Robbins

Educating Eau Claire since 1855

...Determined to foster the development of lifelong learners by providing a quality education in a positive and safe environment.

2017-2018
Handbook

Robbins School
3832 East Hamilton
Eau Claire, WI 54701
715.852.4600
Website: www.robbins.ecasd.k12.wi.us

WELCOME TO ROBBINS!

This handbook is to inform you about the procedures, policies, happenings, and events of Robbins School. We hope it will help you. If you have any questions regarding your child's education please feel free to call upon us at 715.852.4600

The Robbins Elementary School students, parents, staff, and community are dedicated to providing a positive and safe environment for all children where academic achievement, caring, mutual respect, and opportunities for creative expression are paramount. We share the importance of maintaining good mental and physical health. We recognize and accept the individual differences among children providing appropriate programs to challenge and encourage all students to attain high individual levels of achievement and success while providing a safe, disciplined, and drug-free environment.

Robbins' Vision

ALL Students Will Succeed; NO Exceptions!

Robbins' Mission

Inspire lifelong learning in a positive and safe environment where students strive for their fullest potential.

2017-18 Robbins Staff

Mr. Andrew Thiel, Principal
Mrs. Amy Gonyea, Secretary

Teachers:

Kindergarten
Mrs. Dervetski
Ms. Bergman
Mrs. Davis

First Grade
Mrs. Ashland
Mrs. Traczek
Ms, Frederick
Mrs. Hull

Second Grade
Mrs. Willmarth
Mrs. Sobtzak
Mrs. Walters

Third Grade
Mrs. Redman
Mrs. Paulmier
Mrs. Schwiebert
Mrs. Shong

Fourth Grade
Mrs. Seebruck
Mrs. Gray
Mrs. Holdsworth
Mr. Kressin

Fifth Grade
Ms. Johnson
Mrs. Kaatz
Mr. Pomazal
Ms. Judnic

Mrs. Kapanke, Counselor
Mrs. Pomazal, Special Education Teacher
Mrs. Boudreaux, Special Education Teacher
Ms. Nelson, Special Education Teacher
Mrs. Custer, Special Education Teacher
Mrs. Severson, DHH, Special Education Teacher
Ms. Malone, Speech/Language
Mr. Trautlein, Speech/Language
Mrs. Mowry, Physical Therapist
Mrs. Bray, Occupational Therapist
Mrs. Jones, Audiologist

Mrs. Lilly, Media Specialist
Mr. Hudacek, PE Teacher
Mr. Schwengler, PE Teacher
Mrs. Yadon, Music Teacher
Mrs. Hochstetler, Art Teacher Mrs.
Ms. Myers, EL Teacher
Mrs. Buechel, Literacy Coach
Mrs. Kooiker, G/T Teacher
Mrs. Quaschnick, Psychologist
Ms. Eisenbraun, Social Worker

Support Staff:

General Education Assistants
Mrs. Schamberger
Mrs. Shafer
Mrs. Gerber
Mrs. Patel, BEA
Mrs. Hoffmeister
Mrs. Rauch
Mrs. Ramirez, BEA

Special Education Assistants
Ms. Dahl
Mrs. Ystebo
Mrs. Gadke
Mrs. Kison
Mrs. Wuhrman
Ms. Kunferman
Ms. Isaacson
Mrs. Smith
Ms. Leland
Mrs. Soden

Deaf/Hard of Hearing Interpreters
Mrs Terri Kamenick
Mrs. Longanecker

Custodians
Mr. Mercer
Mr. Gagner
Mr. Peterson

Kitchen
Mrs. Hanson, Head Cook
Mrs. Pederson, Assistant Cook

Noon Hour Supervisors
Mrs. Johnson
Mrs. Lien

Partnership Coordinator
Mrs. Johnson

Crossing Guard
Mr. Geiss

School Nurse
Mrs. Mickelson

Robbins School Calendar

2017

September 5	School starts
October 13	School closed-Professional Development
October 26	School closed-Parent/Teacher Conferences
October 27	School closed-Fall Break
November 17	End of Elementary Marking Period
November 20-21	School closed-Staff Work Day and Professional Development
November 22-24	School closed- Thanksgiving
December 22-January 1	School closed-Winter Break

