

Robeson*Elementary*

Robeson Elementary Student & Family Handbook 2022-23

**2501 Southmoor Dr.
Champaign, IL 61821
Phone: 217-351-3884**

PLEASE NOTE: ALL POLICIES SUBJECT TO CHANGE UNDER COVID-19 PROCEDURES/PROTOCOLS



Fast Facts

SCHOOL ADMINISTRATION

Principal- Jessica Pitcher pitcheje@u4sd.org
Assistant Principal- Megan Kirby kirbyme@u4sd.org

Important Numbers

Robeson Phone: 351-3884
Transportation/Bus Garage: 351-3993

Robeson's Address

2501 Southmoor Drive
Champaign, IL 61821

LUNCH PRICES

[Food Service: 351-3852](tel:351-3852)
TBD

ABSENCES

Call 351-3884 and leave a message stating

1. The child's teacher
2. The name of the child
3. The reason for the absence

The school answering machine is ready and waiting 24/7. Call anytime! OR Send an email with the same info to: knoxta@u4sd.org or jonesta@u4sd.org

Absences must be officially reported to the school office. You may also notify the teacher as a courtesy, but a call, note or e-mail to the office is *required*.

KIDS PLUS PROGRAM

KIDS PLUS OFFICE
Family Information Center
703 S. New St.
Champaign, IL 61820

P: 351-3719 (Main Office)
P: 351-3716 (Robeson Location)

PG 6

DROP OFF & PICK UP

What is the earliest time I can drop off my child unattended?

7:25 am

What is the latest time I can pick up my child who is not with Kids Plus or a teacher?

2:15 pm

PG 6

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ARRIVAL AND DISMISSAL

IMPORTANT TIMES	
7:25 AM	Doors open for student arrival
7:40 AM	First bell, Students go to classrooms
7:50 AM	Tardy bell, Instruction begins
10:45 - 12:30	Lunch periods according to class schedule
2:05 PM	Dismissal of students

ARRIVAL TO SCHOOL

BUS RIDERS – enter school through Door #3

CAR RIDERS – enter school through Door #1

WALKERS – enter school through either Door #1 or Door #3

When students arrive they go either to their classroom or to breakfast in the cafeteria. **Staff members are on duty to supervise students starting at 7:25 AM. For the safety of your student, please do not drop off students prior to this time.**

DISMISSAL FROM SCHOOL

School Dismissal is at 2:05PM. In order to have a safe and secure dismissal – please follow these guidelines:

BUS STUDENTS – DOOR 3:

- Students are walked to the Door 3 by a grade-level teacher and escorted to their assigned bus.
- Students are placed on their bus by staff.

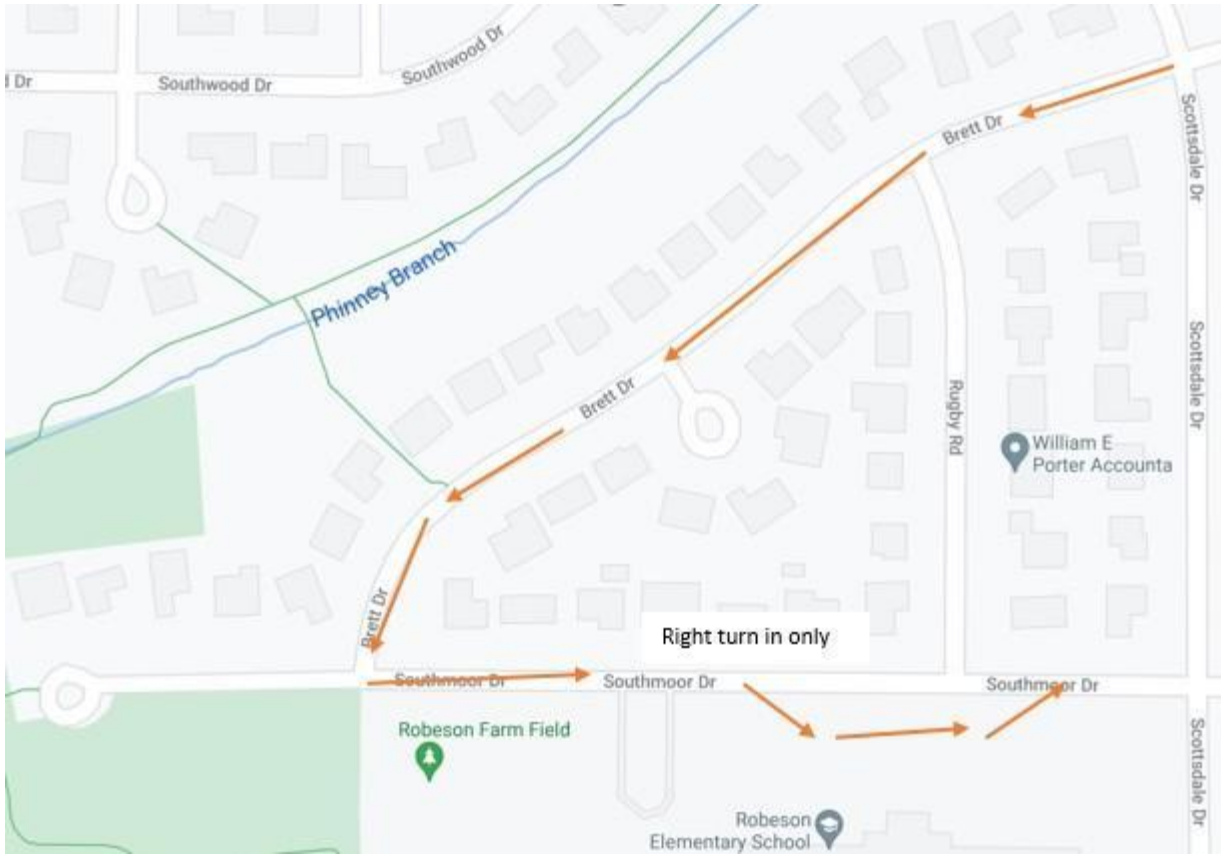
CAR STUDENTS – DOOR 1:

- Students are walked to the Door 1 hallway by a teacher.
- Students are supervised in the hallway by staff.
- Parents enter the circle drive from Southmoor Dr. (right turn only) and pull as far forward as possible.
- Parents clearly display the student(s) last name on yellow paper in their front, passenger-side window.
- Staff members gather student names of vehicles in circle drive.
- Parents remain in their vehicles and continue to pull as far forward as possible.
- Supervisors retrieve students from Door 1 hallway and escort them to their vehicles.
- Parents safely pull out of circle drive and exit on to Southmoor Dr. by RIGHT TURN only.

