



Robinson Elementary School

...Where all students learn and everyone is important

Paula J. Seal, Principal
1034 S. Lincoln
Aurora, Missouri 65605
417 678-7436

On behalf of the faculty, I would like to welcome you to Robinson School. We are looking forward to assisting you in fulfilling your educational goals. Robinson Elementary is designed to make school a positive personal experience. This handbook should give you an overall picture of your school, your activities and the rules and regulations that will guide your actions. Please read it carefully.

The teams of teachers are prepared to help you with your successes this year. Set high goals for yourself and you will find your education at Aurora to be a positive one.

Sincerely,

Paula Seal
Principal

Robinson School

At Robinson School we endeavor to maintain a student-centered educational atmosphere designed to meet the academic and social needs of our students. We encourage a Fight-Free environment by fostering responsibility, self-esteem and consideration for others.

Table of Contents

Academics 13

Attendance 12

Calendar 1

Discipline Definitions 17-18

Discipline Plan/Consequences 18-24

Discipline/Tardy/Praise Cards 4-11

District Information 2

Dress Code..... 14

Homework Policy..... 15

Planners 16

School Information 12-17

School Teams 3

Telephone Usage 17

Vision Statement **iii**

Robinson Elementary School
School Vision
Developed Fall 2007
Adopted Spring 2008

Mission Statement: *Robinson Elementary – where all students learn and everyone is important.*

In order to support the mission of Robinson Elementary, we set the following statements in our Vision:

Vision Statement

Robinson Elementary envisions a school that relates ...

... Student Achievement

Robinson Elementary envisions a school where students will consistently achieve at high academic levels demonstrated by:

- achieving academic excellence and personal successes for all students
- exceeding Missouri MAP averages in all subjects, grade levels, and student subgroups
- developing literate students who think critically and independently
- developing goal setters, problem solvers, and enduring learners

... Climate

Robinson Elementary envisions a school with a positive learning climate where:

- students value and appreciate their experiences
- strengths and diversity are welcome
- each student's individuality is best served to reach his or her greatest potential
- the entire learning community supports academics and other school activities

... Community

Robinson Elementary envisions a school in which mutual respect for self, others, and our community is shown by:

- positive partnerships among students, parents, staff, and community
- a child-centered, morally and socially healthy atmosphere that values each individual and the uniqueness of all
- a safe, attractive, stimulating, and fun learning environment for all students and staff members
- recognition of student achievements outside of the school setting



AURORA R-8 SCHOOL DISTRICT 2009-10 Calendar



<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">July-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p style="text-align: right;">7/4 Independence Day</p>	July-09							M	T	W	T	F	S	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">January-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>1/1 New Year's holiday 1/4 School resumes 1/18 ML King Day (no school) Teacher Workshop</p> <p style="text-align: right;">19 School days</p>	January-10							M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
July-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
	1	2	3	4	5																																																																																																												
6	7	8	9	10	11	12																																																																																																											
13	14	15	16	17	18	19																																																																																																											
20	21	22	23	24	25	26																																																																																																											
27	28	29	30	31																																																																																																													
January-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
				1	2	3																																																																																																											
4	5	6	7	8	9	10																																																																																																											
11	12	13	14	15	16	17																																																																																																											
18	19	20	21	22	23	24																																																																																																											
25	26	27	28	29	30	31																																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">August-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>8/10 - 8/11 Teacher workshop days 8/12 First Day</p> <p style="text-align: right;">14 School days</p>	August-09							M	T	W	T	F	S	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">February-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>2/5 Teacher workshop (12:30 Dismissal) 2/19 Teacher workshop (12:30 Dismissal) 2/22 February break</p> <p style="text-align: right;">19 School days</p>	February-10							M	T	W	T	F	S	S						6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28														
August-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
				1	2																																																																																																												
3	4	5	6	7	8	9																																																																																																											
10	11	12	13	14	15	16																																																																																																											
17	18	19	20	21	22	23																																																																																																											
24	25	26	27	28	29	30																																																																																																											
31																																																																																																																	
February-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
					6	7																																																																																																											
8	9	10	11	12	13	14																																																																																																											
15	16	17	18	19	20	21																																																																																																											
22	23	24	25	26	27	28																																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">September-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>9/4 Teacher Workshop (No school) 9/7 Labor Day (No school) 9/18 Teacher Workshop (12:30 Dismissal)</p> <p style="text-align: right;">20 School days</p>	September-09							M	T	W	T	F	S	S		1	2	3	4	5	6	8	9	10	11	12	13		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">March-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3/5 Teacher workshop (12:30 Dismissal) 3/10 3rd Qtr Ends (46 days) 3/19 - 3/22 March break</p> <p style="text-align: right;">21 School days</p>	March-10							M	T	W	T	F	S	S		1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
September-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
	1	2	3	4	5	6																																																																																																											
8	9	10	11	12	13																																																																																																												
14	15	16	17	18	19	20																																																																																																											
21	22	23	24	25	26	27																																																																																																											
28	29	30																																																																																																															
March-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
	1	2	3	4	5	6																																																																																																											
8	9	10	11	12	13	14																																																																																																											
15	16	17	18	19	20	21																																																																																																											
22	23	24	25	26	27	28																																																																																																											
29	30	31																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">October-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>10/2 Teacher Workshop (No school) 10/13 1st Qtr Ends (42 days) 10/16 Teacher Workshop (12:30 Dismissal) 10/23 October break (No school)</p> <p style="text-align: right;">20 School days</p>	October-09							M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">April-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p>4/2 - 4/5 April break</p> <p style="text-align: right;">20 School days</p>	April-10							M	T	W	T	F	S	S				1	2	3	4	6	7	8	9	10	11		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																
October-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
			1	2	3	4																																																																																																											
5	6	7	8	9	10	11																																																																																																											
12	13	14	15	16	17	18																																																																																																											
19	20	21	22	23	24	25																																																																																																											
26	27	28	29	30	31																																																																																																												
April-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
			1	2	3	4																																																																																																											
6	7	8	9	10	11																																																																																																												
12	13	14	15	16	17	18																																																																																																											
19	20	21	22	23	24	25																																																																																																											
26	27	28	29	30																																																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">November-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>11/6 Teacher workshop (No school) 11/20 Teacher workshop (12:30 Dismissal) 11/25 - 11/27 Thanksgiving</p> <p style="text-align: right;">17 School days</p>	November-09							M	T	W	T	F	S	S						1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">May-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>5/18 Last day (12:30 Dismissal) 5/18 4th Qtr Ends (46 days) 5/31 Memorial Day</p> <p style="text-align: right;">12 School days</p>	May-10							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
November-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
					1																																																																																																												
2	3	4	5	6	7	8																																																																																																											
9	10	11	12	13	14	15																																																																																																											
16	17	18	19	20	21	22																																																																																																											
23	24	25	26	27	28	29																																																																																																											
30																																																																																																																	
May-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
					1	2																																																																																																											
3	4	5	6	7	8	9																																																																																																											
10	11	12	13	14	15	16																																																																																																											
17	18	19	20	21	22	23																																																																																																											
24	25	26	27	28	29	30																																																																																																											
31																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">December-09</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>12/4 Teacher Workshop (no school) 12/18 Early dismissal - 12:30 12/21 - 12/31 Christmas break</p> <p style="text-align: right;">13 school days</p>	December-09							M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">June-10</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Make-up Days: 1 May 19, 2 May 20, 3 May 21, 4 Jan 18, 5 Feb 22, 6 Mar 22, 7 Apr 5</p>	June-10							M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
December-09																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
	1	2	3	4	5	6																																																																																																											
7	8	9	10	11	12	13																																																																																																											
14	15	16	17	18	19	20																																																																																																											
21	22	23	24	25	26	27																																																																																																											
28	29	30	31																																																																																																														
June-10																																																																																																																	
M	T	W	T	F	S	S																																																																																																											
	1	2	3	4	5	6																																																																																																											
7	8	9	10	11	12	13																																																																																																											
14	15	16	17	18	19	20																																																																																																											
21	22	23	24	25	26	27																																																																																																											
28	29	30																																																																																																															