2018

January 22	School closed-Professional Development
February 21	End of second elementary grading period
February 22	School closed-Parent/Teacher Conferences
February 23	School closed- Mid Winter Break
February 26	School closed-Professional Development
March 19-23	School closed-Spring Break
March 30	School closed
April 20	School closed-Professional Development unless weather make-up day
May 18	School closed-Professional Development
May 28	School closed-Memorial Day
June 7	End of third marking period and last day for students
June 8	Staff last day

Robbins School Day

8:20 a.m.	Breakfast program begins
8:35 a.m.	Playground supervision
8:45 a.m.	Entry bell rings
8:55 a.m.	Instruction begins
11:25 a.m.	Kindergarten Lunch
11:40 a.m.	First Grade Lunch
11:55 a.m.	Second Grade Lunch
12:05 a.m.	Third Grade Lunch
12:15 p.m.	Fourth Grade Lunch
12:25 p.m.	Fifth Grade Lunch
3:45 p.m.	Instruction ends
3:50 p.m.	Bus loading
3:55 p.m.	Busses leave

General School Expectations

The Robbins' Community has established expectations for all to follow while on campus. They have been created to ensure a safe and valuable education and experience. Robbins expectations are part of the Eau Claire Area School District's Code of Classroom Conduct. Our school will strictly abide by its guidelines. It is important to note the following expectations:

1. Students are to stay on school property during school hours unless arrangements were made prior to leaving.

2. Students are to leave all personal items at home which may be a distraction to the learning environment. Cell phones must be kept silent and in backpacks in the hallway. They are not to be used during school hours. Other electronic entertainment, collectibles, weapons, both real and play, and items at the discretion of the teacher are not permitted on school grounds. Staff will confiscate anything that violates this policy and the student will be dealt with according to School Board Policy. "Students violating the policy on possession of weapons will be expelled from the regular program for a period of not less than one year. The superintendent shall have the authority to modify such expulsion requirement on a case-by-case basis. A referral to the criminal or juvenile justice system shall be made for any student who brings a weapon to school."

3. Students will keep hats, coats, and other outdoor wear in their lockers.

4. Students will walk quietly and safely on the right side of the hallways.

5. Students will play safely on the playground. Jumping from swings, fighting, spitting, rock or snow throwing, tackle sports, and other unsafe practices as defined by playground supervisors will not be permitted.

6. Students must line up when the whistle or bell rings. There are no warning bells.

7. Students may only stay in from recess with teacher permission or a doctor's note. Students not well enough to go out for recess should be kept home. Physical injuries may be an exception.

8. Students may only address adults and peers in positive, respectful terms. Improper language is not permitted.

9. Students are to wait quietly and patiently in lunch lines.

10. Students will report to assigned tables for lunch, eat quietly and respectfully, and clean up before going to recess.

11. Pop is not permitted in the lunchroom. Candy should be considered as a dessert only.

12. Classroom teachers will decide if water bottles are allowed. Students may only have plain water in class. No flavored waters are permitted.

13. Parents are expected to notify the school of any allergies or critical health concerns.

14. Students are to use restrooms after receiving permission.

15. Students must wash hands before returning to their class.

16. Students will be respectful during assemblies by sitting down, keeping hands and feet to themselves, and participating appropriately.

17. Students are to walk bikes while on school property.

18. Bus riders who choose to walk or ride their bikes must notify bus drivers with a note signed by a parent.

19. Students may not be on school property prior to 8:20 a.m., for there is no supervision. Exception is made for those in YMCA daycare.