WALKING STUDENTS – DOOR 4: (This procedure includes parents parking their cars and walking up to the school to pick up their students.)

- Students are walked to the Door 4 hallway by a staff member.
- Students are supervised in the hallway by staff.
- Parents tell staff who they are picking up.
- Staff members retrieve students from the Door 4 hallway.
- Parents walk their students home.

All students should be off of school grounds by 2:15 PM.



ATTENDANCE

Regular school attendance is a priority at Robeson. We strongly encourage students to attend school every day and to arrive on time. Please arrive by 7:30a for breakfast and 7:45a for others.

NOTIFYING THE SCHOOL OF TARDIES/ABSENCES

You are required to notify the school office if your student(s) will be absent from school or arriving late.

- **TELEPHONE:** Call the school office at 351-3884 and speak to one of the school secretaries.
- **LEAVE A VOICEMAIL:** The Robeson answering machine is on 24/7, so you may leave a message at anytime. Please leave your child's name, his/her teacher's name and the reason for the absence or tardy.
- **EMAIL:** You may e-mail the Attendance Secretary, Tanaka Knox at knoxta@u4sd.org or the Office Manager, Tawanda Jones at jonesta@u4sd.org. In your message, please give your child's name, his/her teacher's name, and the reason for the absence or tardy.
 - **Doctor's note is required for absence of 4 consecutive school days due to illness.**

Please report absences by any of the above methods by 10:00AM on the first day of the absence and every day thereafter until the student returns to school. Schools are required by law to contact parents early in the school day if students are absent without explanation. This measure is an important safety precaution.

District policy defines "excused," as student illness, illness in the immediate family, or a family emergency. We depend on parents to see that students do not miss school for other reasons, which must typically be recorded as "unexcused."

It is well established that students have better academic achievement when their attendance is good. With that fundamental goal in mind, whenever there is an absence or tardy concern, our district Attendance Specialist will contact parents. This person works with the children and their families, asking how to provide support that leads to improved attendance and learning.

Family vacations should be planned whenever possible to coincide with the school calendar. If you must take a student out of school for a planned absence, please notify the school office at least a week in advance and ask that homework be requested from your child's teacher.

TARDINESS TO SCHOOL

It is important that your child arrives at school on time. Classes begin at 7:50 AM. Students who are late to class miss valuable instruction time and their late arrival interrupts the education of their classmates.

REQUESTING HOMEWORK FOR ABSENCES

If you would like your child's schoolwork sent home, please request it from the secretary prior to 9:00 AM. Schoolwork will be available for pick-up in the school office after 2:10. You may also have work sent with a sibling or friend if you wish.

CHECKING INTO SCHOOL

Students must check in through the school office upon arrival to get a pass to class. Parent signature is not required for check-in; however, it is strongly encouraged.

CHECKING OUT OF SCHOOL

In order to check out a student from school, we need the signature of an authorized adult over the age of 18. Authorized adults include parents, guardians or emergency contacts as authorized by the parent on the student registration form. If someone other than the parent, guardian, or authorized emergency contact will be picking up the student, the parent must advise the office either verbally or in writing. We will not release students to unauthorized individuals without contacting the parent first. Students must check out through the school office before leaving the building. A parent, guardian, or authorized adult signature will ALWAYS be required. This policy applies for all schools in the district for the safety and welfare of our students.

ATTENDANCE CALCULATION

The Illinois State Board of Education has established rules and regulations that schools are to follow in reporting student attendance. The amount of time that students are to be in school is less for younger children (K & 1st) than it is for older grades (2-5). Instructional time does not include lunch or recess.

Attendance is taken at the 7:50 tardy bell. Children arriving after this time will be charged with a tardy or half-day absence according to their grade level and time of arrival. Tardies and absences will be excused only in accordance with the list of excused absences stated in the Unit 4 District Handbook of Information.

EXAMPLE ATTENDANCE CALCULATION

<p>For Kindergarten and 1st grade:</p> <ul style="list-style-type: none">• Students must be in school for 240 or more minutes instructional time in order to be counted as a full day of attendance.• Attendance between 120 and 239 minutes counts as a half day.• Less than 120 minutes in school counts as a full day absence. <p>For 2nd, 3rd, 4th, and 5th grades:</p> <ul style="list-style-type: none">• Students must be in school for 300 or more minutes instructional time in order to be counted as a full day of attendance.• Attendance between 150 and 300 minutes counts as a half day.• Less than 150 minutes in school counts as a full day absence.	
Kindergarten and 1st grade	2nd, 3rd, 4th, and 5th grades
Arriving 7:50-9:35 AM = Tardy	Arriving 7:50-8:35 AM = Tardy
Arriving 9:36-11:35 AM = Half-Day Absent	Arriving 8:36-11:05 AM = Half-Day Absent
Arriving 11:36 AM– 2:05 PM = Full Day Absent	Arriving 11:06 AM– 2:05 PM = Full Day Absent
Leaving 7:50 – 9:49 AM – Full Day Absent	Leaving 7:50 – 10:19 AM – Full Day Absent
Leaving 9:50 AM – 12:19 PM – Half Day Absent	Leaving 10:20 AM – 1:19 PM – Half Day Absent
Leaving after 12:20 PM – Full Day Present	Leaving after 1:20 PM – Full Day Present

COMMUNICATING WITH THE SCHOOL

VISITOR POLICY

For the safety and security of both students and staff, the doors of Robeson School are locked. Visitors may enter the school during these hours through the west front door (Door 1) only. There is video surveillance at this door. Visitors ring the buzzer, located on a grey box to the left of the door, and will hear a “click” as the door is unlocked.

ALL VISITORS MUST REPORT DIRECTLY TO THE OFFICE AND REGISTER WITH THE SECRETARY, WHO WILL PROVIDE A YELLOW VISITORS TAG TO BE WORN BY THE VISITORS WHILE THEY ARE IN THE BUILDING. Parents and guardians are welcome to visit school to observe their children learning. However, visitors may not interrupt the educational process for personal reasons.