DIRECTORY OF SCHOOLS

<p>Lowell Early Childhood Center 5 West Delta Street, Aurora, MO 65605 Principal: Sandra Thrasher Phone: 678-3184 Fax: 678-2699</p>	<p>Pre-K (Classes: 8:15 - 3:15) P.A.T. Dir. Rita White 678-6336</p>	<p>Aurora Junior High 500 West Olive, Aurora, MO 65605 Principal: Bill Kirby Phone: 678-3630 Fax: 678-2487</p>	<p>7-8 (Classes: 8:00 - 3:00)</p>
<p>Pate Early Childhood Center 400 Terrace Drive, Aurora, Mo 65605 Principal: Sandra Thrasher Phone: 678-1552 Fax: 678-3491</p>	<p>K-2 (Classes: 8:15 - 3:15) Asst. Prin: David Mais</p>	<p>Aurora High School 305 West Prospect, Aurora, MO 65605 Principal: David Miller Phone: 678-3335 Fax: 678-2905</p>	<p>9-12 (Classes: 7:55 - 3:00) Asst. Prin: Brandon Harding</p>
<p>Robinson Elementary 1034 South Lincoln, Aurora, MO 65605 Principal: Paula Seal Phone: 678-7436 Fax: 678-6554</p>	<p>3-4 (Classes: 8:00 - 3:00)</p>	<p>Athletics & Transportation 305 West Prospect, Aurora, MO 65605 Dir. Athletics/Transportation: Jim Waggoner 678-4965 Bus Barn: George Schmidt 678-4005</p>	
<p>Robinson Intermediate 1044 South Lincoln, Aurora, MO 65605 Principal: Shaun Page Phone: 678-5651 Fax: 678-8900</p>	<p>5-6 (Classes: 8:00 - 3:00)</p>	<p>Aurora R-VIII District Offices 409 West Locust, Aurora, MO 65605 Superintendent: Dan Decker 678-3373 Fax: 678-4043 Asst. Superintendent: Lucy Lyon 678-4918 Dir. Special Ed: Brenda Lakin 678-7742 Fax: 678-0550</p>	<p>(Open: 7:30 - 4:00)</p>

Adopted 12/01/08

Aurora R-VIII School District

OUR MISSION IS TO ENSURE THAT ALL STUDENTS
ARE SUCCESSFUL LEARNERS.

Weather Dismissal

When it is necessary to cancel school (or dismiss early) the superintendent will use the district's parent notification system to call all parents who have a current telephone listing in school records. Parents are asked to keep telephone listings accurate so they can be reached in the event of a cancellation or an emergency. Information on school cancellations are also listed on area radio and television stations: KSWM-AM (940) in Aurora; KGBX-FM (105.9); KTTS-AM/FM (1260 or 94.7); KY3; KOLR 10; KOZK 21; and KSPR 33. School cancellations are made prior to the start of morning bus routes at 6:00 a.m. whenever possible. School days missed must generally be re-scheduled (see Make-Up Days below.)

Notice of Nondiscrimination

As a political subdivision, employer, recipient of federal funds and educational institution, the Aurora R-8 School District is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The District is an equal opportunity employer.

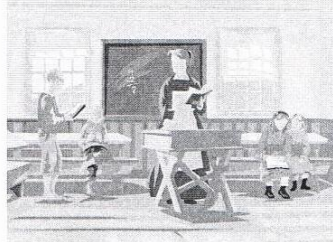
Compliance coordinators have been appointed to ensure that obligation under federal law and regulations are met. Any person have questions concerning the district's compliance may contact the Central Office at Aurora R-8 School District, 409 W. Locust, Aurora, MO 65605. Any person may also contact the Office of Civil Rights, Kansas City Office, US Department of Education, 10220 North Executive Hill Blvd. Eighth Floor, Kansas City, MO 64153-1367.



Make-Up Days

All days subject to change

1st Snow day	05/19
2nd Snow day	05/20
3rd Snow day	05/21
4th Snow day	01/18
5th Snow day	02/22
6th Snow day	03/22
7th Snow day	04/05



	Students	Staff
August	14	16
September	20	21
October	20	21
November	17	18
December	13	14
January	19	20
February	19	19
March	21	21
April	20	20
May	12	12
	175	182

Food Service

The district contracts the food service with OPAA! Food Management. Lunch and breakfast is provided daily at each building. Parents may apply for free or reduced price meals by picking up an application at any of the building offices. **Prices are for the 2008-09 school year and are subject to change.**

	Reduced Breakfast	Reduced Lunch
K-12	0.30	0.40
	Full Price Breakfast	Full Price Lunch
K-6	0.75	1.50
7-8	0.75	1.75
9-12	0.75	1.75
Adults	1.50	2.25

Questions regarding food service should be directed to your child's building office.