20. Students are to make after-school arrangements in advance. If your pick-up plans are different than normal, let your child's teacher know by sending them a note. In case of an emergency, the office can get a message to the teacher.

21. Threats of violence, harassment, etc. on any person will be handled quickly and justly. Suspensions may be necessary.

22. Birthday party invitations will not be passed out at school by students, parents or staff for any reason.

23. Do not arrange to have flowers or balloons delivered/brought to school due to allergies.

24. Other expectations have been shared by teachers and should be followed.

25. Students will follow the school rules, board policy and all applicable state and federal laws, including adhering to the Eau Claire Community Core Values (http://www.ecasd.k12.wi.us/cms_files/resources/boardpolicy443_7.pdf) while using technology.

Robbins Behavior Matrix

There is great value in positive student behavior, for it contributes heavily to a learning environment that thrives on respect and responsibility. We wish to further instill in our students an appreciation for others, property, and self. This focus is one that must be observed at all times throughout Robbins School. There will be special attention placed on safety, respect, and manners in the classroom, hallway, lunchroom, and on the playground. Students will follow expectations, which have been set up to provide a better learning and social environment for all at Robbins Elementary School. Below is our Robbins Behavior Matrix, which students have reviewed in class.

	All Settings and Community	**Arrival & Dismissal**	**Hallway**	**Bathroom**	**Lunchroom**	**Playground**	**Assemblies**
Be Respectful	Respect Self Respect Others Respect Environment	Be on Time Follow Directions of Staff and Safety Patrol	Quiet Voice Hands and Feet to Self	Quiet Voice Hands and Feet to Self	Inside Voice Raise Hand and Ask to be Excused Use Best Manners	Use Polite Language Play by Game Rules Encourage Positive Play	Sit Quietly and Keep Hands and Feet to Self Pay Attention to the Presenters Respond Appropriately When Asked
Be Responsible	Have School Supplies Ready Complete School Work Neatly and on Time	Move Safely Stay in Designated Areas	Walk on Right Side Stay in Line Backpacks and Clothes Kept Neatly in Locker	Wash and Dry Hands Keep Bathroom Clean Follow Line-up Directions	Keep Area Clean Stay Seated Go to Assigned Table	Follow Line-up Directions Share Fields and Equipment Stay in Designated Area	Ignore Negative Behavior Enter and Leave Quietly

Robbins Disciplan

Students will be reminded of expectations in various ways including assemblies and classroom discussions. Staff members will be available to assist at all times of the day and throughout the entire building. Students observed following expectations may be recognized at any time in a variety of ways by staff members. The following will take place should a student not follow expectations:

FIX IT IN 5

A student who is not following an expectation will be asked to "Fix it in 5." The staff member will begin a count with their fingers starting with 1. The student must fix the behavior by the time the count reaches five fingers. Upon successful completion, the student will continue with the lesson or the current activity.

OUT FOR 10

Should a student not recover within the "Fix it in 5" period an "Out for 10" will be administered. It is now the student's responsibility to pull himself/herself from the activity and count to 10. Upon reaching 10, he/she must rejoin the class and return to the activity having fixed the problem. Some exceptions may be needed for younger children in the hallway.

REPORT TO THE OFFICE

Should a student not recover using "Out for 10" he or she will be given an infraction and will need to see the principal or assignee immediately. The student will be counseled and miss the next lunch recess. The staff member who sends the student to the office or classroom teacher will be responsible for notifying the parents within 24 hours.