TELEPHONE COMMUNICATIONS

Classroom instructional time is very valuable to your child. We make every effort to keep from interrupting classrooms with messages. If you need to speak with your child’s teacher, leave a message with the secretary in the office or a voicemail for either the teacher or office staff. The teacher will return the call as soon as possible after the teacher checks his or her mailbox.

Please refrain from making calls to your child at school unless it is an emergency. If it is absolutely necessary to communicate with your child, the secretary will take a message and relay it to your child. Students are not allowed to take phone calls during the school day.

Please make sure to tell your child how he/she is getting home after school before he/she leaves home in the morning. We often receive many messages at the end of the day regarding a child’s transportation home. It is sometimes challenging to locate students quickly enough to relay a message at the end of the day. We certainly understand that occasionally circumstances may change during the day, but please help us by keeping this type of call to a minimum.

Students are allowed to use the phone at school to call home for forgotten items such as lunch, backpacks, musical instruments or PE shoes. Lack of these items can result in a lack of instructional time. Students are NOT typically allowed to call for these forgotten items: routine homework, money for class parties, library books, etc. These items are considered to be the responsibility of the student to remember.

EMAIL COMMUNICATION

The Robeson Office Manager and Principal send regular email updates to families. These messages include important information such as: registration dates, time, and procedures, reminders of early dismissals and days out of school, requirements for school physicals, or any other topics of interest to families.

E-mail addresses are kept strictly confidential within the school, and are not shared with third-parties. If you have not already provided your email address (es), please call the school office at 351-3884 or e-mail the Office Manager (jonesta@u4sd.org).

CHAMPAIGN UNIT 4 WEBSITE

We encourage you to explore the Champaign Unit #4 schools website at www.champaignschools.org. The website contains valuable and useful information for parents, including routine reference items such as the district calendar, lunch menu, and staff e-mail addresses.

CONFERENCES

Family conferences are scheduled in the fall and in the spring on designated dates. The teacher or parent/guardian as needed may arrange additional conferences. Please call in advance to request a conference at other times. Conferences will not be scheduled immediately after school, between 2:05 and 2:15 because teachers have supervision responsibilities during these times.

RESPONSE TO INTERVENTION TEAM

The Robeson Response to Intervention Team (RtI) is an interdisciplinary team comprised of the principal, school psychologist, and teachers. RtI meets weekly after school to discuss student academic and behavioral concerns. If you have concerns, please speak to your child's teacher, who can initiate a referral for assistance from this team.

COMPLAINTS

If you should ever have a concern with regard to Robeson Elementary School, you are invited to express yourself by following these procedures:

1. Talk to the staff member(s) who are involved. Staff members have an obligation to try to work through any issues first, before administration becomes involved. No staff member will conduct a conference with a parent who is abusive or belligerent. It is a rare situation that cannot be solved through a conference.
2. If the staff member is unavailable, or a satisfactory solution was not achieved in the conference, the parent has the right and responsibility to talk to the building principal. The building principal will investigate the complaint and handle it within the guidelines of Unit #4.

NON-CUSTODIAL PARENTS

Robeson staff will be happy to provide newsletters, report cards, progress reports, etc., to non-custodial parents. It is the responsibility of the parent to request such information from the classroom teacher. Non-custodial parents may visit the classroom and have parent-teacher conferences about their child. However, Robeson School will not call a non-custodial parent to remove the child from the school premises unless we have written authorization from the custodial parent. (By listing the non-custodial parent as an emergency contact on the registration form, you give us the authorization to release the child to that parent in case of an emergency when we cannot reach the custodial parent.)

Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from the school premises. Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school can release the child to either parent.

GUIDELINES AND POLICIES

DRESS GUIDELINES

It is important that your child be well groomed and appropriately dressed everyday for school. Dress is considered appropriate as long as it does not create distractions or health and safety problems in the building, as determined by the school administration. Please observe the following guidelines:

1. Undergarments must be covered at all times.
2. Head apparel, including hats, bandannas, scarves, and headbands cannot be worn inside the school building. (Exception: scheduled "hat day.")
3. Footwear is required at all times.
4. "Wheelies" (shoes with built-in wheels) should not be worn to school. If they are, we will ask that the child remove the wheels because of safety concerns.
5. Clothing and accessories (such as backpacks, patches, jewelry, and notebooks) must not display racial or ethnic slurs or symbols; gang affiliations; suggestive language or images; nor should they promote products which students may not legally buy, such alcohol, tobacco, or illegal drugs.
6. Students should not wear or carry chains such as wallet-type chains, whether or not they are fastened to belt loops.
7. Jogging, tennis or basketball shoes are required for participation in PE class.

NOTE: On cold days, students should dress warmly. Recess will be held outside when the air temperature or wind chill is above approximately 20 degrees.

CHANGE OF CLOTHES FOR ALL STUDENTS

Each student at Robeson School is to have a complete change of clothes kept in the classroom or in the child's backpack – underwear, socks, pants, and a shirt. The clothes are to be sent in a plastic bag clearly labeled with the child's name. When your child's school clothes become soiled due to illness, bathroom accident, mud puddles, spilled milk, etc. your daily schedule will not have to be disrupted to bring us a change of clothes. The soiled clothes will be sent home in the plastic bag.

GUIDELINES FOR TREATS AT SCHOOL

The Robeson School Staff recognizes that exposure to peanuts and tree nuts represent a health hazard that can have serious consequences for those children who have an allergy to these foods. To provide a safe learning environment for all students and staff, we have declared Robeson to be a Nut Safe School. This means that all children and staff must follow the prescribed policy for classroom snacks and cafeteria food. While this may cause inconvenience to some, it is necessary to implement this policy in order to protect the health of those students and staff that have severe allergies to peanut and tree nut products. Tree nuts include pecans, almonds, walnuts, and cashews, among others. Unit 4 Food Service has stopped serving any peanut/tree nut products at breakfast and lunch.

Peanut Safe/Tree Nut Safe Policy in the Classroom

- Classroom snacks must be peanut/nut-free snacks. Thus, they should come pre-packaged so that ingredients are clearly listed for the teacher to read. If you send your child in with a baggie of chips, cereal, or other items that have been taken from the original box, it is impossible for the school to determine if the food item may contain nuts. Therefore, all snacks must be in their original packages. *Examples of peanut/nut-free snacks are listed below.
- No peanuts or peanut shells, tree nuts or tree nut shells should be used in student artwork.