Come to the edge', he said.

They said, 'We are afraid'

Come to the edge', he said.

They came

He pushed them... and they flew.

.....Guillaume Apollinaire, Poet

The beautiful thing about
learning is nobody can take
it away from you.

B.B. King



Transportation Services

The district operates 20 bus routes in Lawrence and Barry counties. In addition the district operates shuttles between Lowell ECC and Pate ECC. Questions about transportation services may be directed to the Transportation Director's office (678-4965) or the bus barn (678-4005).

Board of Education

	Term
Roger Dummit, President	2009-2012
Charles Foltz	2007-2010
Michele Parbury	2009-2012
Mark McCully	2008-2011
Don Sparks, Vice-president	2008-2011
Carolyn Swartz	2007-2010
Scott Welch	2008-2011

The governing body for the School District is

a seven member board of education.

Members are elected at the municipal

election held the first Tuesday in April.

Regular meetings of the board of education

are held the first Monday of each month at

7:00 p.m. in the Pate Early Childhood Center

Music Room. Board meetings are open to the

public.

Robinson School
AURORA SCHOOL TEAMS
2009-2010

<u>H</u>	<u>O</u>	<u>U</u>	<u>N</u>
3 rd Mr. Brown	Mrs. Martin	Mrs. Coker	Mrs. Dobyms
Mrs. Ward	Mrs. Greenhaw	Mrs. Altermatt	Ms. Neyer
Mrs. Juracek			

<u>D</u>	<u>A</u>	<u>W</u>	<u>G</u>	<u>S</u>
4 th Mrs. McVey	Mrs. Martin	Mrs. Miller	Mrs. Koenig	Mrs. Ayer
Mrs. Thompson	Mrs. Greenhaw	Mrs. Odenbrett	Mrs. Meinders	Coach Rook
Mrs. Butler				Mrs. Jones
				Mr. Janes
				Mrs. Speight, Mrs. Ruzicka

FIGHT FREE SCHOOL

Fight-Free is a violence prevention program that seeks to ensure a safe and non-threatening environment for all students. During the 2000-2001 school year administrators, counselors, teachers, students, business leaders, parents and police officers were involved in implementing this program at Robinson School.

A Fight-Free Flag flies below the American flag every day there is no physical altercation in our school. If an altercation does occur, those students involved must accompany the principal outside to take the flag down. The flag remains down until the next day. Daily morning announcements include a count of the number of fight-free days the school had. Each class has a Fight-Free ribbon to display outside their room. A large bulletin board is displayed in the front entrance of the building as a visual reinforcement.

The number one rule of a Fight-Free school is **KHFAAOOTY**: Keep Hands, Feet, and All Other Objects to Yourself. This rule is simple and straightforward. The students learn ways to settle disputes other than fighting verbally or physically. They also learn that fights are taken very seriously, and that the discipline policy will be enforced. We also reward our students for remaining fight-free.

The fight-free program is designed to make the learning community an enjoyable place to be. We appreciate the support of the community, students, staff, and parents in the effort to make Robinson School a Fight-Free School.

ROBINSON SCHOOL
CODE OF CONDUCT

I am a team member of Robinson School. I am here to learn. Therefore, I will:

- RESPECT** myself, others and my community;
- COOPERATE** with everyone
- PROMOTE** a positive learning environment.

Discipline Card 1st Quarter

Students Name: _____ **Grade:** _____

Homeroom Teacher: _____

*******Attention Teachers*******

If this card is full when you ask to for it, then direct them to Principal's office.

Date	Teacher Initials	Offense Number	Comments/ Explanation	Parent Signature	Phone call log
1.					*****
2.					*****
3.					
4.					*****
5.					*****
6.			Contact office immediately for ISS assignment.		

Signature does not indicate agreement with the decision. It acts as a record of parents/guardians awareness of student's behavior.

The staff member administering the third write-up will be required to contact the parent and discuss the student's behavior with them.

Name: _____ (Circle one): Mom Dad Other relative

Phone: Home _____ Work _____

Type 1 Offenses

1. Recess/playground offense	5. Not Following Directions	9. No Planner
2. Classroom Disruption	6. Cafeteria Disruption	10. Lying/Cheating
3. Excessive Noise	7. Hallway Disruption	11. Horseplay
4. Throwing, Flipping, Shooting or Spitting Objects	8. Gum and/or Candy	12. Inappropriate Language

PRAISE CARD 1ST QUARTER

Date	Teacher	Comments/Explanation	Parent Signature
		Send to office immediately for Praise reward	

Robinson School Discipline Card 2nd Quarter

Students Name: _____ **Grade:** _____

Homeroom Teacher: _____

*******Attention Teachers*******

If this card is full when you ask to for it, then direct them to Principal's office.

Date	Teacher Initials	Offense Number	Comments/ Explanation	Parent Signature	Phone call log
1.					*****
2.					*****
3.					
4.					*****
5.					*****
6.			Contact office immediately for ISS assignment.		

Signature does not indicate agreement with the decision. It acts as a record of parents/guardians awareness of student's behavior.

The staff member administering the third write-up, will be required to contact the parent and discuss the student's behavior with them.

Name: _____ (Circle one): Mom Dad Other relative

Phone: Home _____ Work _____

Type 1 Offenses

1. Recess/playground offense	5. Not Following Directions	9. No Planner
2. Classroom Disruption	6. Cafeteria Disruption	10. Lying/Cheating
3. Excessive Noise	7. Hallway Disruption	11. Horseplay
4. Throwing, Flipping, Shooting or Spitting Objects	8. Gum and/or Candy	12. Inappropriate Language

PRAISE CARD 2nd QUARTER

Date	Teacher	Comments/Explanation	Parent Signature
		Send to office immediately for Praise reward	

Robinson School Discipline Card 3rd Quarter

Students Name: _____ **Grade:** _____

Homeroom Teacher: _____

*******Attention Teachers*******

If this card is full when you ask to for it, then direct them to Principal's office.

Date	Teacher Initials	Offense Number	Comments/ Explanation	Parent Signature	Phone call log
1.					*****
2.					*****
3.					
4.					*****
5.					*****
6.			Contact office immediately for ISS assignment.		

Signature does not indicate agreement with the decision. It acts as a record of parents/guardians awareness of student's behavior.

The staff member administering the third write- up, will be required to contact the parent and discuss the student's behavior with them.