BEHAVIOR INFRACTIONS

Students receiving a minor infraction will discuss the behavior with the staff member who observed the mistake and make a correction. Afterwards, the infraction will be written up and sent to the office for documentation. Parents may or may not be notified of minor infractions. A third infraction for the same inappropriate behavior within a calendar month will result in a major infraction. Students receiving any major infraction will be sent to the principal's office immediately. Parents of students who receive a major infraction will be notified by the teacher or principal. All major infractions will be documented in the office as well. Consequences for all minor and major infractions will be determined by the staff member or the principal. *The principal has the right to suspend any student whose behavior is considered dangerous or whose behavior has not been redirected by previous attempts at resolution. Parents will be notified prior to any suspension.*

In addition to the inappropriate behavior, we will be documenting the time, location, and possible motivation for the behavior. By doing this, we are able to take a systematic look at Robbins and determine if changes need to be made in certain areas of the building, time periods, etc.

We have categorized infractions into either a minor or major infraction. Definitions and classification are what we believe are most suitable for elementary aged children. They may be quite different in middle school and beyond.

Minor

Inappropriate Language: Disruptive language not suited for school use; includes name calling.

Inappropriate Touching: Not keeping hands, feet, etc to oneself

Noncompliant: Not following directions as they are intended

Disruption: A disorderly outburst causing interruption

Property Misuse: Not handling school or someone's property in a protective way or as it is intended or allowed to be used. Cell phones must be turned off, kept in backpacks, and remain in lockers while school is in session.

Dress Code: Not following guidelines for respectful dress at school

Unexcused Tardy: Arriving to school after the morning bell without an acceptable excuse

Lying: Deliberate act of hiding or changing the truth

Cheating: Copying answers from someone else or using resources for answers when not approved by a staff member

Unsafe Behavior: Activity that could be harmful to oneself or others

Major

Profanity: Use of obscene or foul language including swearing and slurs

Physical Aggression: Intentional use of force against another including inappropriate contact and throwing of objects for the purpose of causing harm

Defiance: Intentionally ignoring a staff delivered directive or knowingly breaking a school rule after being redirected

Bullying: Covert/overt, extreme verbal, cyber, or physical behavior that is purposeful, harassing, and directed toward a specific student. Could be a repeated aggressive behavior towards the same student.

Truancy: Excessively missing school as determined by the truancy officer

Vandalism: Intentional and malicious destruction of the property of others causing financial loss

Stealing: Intentional taking of another person's property without that person's permission

Weapons: Possession of a knife, gun, ammunition or anything associated with causing harm towards another person

Third Minor: Student has received a third minor for the same inappropriate behavior within a calendar month.

Guidelines For Student Transportation

School buses are the extension of the school. The bus driver, like the teacher of a school classroom, has the responsibility for the safety and welfare of the students. Because students' behavior on the school bus directly affects their safety and the safety of others, the following regulations apply at all times when students are riding the school bus, including school field trips.

1. Students shall follow the instructions and directions of the bus driver at all times.
2. Students should arrive at the bus stop on time, waiting in a safe place off the road.
3. Students will wait until the bus comes to a complete stop before attempting to board.
4. During boarding or exiting from the bus, students will not run.
5. Once seated students will remain seated while the bus is in motion and will not obstruct the isles with legs, feet or other objects.
6. Students will be courteous to the driver and fellow passengers. Students who have not already been assigned to a seat by the driver will be allowed to sit in any available seat on the bus.
7. Bullying, teasing, threatening or harassing are hurtful and will not be tolerated.
8. To avoid choking, eating or drinking on the bus is not permitted.
9. Loud talking, laughing, yelling, singing, whistling, throwing of objects, standing or changing seats are prohibited. Serious safety hazards can result from noise and behavior that distracts the driver.
10. No part of the body (hands, arms, legs or head) will be put out the window.
11. Nothing will be thrown from the bus.
12. Students will keep the bus clean and be respectful of bus company property. Students and/or parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs/damage.
13. Possession of cigarettes, chewing tobacco, alcohol or illegal drugs while on the bus will not be tolerated.
14. Possession of flame or spark producing devices, including matches, lighters, etc. are prohibited.
15. Aggressive and/or physical conduct such as hitting, punching, fighting and inappropriate touch are unacceptable behaviors and will not be tolerated.
16. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury are prohibited.