GUIDELINES FOR TOYS AT SCHOOL

Your child should not bring toys to school, including: electronic toys, games and devices, stuffed animals, sports equipment, trading cards, comic books or magazines, or any other items that do not pertain to the educational process. These items will be confiscated and held in the office until a parent or guardian comes in person to claim them. Unclaimed items will be disposed of at the end of the school year.

- Exception: The only exception to this rule is a teacher-sponsored show-and-tell activity.

BIRTHDAY PARTY INVITATIONS

Invitations to out of school birthday parties may be distributed to all class members by the teacher, as a courtesy to parents, only if every student in the class is invited.

Classroom teachers and office staff cannot release student address information for party invitations as a matter of student confidentiality. If you wish to invite students individually and do not know their addresses, please bring your invitations stamped, sealed, and addressed with the child's name to the office. The office staff will address the envelopes and mail them for you. Please allow sufficient time for this task to be accomplished.

We request that you do not send flowers or balloons to your child at school for birthdays or any other occasion. Such items could distract children and disrupt the learning process. Please enjoy these items at home.

CHEWING GUM

Gum chewing is not allowed at Robeson at any time.

STUDENT CELL PHONES

We understand that some parents are allowing their children to carry cell phones to school. If you allow your student to carry a cell phone, please be advised of these guidelines.

1. Students carry cell phones at their own risk. Robeson School does not assume any responsibility for loss, damage, or theft of cell phones.
2. Cell phones must be turned off and stored in student backpacks at all times while students are on school property.

3. Cell phones may not be removed from the student's backpack and displayed to other students or adults.
4. Students may not make or receive cell phone calls during school hours, on school grounds, or on the school bus.

Staff members may confiscate cell phones from students who do not abide by the above rules. Confiscated cell phones will be held in the school office and may be claimed by a parent or guardian after a conference with the Principal or Assistant Principal.

LOST AND FOUND

Please label your child's clothing, lunch box, backpack, and other items with his/her name and address. This will make returning lost or misplaced items much easier. Unfortunately, each year we have many items in excellent condition that are never claimed.

EMERGENCY SCHOOL CLOSING

In the event of extreme heat, heavy snowfall, blowing snow, blizzards, ice storms, extremely severe thunderstorms or tornadoes, the Champaign School District may decide to cancel school or close school early. During threatening weather, please listen for school closing announcements on the local television stations (WCIA, WICD, WAND, WILL), or listen to the major radio stations (WDWS/WHMS, Mix 94.5, WIXY, WILL, Oldies, WGKC/WQQB, WEBX, WBCP, WPGU, WBGL, WEFT). The announcement will be for "Champaign Schools" or "Champaign Unit #4 Schools". This applies to ALL schools – elementary, middle and high schools – in Champaign Unit #4.

The school closing announcement may be any of the following:

1. **Total school closing.** No students attend
2. **Schools open with reduced bus service.** Most areas of town will have bus service to and from school, with the exception of the following rural and outlying areas:
 - A. Bondville;
 - B. Hartwell & Hartwell Ct. (By UI Golf Course);
 - C. South of Old Church St in Savoy and East of the CN Railroad Tracks;
 - D. Field Stone – Savoy;
 - E. Liberty on the Lake – Savoy;
 - F. Any other rural addresses.
3. **Early Dismissal:** This is the situation that worries parents the most, and about which we receive the most phone calls. If inclement weather sets in after school has started, a decision will be made no later than 11:00 AM. The decision may be to:
 - A. Dismiss all students at 11:25 AM
 - B. Dismiss RURAL BUS STUDENTS ONLY at 11:25 AM. That is, students living in outlying areas who do not have bus service on reduced bus service days. School would remain in session for all other students.

The Champaign and Urbana school districts coordinate on all decisions concerning school cancellation or emergency early dismissals. Sometimes it seems that Champaign and Urbana are the only districts still

having school when all the surrounding districts are closed! Often that is because surrounding districts have many more students in rural areas where transportation is truly unsafe.

One final note: Don't be confused about school announcements for Unit #7 (Tolono, Sidney, Pesotum etc. schools), or by a closing "Champaign County Schools" (a rural district). The only announcements that apply to our district are "Champaign Schools" or "Champaign Unit #4 Schools".

VOLUNTEERING AT ROBESON

Parents or family members who would like to volunteer at Robeson on a regular basis and have one-to-one contacts or more than 5 recurring contacts with students during the school year must complete a volunteer application and a criminal background check form. Parents who volunteer on an infrequent basis (reading stories, classroom parties, field trips, etc.) do not need a background check, but should complete a volunteer application.

When volunteering at the school, volunteers should make daycare arrangements for their other children. Babies, toddlers, and preschoolers should not accompany volunteers during their service at the school.

FERPA GUIDELINES
CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
2014 Annual FERPA and Student Privacy Notice to
Parent(s)/Guardian(s) and Eligible Student(s)

The Family Educational Rights and Privacy Act (FERPA) - Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99 is a federal law that gives parent(s)/guardian(s) and eligible student(s) certain rights to their education records. Eligible students are 18 years of age or students that enter a postsecondary educational institutional at any age.

BOARD OF EDUCATION POLICY NO. 735.01/R STUDENT RECORDS - Access

- **Parent(s)/guardian(s) or eligible student(s) have the right to inspect and review the student's education records maintained by the School District. (34 CFR § 99.10.)**

Parent(s)/guardian(s) or eligible student(s) should submit a written request that identifies the record(s) he/she wishes to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requestor of the time and place where the records may be inspected. The School District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent(s)/guardian(s) or eligible student(s) to review the records. The School District may charge a fee for copies. However, no individual shall be precluded from copying information because of financial hardship.

- **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student(s) believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. (34 CFR §§ 99.20, 99.21, and 99.22.)**

Parent(s)/guardian(s) or eligible student(s) can request that the School District correct records which they believe to be inaccurate or misleading. The parent(s)/guardian(s) or eligible student(s) should write a letter that identifies the part of the record that needs to be changed, as well as specific reason(s) why it should be changed then submit the letter to the School District. If the School District decides not to amend the record, the parent(s)/ guardian(s) or eligible student(s) has the right to a formal hearing. (Refer to **Challenge to Student Records** for the hearing procedure.)