Name: _____ (Circle one): Mom Dad Other relative

Phone: Home _____ Work _____

Type 1 Offenses

1. Recess/playground offense	5. Not Following Directions	9. No Planner
2. Classroom Disruption	6. Cafeteria Disruption	10. Lying/Cheating
3. Excessive Noise	7. Hallway Disruption	11. Horseplay
4. Throwing, Flipping, Shooting or Spitting Objects	8. Gum and/or Candy	12. Inappropriate Language

PRAISE CARD 3rd QUARTER

Date	Teacher	Comments/Explanation	Parent Signature
		Send to office immediately for Praise reward	

Robinson School Discipline Card 4th Quarter

Students Name: _____ **Grade:** _____

Homeroom Teacher: _____

*******Attention Teachers*******

If this card is full when you ask to for it, then direct them to Principal's office.

Date	Teacher Initials	Offense Number	Comments/ Explanation	Parent Signature	Phone call log
1.					*****
2.					*****
3.					
4.					*****
5.					*****
6.			Contact office immediately for ISS assignment.		

Signature does not indicate agreement with the decision. It acts as a record of parents/guardians awareness of student's behavior.

The staff member administering the third write up, will be required to contact the parent and discuss the student's behavior with them.

Name: _____ (Circle one): Mom Dad Other relative

Phone: Home _____ Work _____

Type 1 Offenses

1. Recess/playground offense	5. Not Following Directions	9. No Planner
2. Classroom Disruption	6. Cafeteria Disruption	10. Lying/Cheating
3. Excessive Noise	7. Hallway Disruption	11. Horseplay
4. Throwing, Flipping, Shooting or Spitting Objects	8. Gum and/or Candy	12. Inappropriate Language

PRAISE CARD 4th QUARTER

Date	Teacher	Comments/Explanation	Parent Signature
		Send to office immediately for Praise reward	

SCHOOL INFORMATION

ARRIVING AT SCHOOL

Students should plan to arrive at school no earlier than 7:45 a.m. If it is necessary for parents to bring students earlier than 7:30 a.m., those students are required to stay in the front hall or cafeteria until dismissed to class at 7:45 a.m. Classes begin at 8:00 a.m. Students who are not in their assigned class by 8:00 a.m. will be considered tardy.

AFTER SCHOOL

Dismissal time is 3:00 p.m. Students are allowed to remain in the building after school for specified organized activities or under the direct supervision of a teacher. If it is necessary for students to wait for their parents to pick them up after school, they are to wait at or outside the front (west) main entrance. Students who are not participating in supervised activities need to be picked up no later than 3:15 p.m. Students will be encouraged to ride the bus or make other transportation arrangements if they can't be picked up by this time.

ATTENDANCE

Absence from school should be kept to an absolute minimum. Appointments, when possible, should be made outside the school day. When you are absent from school for any reason, your parents should notify Secretary Mrs. Wendler at 678-7436. This is for each child's safety and protection. **A written note must also be sent upon your returning to school.** **An admit slip will be required for admission to class.** When it is necessary for a student to leave during the school day or arrive late, parents or guardians picking up or dropping off a student **must enter the building and sign the student in or out with the Robinson secretary.**

Students at Robinson Elementary School will maintain regular attendance not having attained more than **seven (7)** verified absences in a given quarter. Verified absences would include:

- Personal injury or illness
- Serious illness in the immediate family
- Professional appointments that cannot be scheduled outside the school day
- Court summons
- Religious holiday
- Inclement weather
- Quarantine
- Death in the family
- Other absences approved by the attendance committee

The attendance secretary will call parents not contacting the school on the morning of the absence. Two absences may be excused by parent notification alone. **Each additional absence must be supported with appropriate documentation when necessary, such as a doctor's note, court papers, etc.**

Students missing 20% or more of a semester may be required to attend summer school the following summer. Students missing more than 20% will be considered for retention. After the student's fourth absence, they will visit with the principal. A letter concerning attendance will be sent after the fifth absence. Requests for exceptions to the policy must be in writing and submitted to the principal.

In cases of extreme absence and/or truancy of 20% or more, school officials will contact the Barry/Lawrence County Juvenile Office, the Barry/Lawrence county Prosecuting Attorney's Office, or the Division of Family Services. Educational neglect charges can and will be filed against the parent/guardian in issues of extreme absence.

Truancy - This is an absence of which the parents were not aware. These will be unexcused and disciplinary consequences will result. Work for these absences cannot be made up. Ref: BOE Policy - JEA

The Public School Laws of Missouri, 167.031, state, "Every parent, guardian, or other person in this state having charge, control or custody of a child between the ages of seven and sixteen shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire school term of the school which the child attends or shall provide the child at home with regular instruction during the usual school hours which shall, in the judgment of a court of competent jurisdiction, be at least substantially equivalent to the instruction given children of like age in the day schools in the locality in which the child resides;..." Absences, which are deemed excessive, even if the parent is aware of such absences, shall be dealt with on a case-by-case basis. An excessive pattern of non-attendance will be reported to the Division of Family Services and/or juvenile authorities.

Ref: BOE Policy - JEA

ACADEMICS

Grades are determined by teachers and reported on quarterly grade cards, which are issued every nine weeks. Progress reports are issued each mid-quarter. Honor Roll is calculated at the end of each quarter. To be eligible for the honor roll, students must achieve a B+ (9.00) point average or above. The following grading standard will be utilized:

A = 94-100	C = 73-76
A- = 90-93	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79	F = 0-59

Parent teacher conferences will be held on a predetermined date (see school calendar) and as situations require. Parents are encouraged to call the office to schedule an appointment if needed. Additionally, several teachers are available to tutor students either before or after school. Please contact the office if tutoring assistance is needed.

PROMOTION REQUIREMENTS

Robinson students who fail three or more classes in a semester will be required to attend and pass summer school before they are eligible for promotion. Students who fail three or more classes first semester and third quarter will be required to meet (accompanied by a parent) with the promotion/retention committee to discuss their academic future. The members of this committee monitors all student's grades throughout the year and communicates to parents by certified mail any concerns regarding student academic failure beginning at the end of the first quarter of school.

ASSEMBLIES

Assemblies will be held throughout the year. Proper conduct is absolutely essential. Those who cannot conduct themselves in an appropriate manner will attend In-school-suspension. Students in violation of the KHFAAOOTY/Fight Free policy will be excluded from the next assembly following their violation.