Violation of any of the above listed regulations will result in disciplinary action. (See Disciplinary Action Plan addressing school bus behavior) Violations will not be tolerated. Students who do not follow these guidelines can be suspended from riding the school bus.

If actions result in the student or students needing to be removed from the school bus immediately, the Eau Claire Police Department will be called to assist in removing the student(s) from the bus. The student will be released to his/her parent or legal guardian by the Eau Claire Police Department.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact Student Transit (839-5116) or the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver (during appropriate times) the principal, counselor, teacher, parent or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials,

bus driver and the bus company work cooperatively together to solve any problems that may arise.

Responsibilities of the Bus Driver

1) Bus drivers are responsible for disciplinary action on the bus.
2) Drivers will not use physical force on students except to defend themselves or to prevent injury to another student on the bus.
3) Drivers will attempt to solve problems as they occur. Students should feel free to discuss issues with the driver.
4) Drivers may assign specific student seating on the bus if needed.
5) Drivers will not refuse a student transportation home after school unless the student has been suspended from transportation.
6) In extreme cases of a serious nature, the driver can notify the Eau Claire County Police Department to assist in removal of a student(s) from the bus.
7) Drivers will complete a misconduct report when observing and/or knowing of any violation of behavior/safety regulations including, but not limited to, inappropriate conduct on buses or boarding or exiting the bus. Student Transit will deliver a Misconduct Form to the appropriate school as outlined in the Disciplinary Action Plan.

The consequences of inappropriate or unacceptable behavior on the school bus is outlined in the Disciplinary Action Plan and will be imposed for violation of behavior/safety standards that cause danger to students or drivers. Serious and repeated misbehaviors may result in long term or permanent loss of bus transportation privileges. Serious consequences apply for students who hit or bully anyone on the bus.

Student Drop-off and Pick-up Zone

Parents who are dropping students off or picking students up from school must use the south parking lot. This is to avoid the bus lanes and to keep everyone safe. Cars are to drive along the curb, stop for their child, and then leave. Parents MAY NOT park on the curve and leave their car unattended. Please have your child wait for you on the sidewalk located adjacent to the south lot. This has been an easy procedure for most but difficult for a few who are choosing to ignore this policy. Please be advised that the police will be called to assist with drivers who chose to ignore this safety policy. Please do not park in the handicapped parking zones unless you have a sticker. Please follow all City of Eau Claire parking restrictions on the streets.

If you have entered the building to pick a student up at the 3:45 dismissal bell, please wait in the Robbins' Commons Area at one of the black tables. Your student will meet you there once dismissed from class. We have added these practices to cut down on classroom distractions and lessen the number of people in the hallways.

Student Drop-off/Pick-up During School

Students must be checked in and checked out in the front office. If you are picking up a child early, please let the office know. Upon your arrival, we will call the student down to the office.

Homework

It is impossible to expect that all students will attain success in mastering all the skills that are taught in school. Therefore, it is appropriate and necessary that students will be expected to have homework.

Homework should provide practice and reinforcement for skills taught in school and should offer challenging enrichment for the student. In general, homework will increase as a student advances in school.

Each grade level has created a homework practice more specific to the students' age and ability. Each teacher will share the practice which is designed to provide more consistency across the grade. Should you have questions please contact your child's teacher.

Media Center

Our media center provides books, magazines, software, and other print to assist students with their studies and interests. Students may visit with their class or come with a pass on their own. Mrs. Lilly is available to answer any questions you may have.

Physical Education, Art, and Music

All students are expected to participate in these district-sponsored programs unless there is a written statement of excuse from their physician for a modified program. No child may sit out of instruction. Students will need to bring a pair of tennis shoes to be worn in the gym.

Restricted Physical Activity:

If a child must stay inside from recess or sit out from gym class for medical reasons, parents are required to send a note from a health care provider detailing the period of time of restricted activity.

