parent to pick up the item from school.

Due to the possibility of damage or theft, Ipods, MP3 players, and other personal listening devices should not be brought to school.

### **Eligibility for Extracurricular Activities**

Student participation in extracurricular activities at the elementary level is subject to Board Policy 6145. Students who:

1. Fall below an overall "C" average or
2. Receive a U (unsatisfactory) in either citizenship or work habits become ineligible to participate in chorus, performances, student council, and student extracurricular activities.

We anticipate that by enforcing eligibility standards, your child will develop an understanding of the responsibilities that must be met in order to participate in extracurricular activities. Establishing good work habits and a responsible attitude toward school at an early age will help to insure a successful school career.

### **Positive Recognition Program**

The Robinson staff wants to publicly affirm appropriate student behavior and positive character development. Each teacher has his or her own method for recognizing positive student behavior. In addition, each trimester, students will be recognized at our "Citizenship" assemblies. At these assemblies, students will be recognized for academic achievement, outstanding effort, citizenship, or outstanding character traits.



Each trimester, students receiving an "O" (Outstanding) on the "Citizenship" section of their report card will be given special recognition by the principal. Each trimester students in first grade who receive an "O" (Outstanding) on the "Work Habits" section of their report card and students in grades 2-6 who maintain a "B+" (3.5 on a 4.0 point grade scale) will be recognized on the "Principal's Honor Roll."

We welcome the opportunity to assist our parents in helping our students become happy, responsible, and productive citizens.

### **Instructional Program**

#### **Classroom Interruptions**

The Robinson staff makes a concerted effort to establish a learning environment that is conducive to the development of good study

habits and uninterrupted academic learning time. We seek your cooperation and assistance in this effort. You can help us by:

- Sending the teacher a note should you need to pick up your child early.
- Avoiding calling school and leaving messages for your child, unless it is an emergency.
- Establishing a system which helps eliminate forgotten lunches, homework, musical instruments, etc. Parents bringing forgotten items to school should place them in the baskets located in our school office. Children are encouraged to check these baskets for forgotten items throughout the day.

### **Homework**

Homework is provided to review and practice concepts which have been introduced in class. Homework is to be assigned as per district policy on the following basis:

Grades 1-3:	20 minutes to 1 hour
Grades 4-6:	1 hour to 1 1/2 hours

Should the amount of time children typically spend on homework differ significantly from the above, parents are encouraged to contact their child's teacher. Homework is intended to be an independent activity. If your child requires a significant amount of assistance in order to complete his/her homework, please contact your child's teacher.

Parents are best able to assist their child by setting up a special place where homework is to be done. Specific times which do not conflict with other planned activities provide structure to the homework routine.

### **Textbooks / Library Books**

Textbooks and library books are school property and are loaned to students. Students are responsible for their safekeeping. All hard cover textbooks must be covered. Students are responsible to pay for lost or damaged books.

### **School Supplies**

Within this handbook you will find a list of suggested school supplies compiled by each grade level. Please be advised that the purchase of these supplies is optional. If you are unable to provide school supplies we will be happy to do so. No child will miss out on any activities due to lack of supplies.

### **Classroom Volunteers**

Classroom volunteers are welcome at Robinson. Your child's teacher will discuss this with you at Back to School Night in September. In addition, we have very active parent groups. Throughout the year you will receive many opportunities to serve through our wonderful PTA and the Robinson Elementary Education Foundation (REEF).