BUS TRANSPORTATION

The safety of students during their transportation to and from school or activities is a responsibility, which is shared by the student, parents, bus drivers and school officials. Students are responsible for following all the rules of conduct while waiting for or riding a school bus. School rules apply to students concerning bus conduct. Students are to be reminded that bus riding is a privilege, not a right. This privilege will be forfeited if students cannot follow the rules of safe bus behavior.

CLOSED CAMPUS

Robinson School is a CLOSED CAMPUS. Our belief is that parents wish to know where their children are during the school day. Therefore, once students arrive at school, they are not to leave.

DRESS CODE

The primary responsibility for proper dress rests with the student and parents. Students are expected to dress in good taste. The school reserves the right to request that students dress in a manner that is acceptable to the best interest of the entire student body. When student dress is considered disruptive, the student shall be required to change to appropriate clothing or be removed from the school program. Some general guidelines are as follows:

- A. Footwear is required.
- B. Teachers of specific courses where safety is a factor may require students to adjust hair and/or clothing accordingly for that class.
- C. Clothing shall not have writing, drawings, or emblems that are obscene or make sexual innuendos, derogatory, or which promote the sale or use of drugs including tobacco and alcohol products.
- D. Walking shorts and athletic shorts are permitted. Spandex shorts, mini skirts, and short-shorts are not permitted. Shorts/skirts must reach extended fingertips.
- E. Tank tops, halters, midriffs, backless, spandex, spaghetti straps, net, and see through clothing is not permitted.
- F. Extremely tattered, ragged, baggy or frayed clothing is not permitted (underwear shall not be seen).
- G. Hats, bandannas, or other forms of head covers are not to be worn.
- H. Sunglasses, jewelry (including chains), and colored hair sprays, which create disorder, are not worn in the building.
- I. Hair color of an un-natural color (blue, green, etc.) will not be permitted.
- J. Tongue rings; nose rings, and other facial rings are not to be worn in the building
- K. Jeans, slacks, skirts and/or shorts will be worn at waist level

Ref: BOE Policy - JFCA

EXCLUSION FROM ACTIVITIES GUIDELINES

Participation in the activity programs at Robinson Elementary is a privilege. When a student's conduct in school results in a suspension of any type, the student will be excluded from the activity programs for the length of the suspension. School suspensions can result in the loss of field trip privileges if the trip has been designated as a reward for good behavior. In order for a student to attend or participate in an after school activity, it is required the student be present at school for a minimum of half a day.

FOOD AT SCHOOL

Gum is not allowed at any time. All food, candy, and snack items must be eaten at lunchtime in the Robinson cafeteria. The Aurora Public School System is under contract with the OPAA food service. Students/ parents are prohibited from providing lunch to multiple students in the cafeteria.

HALLS AND HALL PASSES

When you are dismissed from class, go by the shortest route to your next class. All students should practice common courtesy. When walking, stay to the right side of the hall or stairs. At the water fountains, form a line next to the wall; get a drink; and go directly to class. When you are in the halls for any reason during class time, you are required to have a pass from a teacher.

HEALTH INFORMATION - NURSE

A nurse is at the school on a full-time basis. Students should obtain permission from a teacher or the office before going to the nurse.

Children should not be sent to school sick. They are unable to learn well when they are feeling ill. If you child has a temperature of 100 degrees or greater, vomiting or diarrhea, he/she should stay at home until these symptoms have not occurred for 24 hours or otherwise approved by the school nurse.

Medication - Any medication that has to be taken at school should be taken to the nurse along with a note from a parent giving permission for the nurse to give medication. Medication must be in the original labeled container. Students who are required to take medication on a daily basis must have the medication at school or the student will not be allowed to attend until medication is provided. No over-the-counter medication will be given longer than one week without a doctor's request. Parents may give permission for Acetaminophen or Ibuprofen to be given to their child, according to age and recommended dosage, for headache, muscle/joint pain, dental pain and cramps, only after the nurse makes sure there are no allergies to the OTC medication. Ref: BOE Policy - JHCD

Head lice - The Aurora R-8 School District checks students periodically for head lice. If a student is found to have head nits (eggs), information will be sent home for the family. If a student is found to have head lice (live bugs) the child will be removed from school until proper treatment has been used. To re-enter school the student must be treated with an approved lice and nit killer. The student will be checked by the school nurse before returning to class.

HOMEWORK POLICY

During the course of the school day students are given time to work on assignments. Any work not completed will become homework. Homework assigned will be given a return date. If a student fails to turn in work when due, they will receive partial credit for each missing assignment if it is turned in one day late. After two zeros, you will be contacted by your child's teacher. If a student misses school due to illness they will be given two days to make up work for the days missed. Recess time can be used by teachers as a time for students to make-up missing or late work.

INTERNET POLICY

All students and parents will be required to sign an agreement with the district Internet policy prior to use of the computer lab or library internet facilities. Any violations of the computer agreement will be subject to the discipline policy. (page 20 of handbook).

LIBRARY USE

Library hours are from 7:30a.m. To 3:15 p.m. daily. Most books are loaned for a two-week period. Some reference and reserved material are for one period only. Students are expected to pay for books that are lost or damaged. Students must have a pass to use the library during the school day. Students will receive information about the appropriate use of Internet and will sign off that they understand the information before using the Internet.

LOST AND FOUND

All articles found will be placed in the lost and found box outside of the school office. Please check the box when you lose something. Many articles are not claimed. Articles not claimed by the end of each quarter will be given to a charitable organization.

Please use name labels or some form of identification on items of clothing and other belongings so that they can be recognized and returned to the owner.

LUNCH

Each grade is assigned to one of three lunch periods. *Lunches should be pre-paid*, however, should charges occur, they will not be allowed to go over \$10.00. At that time students will no longer receive a regular school lunch. They must bring a lunch from home or receive an alternative school lunch. Seconds are available on all items for an additional charge. The following guidelines deal with behaviors and procedures to be followed during the lunch period.

1. When you come to lunch, do so in a polite and orderly manner. Stay in the lunch line and do not allow others to cut in line ahead of other students.
2. After you have eaten, return your tray to the window. Leave the area where you have eaten neat and clean. We need your help to keep the cafeteria clean for others who will be eating after you have finished.
3. Following your meal and clean up, you should return to your table and sit until you are dismissed to return to class.
4. During your lunch period, you are not to leave the cafeteria without permission of the lunchroom supervisor.
5. You should leave your seat only to purchase food or to return your tray.