Early Entrance Age

A child who is five years old on or before September 1st is eligible to enter kindergarten. Early entrance requests must be made prior to April 10th. A series of forms and possible reviews by district personnel may be required for any child seeking early entrance.

Health Examinations and Services

Wisconsin State Statute 252.04 requires that all students through grade 12 who do not submit waivers must present evidence of having received at least the first dose of each vaccine required for their grade within 30 school days of admission and the second dose of DTP/DTaP/DT/Td, Polio, MMR, Hepatitis B and varicella vaccines within 90 school days of admission. Evidence of the third and fourth doses (if required for their grade) of DTP/DTaP/DT/Td, Polio and the third dose of Hepatitis B vaccines must be submitted within 30 school days of the beginning of the next school year.

It is the parent's responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child's cumulative file. If immunizations are not up-to-date, your child may be excluded from school until the proper immunizations are received.

Sick Child Guidelines

Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours: **Temperature of 100.5° or more, Diarrhea, Vomiting, Persistent coughing, or a draining or spreading rash**

The office has first-aid supplies to take care of minor cuts and bruises. In case of a more serious accident, parents will be notified immediately.

Any child running a fever, having a rash, bad cough, sore throat, sore that will not heal, or communicable disease must be kept home from school until well. If a child does have a communicable disease, it must be reported to the school as such especially since we often have students with insufficient immune systems. All communicable diseases should be reported to the Health Department at 715-839-4718.

If you have any questions about these guidelines, please contact the school office for further direction.

Medications

Whenever possible, all medications should be administered at home; however, under certain circumstances it may be necessary for a student to take medication while in school. No prescription or over-the-counter (OTC) medication shall be given to a student by any employee of the District unless written instructions for administering medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel. **In order for school personnel to administer the medication, parent(s)/guardian(s) must complete and submit the approved child/student medication management forms.**

School personnel authorized to administer medications must complete the district-approved medication management training. The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication administration policy. For questions about medications, contact the School Nurse.

Vision and Hearing Screening

Each fall, volunteer parents, under the direction of the City-County Health Department, will give a hearing test to students in grades K/1 and a vision screening to all students in K/3 who do **not** wear glasses. Should either test indicate a problem, a retest is given. If the child does not pass the retest, the parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination. The vision and hearing testing we conduct is simply a screening measure and is not meant to replace regular medical appointments.

Robbins has the services of a School Nurse. The School Nurse is not always on site but is available by phone and email during those times. Please call the main office to get in contact with the School Nurse.

Lice

Eau Claire Area School District's procedure for head lice management in schools is based on recommendations from the Centers for Disease Control, the American Academy of Pediatrics, the National Association of School Nurses, and the ECASD Medical Advisor.
According to this procedure:

- Head checks will be done on individual students as needed. **Classroom checks will not be done.** (As needed means they are showing signs such as chronic head scratching or staff visualize what they think may be lice or nits).
- When live head lice are found on a student, the parent/guardian will be notified by phone. The student may remain in the classroom, and a letter and treatment information will be sent home with the student at the end of the day.
- When nits (eggs) are found on a student, the student will remain in the classroom, and a letter and treatment information will be sent home with the student at the end of the day.
- **Parents are asked to treat for head lice, remove all nits, and follow household cleaning recommendations prior to sending their child back to school.** These treatment and cleaning recommendations will be sent home with the student.
- If live head lice are found on a student, that student will be re-checked upon returning to school.

*Please note that this procedure provides guidelines for the school to follow. The administrator at your child's school may change these procedures as needed in cases of chronic head lice infestations. Please contact your child's school administrator or school nurse with questions.

Absence and Excuse from School

Children are required by state law to be in attendance every day. Absence is allowed only for illness, legal proceeding, or family emergency. Parents are required to call the school between 7:45 a.m. and 8:30 a.m. to report an absence. If a child is marked absent and a parent has not notified the school of the absence, the secretary will call the home.