BOARD OF EDUCATION POLICY NO. 735 STUDENT RECORDS

Challenge to Student Records

Parent(s)/guardian(s) or eligible student(s) shall have the right to a hearing to challenge any entry, except academic grades, in the student's school records. If, however, the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, the parent(s)/guardian(s) or eligible student(s) have no right to challenge references in those records of expulsions or out-of- school suspensions. Challenges to any other entry in the student's school records shall be made on the basis of accuracy, relevance, or propriety.

The School District shall notify the parent(s)/guardian(s) or eligible student(s) of their right to a hearing. The initial step in the challenge procedure shall be an informal conference with the principal and/or author of the document in question and the parent(s)/guardian(s) or eligible student(s) within fifteen (15) school days of the request. If the challenge is not resolved by the informal conference, then the School District-level step in the School District's complaint procedures shall be utilized. Either the parent(s)/guardian(s) or eligible student(s) or the School District has the right to appeal the hearing officer's decision to the Regional Superintendent within twenty (20) days after the decision is transmitted. If the parent(s)/guardian(s) or eligible student(s) appeals the decision, the parent(s)/guardian(s) or eligible student(s) shall inform the school, and within ten (10) days of the notice, the School District shall forward a transcript of the hearing, a copy of the hearing officer's decision, and any other pertinent materials to the Regional Superintendent.

In addition to these challenge procedures, the parent(s)/guardian(s) or eligible student(s) also have the right to insert in their child's record a statement of reasonable length setting forth their position on any disputed information contained in the records.

Special Education Records

In the case of a disabled student who graduates or permanently withdraws from the School District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has seceded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disabling condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the School District's appropriate student personnel services worker.

The parents/guardians of a special education student who transfers to a new school shall give the new school a copy of the student's IEP, and the student will be placed in a special education program in accordance with the IEP pending the decision of the new IEP team.

Test protocols are not considered student records unless they personally identify a student. Only personally identified test protocol will be considered a temporary record and subject to disclosure.

- **The right to provide written consent before the School District discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (34 CFR §§ 99.30 AND 99.31.)**

Generally, the School District must have written permission from the parent(s)/guardian(s) or eligible student(s) in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties on connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

- **The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.**

The School District may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the School District must tell parent(s)/guardian(s) or eligible student(s) about directory information and allow parent(s)/guardian(s) or eligible student(s) a reasonable amount of time to request that the School District not disclose directory information about them.

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g

23 Ill. Adm. Code, 23 ILAC 375 et seq.

105 ILCS 10/1 et seq.

Champaign Unit 4 Schools Student Records Department

MEDICATION AND HEALTH ISSUES

MEDICATION GIVEN AT SCHOOL

Long-term medications: Students on permanent medication for ADD, ADHD, asthma, seizures, and diabetes, or other chronic conditions and who require medication during the school day for these conditions may bring medication to school following these guidelines:

1. Completion of a Unit 4 Schools [Permit for Authorized Personnel to Administer/Distribute Required Medications During School Hours](#) is required. This form is available in the school office. It requires the parent's/guardian's signature authorizing the drug to be given to their child, AND the physician's signature. Medications CANNOT be administered at school until this form is signed by both parent and physician and is on file in the school office. All permission for long-term medication must be renewed at the beginning of each school year.
2. Medication must be brought to school in the original prescription container accompanied by a written statement from the child's doctor, indicating the necessity for the medication, the name of the medication, the proper dosage, and the time and duration the medication will be required.
3. Changes in medication will require a new written authorization form, with the signatures of both the parent and the physician.
4. At the close of the school year or at the end of the treatment regimen, the parent/guardian will be responsible for removing any unused medication that was prescribed for their child(ren).
5. Any medication unclaimed by June 15 will be destroyed by the principal or his/her certificated designee in the presence of a witness by School Board Policy.
6. Parents are required to bring medication to the school office along with proper documentation before a student will be administered medication during the school day. Under no circumstances should students have any medication, prescription or non-prescription. Do not send medication to school with a student or in a student's backpack.

SHORT TERM MEDICATIONS

Based on District Policy (School Board Policy 720.14R, September 17, 2007) "The number of students taking medication during the school day should be minimized by suggesting that doctors prescribe long-acting drugs and by having doses scheduled for before and after school hours."

If a student is required to take oral medication during school hours, and a parent cannot be at school to administer the medication, only the Principal or a volunteer certificated designee may administer the medication in compliance with the regulations above. To allow for the administration of the medication by a school official in emergency situations, all parents/guardians who dispense medication to the child(ren) should complete and have on file the Authorization to Administer Medication form. In unusual emergency situations (without an existing signed form), the Principal will have the discretion to decide to dispense the medication. It is recommended that the medication administration form be completed by the parents/guardian for all students with known existing illnesses.

All self-administered injections will be supervised by the Principal or his/her certificated designee. Should a "life and death situation" requiring an injection for a bee sting or diabetic problem occur, school staff will assist a student not able to help himself/herself under the "good Samaritan" rule. In such an incident, the individual offering the aid will not be violating a law or be liable. District personnel will not dispense short-term medications, such as antibiotics, cough syrups, and aspirin."

In all cases the school retains the discretion to reject to administer medicine. If you have any questions, call the school office.

ASTHMA INHALERS AND NEBULIZERS

Children who have asthma are permitted to carry their inhalers on their person or keep the inhaler in their classroom and self-administer their medication under these conditions:

1. The medication must pertain to the student's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician assistant, or advanced practice registered nurse having authority to prescribe such medication.
3. Completion of a *Champaign Schools Permit for Self-Administration of Asthma Medication* is required. This form is available in the school office. It requires the parent's/guardian's signature authorizing the child to self-administer the asthma medication as directed by the physician. The form must also contain the name and purpose of the medication, the prescribed dosage, and the circumstances under which the medication is to be administered. Students may not carry their inhalers at school until the Permit for Self-Administration of Asthma Medication Form is completed.
4. All permission for self-administration of asthma medication must be renewed annually.
5. If your student is unable to carry his/her own inhaler, the Medication Administration Form will need completed, requiring the signature of a physician.
6. Nebulizers: Students may take nebulizer treatments at school providing that the proper permit is on file. If your student requires nebulizer treatment, please provide your own nebulizer, medication, face mask, and tubing.