SIS PARENT PORTAL

The Parent Portal is an Internet resource for parents to access a variety of their student's records. Parents can access course schedules, attendance, term grades, discipline, medical records, lunch account, and lunch menu information. This is a very user friendly system, but if you need assistance you can contact the school office for more information.

Concerns for protecting student's privacy online prompts that individuals seeking access to the SIS website have their identities and parental guardian rights verified before receiving an application or being granted log-in privileges. To access the Parent Portal:

1. You must complete the Parent Portal Web access form (available in the office).
2. Bring the form to the school office along with a picture id.
3. Pick up the instructional packet on using the Parent Portal.

Once the information has been received, you will receive an e-mail stating your user name and password.

PERSONAL PROPERTY

Expensive items or materials of value should not be brought to school. This includes trading cards, radios, cassette tape recorders, CD players, expensive calculators, cameras, expensive watches and large sums of money. The school will not be responsible for lost or stolen items. Laser lights of any kind will be confiscated. Knives should not be brought to school.

PLANNERS

Each student will be provided with a student planner, which contains the Student Handbook, tardy card and student discipline card. Students must have their planners with them at school. **If a student is asked for their planner and they do not have it here at school a warning will be given. After the second time of not having their planner we will assume the planner is full and In-School-Suspension will be assigned.**

Planners may be replaced at a cost of \$5.00.

SKATEBOARDS - IN-LINE SKATES-SKATE SHOES

Skateboards, in-line skates, and skate shoes are not allowed at school. This decision is made based on the safety issue for students.

STUDENT CHECKOUT PROCEDURE

Students will be dismissed from school to the custody of their parents, guardian, and other persons specifically listed on the emergency card. It will be necessary for the individual picking up the child to personally sign the student out through the office. (Identification will be required). Picking students up in front of the building will not be permitted. This procedure is necessary to ensure the safety of all students.

STUDENT GUIDANCE AND COUNSELING

The student guidance and counseling program is designed to meet student needs in the areas of academics, career development, personal counseling and consultation with parents and teachers. Student appointments with the counselor will be arranged to minimize disruption of classroom time. Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information is, in most instances, considered as privileged communications. When appropriate, counselors will be responsible for explaining to students the ramifications of and exceptions to this confidentiality. Ref: BOE Policy – JHD

TELEPHONE USAGE

School phones are for school business only. However, students may use classroom phones for emergencies. This will be done under the supervision of the classroom teacher. Students abusing this privilege are subject to disciplinary action. Any student making bogus or prank 911 calls are subject to suspension from school and a forwarding of information regarding his/her actions to appropriate juvenile authorities.

Cell phones and other electronic devices: It is strongly suggested that cell phones not be brought to school due to the possibility of theft and interruption of the daily school routine. If brought through necessity, cell phones must be turned off and stored in a safe, inconspicuous place. Phones are not to be used during class, between classes, or at lunch. Students who need to use a phone should report to the office for permission. **CELL PHONES ARE NOT TO BE USED IN ANY SCHOOL-WIDE EMERGENCY SITUATION DUE TO THE LIKELYHOOD OF INTERFERENCE WITH OFFICIAL ACTIONS.** Other electronic devices such as personal audio devices, pagers, digital cameras and such should not be brought to school without special approval through the administration. Such items will be subject to seizure.

TEXTBOOK POLICY

Students are responsible for the care and maintenance of the textbooks as well as library books and planners. If lost, damaged or defaced, the student will be assessed a charge for damages or replacement of textbooks, library books or materials.

VISITORS TO SCHOOL

All visitors must report to the principal's office upon arriving on school grounds. Visitors will be issued a "Visitors Pass", which is required to visit in a classroom or other parts of the building. Please return the pass to the office when leaving. Students are not permitted to bring non-Aurora students to school during the school day.

ROBINSON SCHOOL

Discipline Definitions

Ref: BOE Policies - JGA, JGB, JGD/JGE

We are all proud of the general tone of good discipline that exists in our schools. Most students are very serious about their school experiences and want to get the most from them. A few students, unfortunately, do not share these principles and attitudes and their behavior can create problems for everyone involved--students, teachers, administrators, and parents.

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials. Depending upon the severity of the offense, certain steps may be omitted in an effort to correct a problem or administer appropriate disciplinary action.

A. **INFORMAL TALK** - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

B. **CONFERENCE** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

C. **PARENT INVOLVEMENT** - Parent(s) notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

D. **AFTER/BEFORE SCHOOL DETENTION** - To facilitate proper discipline in the school, teachers or the principal may assign after school detention. After school detention begins promptly at 3:05 and is dismissed at 4:00. A student who is absent from an assigned detention time will be assigned to In-School-Suspension. Before school detention will begin at 7:00 AM and students will be dismissed to classes at 7:45. Ref: BOE Policy - JGB

E. **IN-SCHOOL-SUSPENSION** - (ISS-Supervised Non-traditional classroom) In-School-Suspension occurs when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school is not recommended. Students should understand that any violation of the rules and regulations of the ISS program would result in out of school suspension.

Ref: BOE Policy JGB

G. **SATURDAY SCHOOL** - Saturday School assignments can be assigned for excessive tardies, frequent misbehaviors, cutting class, or skipping school. Failure to serve your Saturday School Detention will result in five (5) days of ISS with the Saturday School Detention being scheduled for a later date.

F. **SHORT SUSPENSIONS** - (Up to ten (10) school days) The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the building administrator determines that a suspension is in order, it will be administrated at that point. A student suspended may not attend school functions during suspension days. Work assigned during OSS will be given full credit if turned in completed on the first return day to school. Ref: BOE Policy - JGD

G. **CORPORAL PUNISHMENT** - Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed. The principal, in the presence of an adult witness, will administer any corporal punishment. Corporal punishment shall be administered only by swatting the buttocks with a paddle. A staff member may use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Ref: BOE Policy - JGA

H. **PARTICIPATION** - Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

I. LONG SUSPENSION - (Up to 180 school days) The Board of Education authorizes the Superintendent of Schools to suspend a student for up to 180 school days. The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following the procedure, if the Superintendent of Schools determines that a long suspension is in order, it will be administered at that point. A suspension of more than ten (10) school days may be appealed to the Board of Education through the Superintendent of Schools. A student suspended out of school will make up daily assignments, quizzes, and/or performance/participation activities. Assignments may be picked up in the office. Full credit will be given for assignments returned on the students' first day back to classes.
Ref: BOE Policy – JGD

J. EXPULSION - The Board of Education authorizes the expulsion of students. The student is informed that he/she is subject to expulsion. The student is afforded the appropriate due process procedure. Following this procedure, if the Superintendent of Schools determines that the expulsion is appropriate, he would make that recommendation to the Board of Education in which the authority for expulsion rests. Ref: BOE Policy - JGD

K. PROHIBITION FROM BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION – Any students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:
1. Under the direct supervision of the student's parent, legal guardian or custodian. 2. Under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student. 3. The student is in an alternative school that is located within 1,000 feet of a public school in the district. 4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence. If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to meet conditions of Suspension".