Families must inform the school of a necessary vacation in advance. Vacations not approved ahead of time by the principal will be marked unexcused. Please know that lost time in the classroom can never be made up sufficiently with homework over the vacation. <u>We encourage a limit on</u>

days students miss school. We hope that your child will not miss more than a total of 5 days during the entire school year for illness, vacation, etc.
With the District's new attendance guidelines in place this year, the following rules will be followed:

- Attendance will be taken 4 times per day 5 minutes after the start of each period as listed below.

Period 1	8:55- 10:30
Period 2	10:30 - 12:15
Period 3	12:15 - 2:00
Period 4	2:00 - 3:45

- If your child is late more than 5 minutes from the start of ANY period, they will be marked absent for that period.
- After 5 unexcused absences (all or part of a day), we will invite you to meet with us to help develop a plan to improve your child's attendance.
- Unexcused absences can be avoided by contacting the office BY 8:45 on the day of an absence with an acceptable reason for the absence as listed below:
    - Personal Illness
    - Illness in the immediate family which requires the student to be absent because of family responsibilities
    - Funeral
    - Religious holiday
    - Family trips that can be taken only during the normal school term. Family member must notify the school prior to their departure
    - Professional or court appointments that could not be scheduled outside the regular school day
    - Serious personal or family crisis
    - Approved school activities during class time
    - Special circumstances that show good cause which are approved *in advance* by the school principal.
- Students are allowed 10 excused absences per school year using one of the reasons listed above. (Please be sure to bring a note from any professional appointments for it to be considered excused.)

Accommodating a Student's Religious Beliefs

The Board of Education recognizes that parent/guardians may desire or request that their children be excluded from receiving instruction in specific phases of curricular offerings on the basis of their religious beliefs. Accommodation requests shall be handled in accordance with established procedures:

1. Parent/guardians must contact teachers or principal with concerns about curricular topics. The curriculum guide and materials are available for review.

2. A request for exclusion from curricular activity must be made in writing to the building principal with an explanation provided by the parent/guardians.
3. The request will be evaluated by the principal who will consult with the teachers and make a ruling, which will be sent to the parent/guardians in writing.
4. Upon approval, the student will be assigned alternate work.
5. If the request is denied, an appeal may be made in writing to the district administrator and, if necessary, the Board of Education.
6. If after completing this process, which is not to exceed 90 days, there is still dissatisfaction, an appeal may be made to the State Superintendent of Public Instruction within 30 days of Board's decision.

Fire and Tornado Warnings

Fire alarms are located in several places throughout Robbins. The alarm will be a continuous sound for about one minute. There will be flashing lights as well. Students should follow their teacher's directions. We will have a practice drill about 10 times during the year. Practices drills are for fires, tornadoes, and other emergencies.

Lunch/Milk Program

School breakfast and lunch prices are:

Child breakfast: $1.00	Reduced breakfast: $0.30	Adult breakfast: $1.65
Child Lunch: $2.65	Reduced Lunch: $0.40	Adult Lunch: $3.50
Milk: $0.50		

Prices are subject to change. Menus are published in the Leader Telegram and are announced on the radio each morning at 7:30. Menus are also sent home with the children at the beginning of each month.

Money is collected in the classroom in specially marked envelopes. Checks are to be made out to Robbins School.

If your family income makes you eligible for free or reduced meals, please return the application as soon as possible. Some kindergarten children may be eligible for the free milk program. Call the school or district for an application. All information is kept confidential.

Student Appearance

Students must wear appropriate clothes to school as outlined in District Policy. Clothes, which send negative messages about drugs, alcohol, tobacco, gang affiliation and others as determined by the principal, will not be allowed. Students wearing such clothing will be asked to call home for more appropriate dress.

Students must wear clothes that will protect them from the weather. During snowy months, students must wear protective footwear while out for recess. Such gear must be removed before entering the classroom.