ILLNESS AND COMMUNICABLE DISEASES

Your child must remain at home if he or she displays symptoms of illness including but not limited to: fever of 100° F., sore throat, diarrhea, vomiting, lethargy, skin rash, eye infection, runny nose. If a student becomes ill during the school day, a parent or guardian will be contacted. Parents or guardians are responsible for picking up their child.

The school follows the guidelines set forth by the Illinois Department of Public Health regarding exclusion from school due to communicable diseases. Below is a listing of some of the most common diseases and their exclusion policy. For other disease information or questions, please contact your school administrator, school nurse or the Champaign-Urbana Department of Public Health.

Communicable Disease	Exclusion Policy
Strep Throat	May return to school 24 hours after treatment begins, provided fever is absent
Pink Eye	May return to school 24 hours after treatment begins or is examined by a physician and approved for readmission.
Ring Worm	May return to school 24 hours after treatment begins and the lesion begins to shrink, unless the lesion can be covered; no exclusion needed if lesion can be covered.
Chicken Pox	Exclude from school for not less than five days after the eruption of the last vesicles or until the vesicles become dry.
Mononucleosis	No restrictions unless student has a fever of 100° F or greater or is not well enough to participate
Scabies	May return to school the day after the first scabicide treatment
Impetigo	May return to school 24 hours after treatment begins

EXEMPTION FROM P.E. AND RECESS

Students are expected to go outside for class recess, lunch recess, and P.E. when classes go outside. If the student has been ill and the parent makes a request to the teacher for the student to be exempted from P.E. and recess, approval may be granted by the teacher for up to three (3) days. Requests for a longer period must be made in writing by the child's physician and submitted to the school office.

MEDICAL EMERGENCIES AT SCHOOL

Champaign Unit 4 staff will follow Illinois Department of Public Health recommendations and guidelines regarding communicable diseases. Emergency Medical Services will be activated (911 call) any time that Unit 4 staff believe emergency, professional, medical attention and/or treatment is needed for the life or wellbeing of a student.

Students who present with the following symptoms will be sent home:

- A. Temperature over 100
- B. Vomiting
- C. Persistent diarrhea (more than 1-2X daily)
- D. Falling asleep in school for more than one hour
- E. Open sore that is draining cloudy fluid
- F. Unidentified rash
- G. Frequent cough (every few minutes)
- H. Marked swelling or discoloration of a limb or appendage (unless previously treated)
- I. Self report of significant discomfort or pain that does not go away

VISION AND HEARING SCREENINGS

Vision screenings will be done as mandated in the Illinois School Code for the following students: preschool, kindergarten, 2nd, 8th, all special education students K-12, and new students entering the district for the first

time. The teacher and/or parent may also request a screening for students they have concerns about who are not in the vision mandated grades. Vision screening is not a substitute for a complete eye examination by an optometrist. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision exam form is not on file at the school for your child, your child (in the mandated age/grade/group) will be screened.

Hearing Screenings will be performed on all **preschool, kindergarten, 1st, 2nd, 3rd grade students, special education students K-12** and new students to the district. The teacher and/or parent may also request a screening for students who are not in the hearing mandated grades if there have been prior concerns.

Any questions or concerns may be directed to Faith Shelby-White, Certified Hearing-Vision Technician at 373-7312 ext. 237.

AHERA NOTIFICATION

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing materials. These documents are available for review in the school administrative offices.

All employees, students, parents, guardians, and general public will be notified of any response actions and other matters concerning activity with Asbestos Containing Materials. Asbestos Containing Materials are inspected and evaluated periodically and additional measures are taken when needed to protect the health of the building occupants.

TRANSPORTATION

BUS ROUTES

Students who live 1.5 miles or more from Robeson are eligible to ride the bus to school. In addition, students who live less than 1.5 miles from school where a safety hazard is present are also eligible for the bus. In general, that means families living outside the area bounded by Kirby Avenue on the north, Mattis Avenue on the east, Windsor Road on the south, and Duncan Road on the west are eligible for bus transportation to Robeson.

Please note the following about bus transportation:

Bus routes are set up and stops assigned by the Transportation Department. Transportation by bus is approved to and from your address of record as shown on the verification of residency form.

Students who are not eligible for District-provided transportation **cannot be transported to child care facilities.**

With the exception of students who qualify for curb-to-curb service, transportation-eligible students will be assigned a bus stop one quarter of a mile or less from their residence, and are responsible for getting to and from the bus stop each day.

At the start of each school year, you are provided information about the pick-up location for your student as well as projected pick-up/drop-off times. As Transportation work through the needs of our existing and new students, pick-up/drop-off times and pick-up locations may change. You will receive location or time updates from the Transportation Department if changes become necessary. **Depending on daily ridership, route times may fluctuate 10 minutes from the times you are given.**

Your student will be dropped off at the assigned stop **with or without** an adult present (unless they are an Early Childhood student or their IEP/504 Plan states differently). **If you wish to be present when your student is dropped off at the stop, it is your responsibility to be there when they exit the bus.**

Important Procedural Change that started in 2018-2019

The bus your student is assigned in the afternoon will be the **only** bus he/she is permitted to ride. **You will no longer be able to call the school or the Transportation Department and request that your student ride a different afternoon bus temporarily.**

If your student is unable to ride their assigned bus on a particular day, you are welcome to call the school to speak with someone in the Main Office and request that your student be pulled from the bus so they can be picked up by you or an emergency contact you previously identified in our student information system, but **we will not allow them to ride an alternate bus.**

To ensure that we are able to accommodate your needs, your phone call requesting that your student be held for pickup by you or your designee must be received **no later than one (1) hour before dismissal.**

If you need to make a permanent address change, please call the school to complete a *Change of Address Request* form. A *Change of Address Request* can take up to five (5) days to process and schedule on a route. **It will not take**

effect immediately. (Please note that the information in this paragraph is not new, but we want to remind you about this procedure.)

Kids Plus Families ONLY: Students can be enrolled in the District’s Kids Plus after-school program all five days per week, only three days per week (Monday, Wednesday, and Friday), or only two days per week (Tuesday and Thursday). **If your student cannot attend Kids Plus on one of their scheduled days, they will not be permitted to ride a bus that day.** You will need to make arrangements to pick them up from school.

If you change your Kids Plus service plan and want to request new transportation service, you are able to request a permanent service change (which can take up to five (5) days to process) following the process outlined above.

If you have questions about our transportation services, please call the Transportation Department at (217) 351-3993.