L. WEAPONS - Knives of any kind are not allowed at school. Possession of any knife with a blade 4 inches or longer or a knife used as a weapon will be a violation of the safe schools act and will be punished according to the weapons section of the handbook. Any knife not falling in these categories will be subject to seizure and punishment. Punishments will range from a conference with the student to OSS. All knives that are taken from students will only be returned to the parents of that student.

**Discipline Plan
Type II
Ref: BOE Policy JG-R**

The Robinson Elementary/Intermediate school discipline plan consists of two parts. Part one is the Cumulative Discipline Plan, which pertains to an accumulation of school wide disciplinary offenses. In this plan students are assigned consequences by the classroom teacher for Type I infractions such as gum chewing, not bringing materials to class, horseplay, running in the hallways, excessive hallway noise, and littering. When three offenses of this nature have occurred, the parent will be contacted and documentation of this contact will be submitted to the principal. Subsequent offenses after this will result in additional steps in the discipline scope and sequence.

The second part of the discipline plan deals with more severe offenses. The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Prohibited Conduct

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

1. No credit for the work, grade reduction, or replacement assignment.
2. No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

ARSON

Attempting or starting a fire or explosion.

1. Detention, In-school suspension, 1 – 180 days OSS or expulsion. Restitution if appropriate.
2. 1-180 days OSS or expulsion. Restitution if appropriate.

ASSAULT

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. KHFAAOOTY Rule Violation.

1. Conference, detention, ISS, 1-180 days of OSS, or expulsion parent contacted, possible notification of law enforcement.
2. Three to Five (3-5) days ISS, 1-180 days OSS, or expulsion.
3. Ten plus (10+) days OSS, and recommendation to Superintendent for possible further action.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

1. Expulsion

BULLYING

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

1. Conference, parent contacted, and/or Two (2) days ISS
2. Three to Five days ISS/OSS
3. Ten (10) days OSS

BUS or TRANSPORTATION MISCONDUCT

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

1. Conference and/or 2 days Loss of Privilege (LOP)
2. 5 days LOP
3. 10 days LOP, additional offences extended LOP

CELL PHONES

Any use of a cell phone during the school day.

1. Warning/phone held in office for the rest of the day and returned to student at end of the school day
2. Three (3) days detention/1 day ISS
3. Three (3) days ISS

CONFRONTATION BETWEEN STUDENTS. KHFAAOOTY Rule Violation.

1. Two (2) days ISS; parent contacted, Fight Free flag taken down, and loss of assembly privilege.
2. Three (3) days ISS
3. Three to Five (3-5) days OSS
4. Ten (10) days OSS

DISHONESTY

Any act of lying, whether verbal or written, including forgery. This shall include: parent note, deception by telephone, cheating on a test, plagiarizing a paper, and copying homework.

1. Nullification of forged document. Conference, detention, ISS, 1-10 days OSS. No Credit on the assignment
2. One (1) day ISS, No Credit on the assignment
3. Three (3) days ISS, No Credit on the assignment

DISRESPECT, DISRUPTIVE CONDUCT or SPEECH/DEFIANCE

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

1. Conference, detention, and/or 1-10 days ISS/OSS
2. 1-10 days ISS, 1-180 days OSS
3. 1-180 days OSS

DRUGS/ALCOHOL

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: ISS or 1-180 days OSS. Notification of law enforcement.

Subsequent Offense: 1-180 days OSS or expulsion.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: ISS, 1-180 days OSS.

Subsequent Offense: Expulsion

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

1-180 day OSS and notification to law enforcement, Refer to Board Policy JFCH-R, JFCI, JEC, JHCD,& JGR
In accordance with state law (RSMo167.171) no student may be re-admitted or enrolled in a regular program of instruction who has been convicted or charged with distribution of drugs to a minor.

EXTORTION-Threatening or intimidating any person for the purpose of obtaining money or anything of value.

1. CONFERENCE, detention, ISS, or 1-10 days OSS
2. 1-180 days ISS/ OSS, or expulsion

FAILURE TO MEET CONDITIONS OF SUSPENSION-Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by the district policy as a serious violation of the district’s discipline policy. In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy.

1. Verbal warning, detention, in-school suspension, 1-180 days OSS, or expulsion.
2. Verbal warning, detention, in-school suspension, 1-180 days OSS, or expulsion.

FALSE ALARMS AND/OR EMERGENCY REPORTS-Tampering with emergency equipment, setting off false alarms, making false reports: communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property. (This includes “911” calls).

1. Restitution. CONFERENCE, detention, 1-180 days ISS/ OSS, or expulsion
2. Restitution. 1-180 days ISS/OSS, or expulsion

FIGHTING- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1. Conference, Three (3) days ISS/OSS; parent contacted, Fight Free flag taken down, and loss of assembly privilege.
2. ISS, 1-180 days OSS, or expulsion. KHFAAOOTY Rule Violation

FORGERY- Writing and using the signature or initials of another person, including parent note (May include deceptions by telephone).

1. CONFERENCE
2. Two (2) days ISS
3. Three (3) days ISS

GAMBLING - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

1. Principal/Student conference, loss of privileges, detention, or in-school suspension.
2. Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

GANG SYMBOLS- This includes any apparel, jewelry (including chains), accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in gangs, which advocate drug use, violence, or disruptive behavior.

1. Conference with administrator, parent contacted.
2. Three (3) days of ISS
3. Three (3) days of OSS

Additional offenses will be handled with longer school suspensions. Ref: BOE Policy - JFCEA

GENERAL MISCONDUCT – Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

1. Conference with student, teacher, administrator and parent if possible.
2. One (1) day ISS
3. Two (2) days ISS
4. Three (3) days ISS
5. Three (3) days OSS

HAZING

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1. 1-10 days ISS or 1-180 days OSS
2. 1-180 days OSS or expulsion

KHFAAOOTY RULE VIOLATION-When students fail to keep their hands, feet, and all other objects to themselves, in a non-confrontational manner. ie: poking another student with their hand or an object such as a pencil, snapping a student with their lunch card. When this becomes a habitual problem, it could result in a discipline referral.