Students should come to school groomed properly. Teeth brushing, bathing, and hair care should be part of a regular routine.

Lost and Found

To avoid losing valuable items, be sure to include your child's name on them. If an item happens to be misplaced, please check the lost and found and the secretary's office. We will not make announcements for lost items except in extreme cases. The Lost and Found will be cleared out twice a month.

Snow Days

Decisions to close or delay school days or cancel bus routes will be made by 6:30 a.m. Decisions regarding an early dismissal will not be made until 11:00 a.m. No phone calls will be made by the school.

Please listen to local radio stations for these events or early closings if a storm hits while classes are in session.

PTO

The PTO is an active body assisting the school in its mission to provide quality education to all students. We encourage your involvement. Upcoming newsletters will highlight future meetings and events for your participation. If you have any questions, you may contact one of the PTO Executive Board members.

Volunteers

The volunteer program is another integral part of Robbins. If you are interested, please contact the office or a classroom teacher at 715-852-4600. Be sure to sign in and sign out at the podium located in the secretary's office. Volunteers must have a background check. Please see our Partnership Coordinator for details. District Policy requires volunteers to have a background check prior to working with students.

School Books and Materials

Prior to the onset of the school year, children will receive a supply list for their class. Students will also use schoolbooks and materials assigned to them. These materials should be treated with respect, and the student will cover damages, outside of normal wear and tear. This also includes lost books and materials, which were assigned or checked out to the student.

Withdrawals and Transfers of Students

Families moving from the Robbins area should notify the school immediately. Records will be sent upon written request unless the new school is within the Eau Claire Area School District and then the student file will be sent to the new school without written consent.

Eau Claire Area School District Nondiscrimination Policy

If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Stats., the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability, he/she can bring or send a complaint to Kay Marks, Executive Director of Human Resources, 500 Main Street, Eau Claire, WI 54701. Kay Marks can be contacted at 715-852-3051.

Complaints relating to the identification, evaluation, placement or provision of a free appropriate education of a child with a disability shall be resolved by procedures authorized in state and federal law. Also, complaints under federal law commonly referred to as EDGAR complaints (i.e., that the state or a subgrantee is violating a federal statute or regulation that applies to a program) shall be referred directly to the State Superintendent of Schools.

Other complaints will follow the steps identified below:

Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator (principal). The building administrator shall forward a copy of the complaint to the appropriate administrator. For complaints related to school personnel, Kay Marks,, Executive Director of Human Resources, should be contacted. For complaints related to the identification/placement/other issues of a special education student, Robyn Criego, Director of Special Education/Student Services, should be contacted. The building administrator shall also send a written acknowledgment of receipt of the complaint to the complainant within 15 working days.

Step 2 The appropriate administrator as identified in Step 1, along with the building administrator and other staff where appropriate, shall be responsible for the investigation of all formal complaints. Following the completion of the investigation, a written report shall be prepared. Unless the parties agree to an extension of time, the findings from the investigation shall be delivered, in writing, to the complainant within 45 days of the receipt of the complaint.

Step 3 If a complainant wishes to appeal a determination by the Executive Director of Human Resources or the Director of Special Education/Student Services, he/she may appeal, in writing, to the Board of Education within 30 days of receipt of the written findings. Within 15 days, the Board shall send a written acknowledgment of receipt of the appeal to the complainant. The Board shall consider all appeals and render a written decision within 45 days of receipt of the appeal.

Step 4 If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 15 days of receipt of the complaint or made a determination within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, WI 53707.

Step 5 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, Illinois 60606.

Nondiscrimination Clause

The Eau Claire Area School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation or disability.

Notice: No Weapons Allowed in Schools

Despite changes in the state conceal-carry law, all Eau Claire Area School District schools still prohibit weapons on school property. Any student bringing a weapon to school will be subject to disciplinary action.