SCHOOL BUS RIDER RULES

We encourage you to take the time to review the bus safety rules and guidelines with your student(s). Together, we can ensure the bus ride will be safe and enjoyable for everyone. The bus safety rules and guidelines apply to all students riding to and from school daily and when students are participating in a field trip. Most bus rides are videotaped, and the tapes may be used to determine that a student behaved inappropriately and to issue disciplinary consequences. Bus referrals may also result in disciplinary consequences even if that bus ride’s videotape is not available.

Student Behavior Bus Expectations

1. Be Safe:

- a. Respect each person’s individual space (no throwing objects or intentionally trying to touch another student, no running or horseplay).
- b. Maintain a safe, seated position by keeping feet and arms out of the aisle or windows.
- c. No eating or drinking while on bus. This will reduce the risk of choking or attracting bugs.
- d. Keep voices at a low level. Speaking with indoor voices allows the driver to concentrate on the road.

2. Do not distract the driver. Wait until the bus is stopped to get the driver’s or monitor’s attention.

3. Keep track of personal belongings. The school district is not responsible for items lost on the bus.

When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct, and fair play should prevail. At the bus stop, students should not play. They should stay away from lawns and property. Students should not arrive at the bus stop too early. They should plan to leave home at the same time every day in order to arrive at the bus stop approximately 10 minutes prior to departure. Students should wait nicely for the bus to come to a complete stop before boarding. The bus driver has been directed to pull away from the stop if students are not at the bus stop ready to board. The bus will depart at the scheduled time. Parents are responsible for arranging supervision for their student(s) until the scheduled bus pick-up time in the morning, and for making arrangements for supervision when the bus drops off in the afternoon.

If a student should misbehave, disciplinary consequences are given based on the kinds of problems (infractions) and the number of times the student has received a bus report. The bus drivers use three primary ways of communicating with administrators: verbal reports, written reports, and videotapes.

School administrators may initiate a bus report or act upon an incident prior to receiving a report from the driver. Severe infractions may result in consequences including suspension from school. Examples of poor behavior choices that could result in denial of the privilege to ride the school bus include, but are not limited to:

- a. Injury or threat of injury to a bus driver or monitor, or to another rider.
- b. Defacement of the bus.
- c. Use of inappropriate language or gestures in the presence of the bus driver, monitor, or other students.
- d. Possession of a dangerous or potentially dangerous weapon or look-alike weapon.
- e. Disobeying directives from the bus driver.
- f. Any other behavior which may threaten the safe operation of the bus and/or its occupants.

Bus infractions range from less serious to very serious. The Principal and the Assistant Principal will follow the district consequences outlined in the Unit 4 Code of Conduct.

WALKING TO AND FROM SCHOOL

Due to the limited automobile access to the school building, students who live in the neighborhood are encouraged to walk or ride their bicycles to school when possible. Parents are asked to teach and stress the following expectations with their child:

1. Walk on the sidewalk when one is available.
2. Do not walk on other people's lawns.
3. Cross only at the corners. Obey crossing guards when they are on duty.
4. Walk directly to and from school and do not stop to play.
5. Please promptly notify the school if your child does not arrive home at the expected time.

SAFE WALKING ROUTES

We ask that students and parents who walk north on Rebecca Dr. to go to Southmoor Dr. and then walk west to school. Because of heavy traffic, we advise students NOT to use Barberry as a direct route to school. The crosswalks are located along Southmoor Dr., which is the safest route. There are also school crossings at Autumn Oak and Scottsdale.

We ask parents to honor the safe walking route when walking children to and from school. Not only are they learning the safe route so they will use it when you are not with them, but other students will be watching you, as adults, model the route.

BICYCLE RIDING

Student in 3rd, 4th, or 5th grades are eligible to ride their bikes to school. Younger students wishing to ride a bike must be accompanied by a parent, other adult or older sibling if pre-approved. We strongly recommend students wear a bike helmet and lock their bike to the bike rack.

BREAKFAST AND LUNCH PROGRAM

BREAKFAST TIMES

Breakfast is served from 7:25 AM – 7:50 AM in the cafeteria. Students who plan to eat breakfast at school should allow sufficient time (arrive by 7:30a) to eat breakfast and get to class by the last bell at 7:50 AM. Payment for both breakfast and lunch is turned in to the classroom teacher.

LUNCH TIMES

Lunch is served in 20 minute intervals by grade. The lunch period is 20 minutes coupled with a 15 minute recess. Below are the scheduled lunch times:

<i>Kindergarten- 12:00</i>	<i>1st Grade- 11:55</i>	<i>2nd Grade- 11:00</i>
<i>3rd Grade- 11:25</i>	<i>4th Grade- 10:55</i>	<i>5th Grade- 11:30</i>

BREAKFAST AND LUNCH PRICES

TBD

FREE/REDUCED LUNCH PROGRAM

Parents are required to complete a new application for free/reduced lunch at the beginning of *each* school year. The parent/guardian will be notified of the approval of the application. Parents will be charged for any breakfast, lunches, or drink purchased prior to the approval of the application.

Please note: According to federal regulations, *milk* is not free when purchased separately from breakfast or lunch. When qualified free/reduced lunch students bring a cold lunch and want to purchase a drink to go with it, they will be charged. Parents of free/reduced lunch students may choose to pre-pay a few dollars on their child’s lunch account to take care of these incidental purchases.

LUNCH MENU

The lunch menu can be found on [the website here](#). The menu denotes items that are made with pork or pork products, and also vegetarian items.

If your child prefers to bring his/her lunch and/or beverage from home, please note that SODA POP, CARBONATED BEVERAGES, AND FAST FOOD ARE NOT HEALTHY CHOICES.

FOOD ALLERGIES

If your child has a diagnosed food allergy, you will be given a form to be completed by your physician verifying the food allergy and listing acceptable alternatives. This would apply to allergies to foods such as peanuts/tree nuts, milk (true milk allergies or diagnosed lactose intolerance), wheat, eggs, etc. A copy of the form will be provided to the classroom teacher, to the lunch servers, and to the Director of Food Service.

PEANUT SAFE/TREE NUT SAFE LUNCHROOM POLICY

There is a Peanut Free/Nut Free table in the lunchroom. Students with peanut/tree nut allergies sit at this table. Any child who purchases the school lunch may also sit at this table. No students bringing lunch from home may sit at the peanut free/nut free table. The peanut-free tables and all other tables are washed down with a disinfectant solution after each lunch.