1. Conference with the principal

INCENDIARY DEVICES B Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

1. Confiscation. Warning, principal/student conference, detention, or in-school suspension.
2. Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

MULTIPLE PLANNER VIOLATION- when student's quarter discipline card is full, the 6th violation will result in the following

1. One (1) day ISS
2. Two (2) days ISS
3. Three (3) days ISS
4. Five (5) days ISS
5. Three (3) days OSS

PUBLIC DISPLAY OF AFFECTION (PDA)- Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1. Conference, 1-5 days ISS, or 1-180 days OSS
2. Three – Five (3-5) days of ISS
3. 1-180 days OSS or expulsion

SEXUAL ACTIVITY B Acts or simulated acts of sex.

1. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

SEXUAL HARASSMENT

- A. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
1. CONFERENCE, detention parent contacted
 2. Three (3) days ISS, 1-180 OSS, or expulsion.
 3. Three (3) days OSS
 4. 1-180 days OSS or expulsion
- B. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.
1. Three-Five (3-5) days ISS, parent contacted, 1-180 days OSS, or expulsion
 2. 1-180 days OSS or expulsion

SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

B Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

1. Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2. Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

TARDIES- Arriving late to school or class

1. Teacher warning on Tardy Card.
2. Teacher warning on Tardy Card
3. Lunch Detention
4. One (1) day of ISS—parent contacted
5. Three (3) days of ISS
6. Five (5) days of ISS
7. Detention (Multiple days possible)

TECHNOLOGY MISCONDUCT-A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system: to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Board Policy EHB, EHB-R.

1. Restitution. Principal/student conference, loss of user privileges, ISS, or 1-180 days OSS.
 2. Restitution. Loss of user privileges, 1-180 days OSS or expulsion
- B. Violation other than those listed in “A” of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
1. Restitution. Principal/Student conference, 1-5 days ISS, or 1-180 days of OSS
 2. Restitution. Loss of use privileges, 1-180 days OSS, or expulsion
- C. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.
1. Confiscation, principal/student conference, detention, or in-school suspension.
 2. Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- D. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.
Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
- E. Use of audio or visual recording equipment in violation of Board policy KKB.
1. Confiscation. Principal/Student conference, detention, or in-school suspension.
 2. Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

THEFT- Theft, attempted theft, or knowing possession of stolen property.

1. Return of or restitution for property, conference, ISS, or 1-180 OSS
2. Three (3) days OSS, return of or restitution for property
3. Five (5) days OSS, return of or restitution for property
4. 1-180 days OSS, return of or restitution for property

THREATS or VERBAL ASSAULT - Verbal, written, pictorial or symbolic language or gestures that creates a reasonable fear of physical injury or property damage.

1. Conference with administrator; parent contacted, ISS, 1-180 days OSS, or expulsion
2. Three (3) days ISS
3. Three (3) days OSS
4. Five (5) days OSS
5. Ten (10) days OSS

* The level of scope and sequence invoked will be determined by the degree of threat. Threats verbalizing the use of a weapon will be subject to Ten (10) days OSS and referral to the office of the Superintendent as well as the juvenile authorities

TOBACCO

Possession: possession of any tobacco product (including lighters) on school grounds, bus, or at school activity.

1. Confiscation of tobacco product, conference, detention, or ISS
2. Three (3) days ISS, confiscation of tobacco product, or 1-10 days OSS
3. Three (3) days OSS, confiscation of tobacco product

Ref: BOE Policy – JFCG

Use: Use of any tobacco product on school grounds, bus, or a school activity.

1. Confiscation of tobacco product, conference, detention, or 1-3 days ISS; parent contacted,
2. Five (5) days ISS, One to Ten (1-10) days OSS, confiscation of tobacco product
3. Three (3) days OSS, confiscation of tobacco product

TRUANCY-Absence from school without the knowledge and consent of parents/ guardians and/or school administration; also excessive non-justifiable absences, even with the consent of parents/guardians. Includes cutting classes, skipping classes, or not being in the proper place during class time.

1. Conference, One to Three (1-3) days ISS, Detention, parent contacted
2. Three (3) days ISS
3. Five (5) days ISS; referral to juvenile authorities contacted

UNAUTHORIZED ENTRY-Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

1. Conference, ISS, or 1-180 days OSS
2. 1-180 days OSS or expulsion

VANDALISM/ DESTRUCTION OR DEFACING OF PROPERTY- Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Restitution required

1. Restitution. Conference, detention, 1-10 days ISS. 1-180 days OSS or expulsion
2. Restitution. ISS, 1-180 days OSS or expulsion

WEAPONS- (see Board policy JFCJ)

A. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

1. ISS, 1-180 days OSS, or expulsion
2. 1-180 days out-of-school suspension or expulsion.

B. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

1. One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
2. Expulsion.

CHRONIC VIOLATIONS: The purpose of the sanctions listed above is to improve the behavior of the student. If the student continues to engage in inappropriate behavior after repeated interventions, more serious corrective measures may be necessary. A student/parent/administrator conference will be scheduled to discuss the behavior and possible alternative actions. Long-term suspension or expulsion may be recommended.

The Student Code of conduct is designed to foster student responsibility, respect for the rights of other, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playground, parking lots, school transportation or at a school activity whether on or off school property.

It is the policy of the Aurora Schools to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under 565.020,.021,RSMo.
2. Voluntary or involuntary manslaughter under 565.024, RSMo.
3. Kidnapping under 565.110, RSMo.
4. First, second or third degree assault under 565.050, .060,.070, RSMo.
5. Sexual assault or deviate sexual assault under 566.040, .070, RSMo.
6. Forcible rape or sodomy under 566.030, .060, RSMo.
7. Burglary in the first or second degree under 569.160, .170, RSMo.
8. Robbery in the first degree under 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under 195.211, .212, RSMo.
11. Arson in the first degree under 569.100, RSMo.
12. Felonious restraint under 565.120, RSMo.
13. Property damage in the first degree under 569.100, RSMo.
14. Child molestation in the first degree pursuant to 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to 566.083 RSMo.
16. Sexual abuse pursuant to 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the order operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Revised June 2009

Board approved