- Students are allowed to bring a peanut/tree nut product to school ONLY if it is kept in a sealed airtight baggie in their backpacks during the school day.
- Peanut/tree nut products are not to be consumed in classrooms.
- Peanut/tree nut products may only be consumed at lunch time once the students are in the lunchroom. Students bringing peanut/tree nut products to school cannot eat at the peanut-free table, but may eat at any of the other tables designated for his/her grade level.

LUNCHROOM RULES

When in the lunchroom, children are expected to follow these lunchroom rules:

1. Students may talk in a soft voice.
2. Legs should remain under the table.
3. Students should remain seated at all times.
4. Students may not exchange or give away food.
5. Students should not mix or play with their food.
6. Students should dispose of trash in the proper containers.
7. Students should respect and obey lunchroom supervisors.
8. At times designated by supervisors, students should remain silent.
9. When outdoors, students should stop play immediately and line up quietly to return to the classroom when the signal is given.
10. During bad weather, the students will remain in the lunchroom with an activity or return quietly to their classroom after lunch and be seated to do indoor activities.

PROGRAMS AND ACTIVITIES

ART PROGRAM

The well-balanced art curriculum provides opportunities for students in many aspects of art, from drawing to painting to studying art history.

ASSEMBLIES

Throughout the school year, we schedule quality educational assemblies for our students. The PTA helps fund some of the assemblies. We extend our thanks to them for providing our students with these opportunities.

BAND AND STRINGS

Band and Strings music instruction is offered to students in fifth grade. The Band and Strings teachers will contact fifth grade classrooms and provide information during the first few weeks of school.

FIELD TRIPS

Robeson students travel on field trips for experiences that support the educational curriculum. When a field trip is planned for your child's class, you will receive a permission slip from your child's teacher telling you the date, time, and location of the field trip. You must return the signed permission slip to your child's teacher in order for your child to attend. If you do not return the permission slip and we cannot contact you to obtain verbal permission, your child may be held back from the field trip. We make every effort to obtain permission for all students to attend these experiences.

Parent chaperones are welcome and often needed on field trips. However, there may be limits on parent chaperones at the request of the location being visited. Parents should not bring other children on the field trip – either younger siblings or school-age students in another grade.

There may be a charge for some field trips, and we ask parents to pay the admission fee if possible. No child will be held back from a field trip because of inability to pay.

MENTORING PROGRAM

The CU One-to-One Mentoring Program pairs selected students with community volunteers. Volunteer mentors develop a relationship with the student and enjoy seeing the student progress through the school year. Mentors spend about one half-hour to one hour a week during the school day talking to a student. No previous experience required - all volunteers participate in a one-hour training session prior to working with a student. Call the school office if you are interested.

POSITIVE BEHAVIOR INTERVENTIONS SYSTEM (PBIS)

PBIS is a proactive system approach practiced in our school environment. It is designed for all students and is based on sound research utilizing effective teaching practices. PBIS fosters positive teaching and learning environments in all settings and enables school staff to focus on academics because we realize the power of the social environment intertwines with the success of academic curriculum. Our three expectations are: Be Safe, Be Respectful, and Be Responsible. Social skills are reinforced daily with recognition and relationship building. Student successes are enthusiastically recognized and celebrated.

PHYSICAL EDUCATION PROGRAM

Students are involved in a wide variety of skill development, physical fitness, motor development, and recreational activities. Coordination, rhythm, fitness, skill, knowledge and sportsmanship are emphasized at the primary level. Seasonal sport skills will be emphasized in the upper grades. Improvement is always stressed.

By its nature, physical education is very active. Students will be asked to run hard, jump, dodge balls, change direction, kick, and start and stop quickly. Children should wear appropriate clothing and shoes to the physical education class. **Jogging, tennis or basketball shoes are required.** Sandals, flip-flops, or boots are not appropriate and will not be allowed. Girls should wear shorts under skirts or dresses to the physical education class. Robeson School does not have a locker room for children to change clothes, so they need to wear the proper clothing and shoes to school.

Students are expected to go outside for class recess, lunch recess, and P.E. when P.E. class is held outside. If the student has been ill and the parent makes a request to the teacher for the student to be exempted from P.E. and recess, approval may be granted by the teacher for up to three (3) days. **Requests for a longer period must be made in writing by the child's physician and submitted to the school office.**

VOCAL MUSIC PROGRAM

Music concepts will be presented and reinforced through singing, listening, moving, and playing of classroom instruments. These instruments include Orff and non-pitched percussion, recorders, guitars, and autoharps.

Robeson School's music program is designed to provide musical experiences through active involvement. The basic elements of harmony, rhythm, melody, tone, color, tempo, and dynamics are implemented in all musical activities.

Students gain an understanding of the components that comprise music, an ability to compare and contrast musical pieces in fine detail, and a heightened perception that music is meaningful and enriching.

ROBESON PTA

Robeson PTA membership is open to all parents and staff. Meetings are generally scheduled for the third Tuesday of each month at 6:00 PM in the Robeson Library. Childcare is provided. Robeson PTA website: robessonpta.com

The following officers were elected for the 2022-23 school year:

President	
Vice-President:	

Secretary:	
Treasurer:	

The PTA provides resources and support for many school activities:

- ❖ In-school assemblies
- ❖ Periodical subscriptions for each classroom
- ❖ Reflections, a contest for literature, visual arts, photography, and musical composition
- ❖ Classroom equipment and materials
- ❖ Playground equipment
- ❖ Teacher and staff instructional materials and activities
- ❖ Fun Day
- ❖ Family Reading Night
- ❖ Family Math and Science Night
- ❖ Family Arts Night

The monthly PTA Newsletter “Robeson Rocket” describes upcoming school events and also contains information from the Principal, Unit 4, Robeson PTA, and Robeson School. The Rocket is sent home with students each month.

SAVE THESE ITEMS!

Collection boxes are located in the front lobby near the office.

- **Campbell’s products labels** – Collected to redeem for items for use in the school. Clip the designated area on the product label from Campbell’s, Swanson, and Pepperidge Farm products.
- **General Mills Boxtops for Education and Tyson Project A+ labels** – Collected by the Robeson PTA to redeem for cash to support PTA projects.