



Carroll Robbins Elementary School

Parent-Student Handbook 2019-2020

Zebbie Belton, Principal

Octavia Lee, Vice-Principal

PRINCIPAL'S MESSAGE

Welcome to Carroll Robbins Elementary School. Our primary goal is to empower our students to become inspired learners, critical thinkers and problem solvers. All of us, the principal, faculty and staff work collaboratively to create a school community which fosters a love of learning.

At Carroll Robbins Elementary School, we have an exceptional teaching and support staff that works tirelessly for the benefit of every student. We pride ourselves in being a place where our mission is to ensure that every child's potential is achieved.

As a parent, you are a key member of that team. Our primary goal is for both families and staff to work as a team to nurture the academic, social, emotional, and physical development of each child.

I encourage each of you to remain active in your child's education. According to research studies, students with involved parents, no matter what the parents' education or background, are more likely to have better attendance records, earn higher grades and test scores, and have better social skills than those whose parents are not involved.

I look forward to working with each of you this school year. Let's make it the best one ever!

Zebbie Belton, Principal

SCHOOL VISION

We strive to be an outstanding, culturally diverse community, aiming for excellence while empowering our students to achieve their highest potential in all areas of the curriculum and positively contribute to the community.

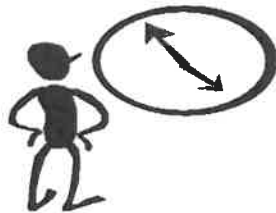
School Mission

In collaboration with families and community partners, the staff at Carroll Robbins Elementary School, are committed to preparing our diverse student population for the 21st century by engaging all learners in challenging and relevant learning experiences that meet the highest educational standards in a caring and supportive environment.

School Pledge

I am a robin, ·
 watch me soar!
We are robins
 we stand for:

- Safety, means helpfulness, good judgement, and responsibility
- Ownership, means honesty, integrity, and courage
- Achievement, means extra effort, perseverance, and self-discipline
- Respect, means good manners, kindness, and friendship



SCHOOL SCHEDULES

Regular Hours

8:45 AM - 3:15 PM

Delayed Openings

10:45 AM - 3:15 PM

Single Sessions/Reduced Days

8:45 AM - 1:00 PM

SCHOOL PROCEDURES



Arrival

School staff will be welcoming students inside the building at 8:15 for breakfast. For security purposes, only students (K-5) will be entering the school building. Please do not leave your children in the school facilities before 8:15. There is no supervision at that time.

Line Up (Dismissal)

All students line up on the playground according to their class number. Kindergarten and first grade students will line up on the playground at 3:05. At 3:15, they will proceed to the cafeteria to be picked up. Students in grades 2-5 will line up on the playground at 3:15. At 3:25 they will proceed to the auditorium to be picked up.

Early Closing/Early Dismissal/Delayed Opening

School district closings, due to extreme weather conditions (snow, ice, high temperatures, etc.) or other emergency situations, will be announced on WCAU-TV (channel 10), KYW-TV (channel 3), WPVI-TV (channel 6) and radio stations 101.5 (FM). Closings will also be announced on our district website (www.trenton.k12.nj.us).

IMPORTANT: PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR HOME OR WORK NUMBER IS CHANGED OR DISCONNECTED. PLEASE BE CERTAIN THE SCHOOL CAN CALL AN ALTERNATE NUMBER OF SOMEONE NEARBY IN ANY EMERGENCY. CONNECT ED WILL BE INITIATED FOR ANY EARLY CLOSINGS OR EMERGENCIES.



Parking and Drop-Off/Pickup

To ensure the safety of our children, all parents are reminded to follow the procedures for dropping off and picking up of our children. There is to be NO parking on the school playgrounds. Tyler Street is a

one-way street. Please don't block the traffic by parking in the middle of the street. Students will enter through door # 2.



Visitors

School doors will be locked to all those who are outside. Visitors must enter door # 2 parking. The building is monitored by closed circuit TV, and visitors will need to identify themselves before being admitted into the building and show identification upon entering. It is BOE policy that all visitors who enter the building during school hours sign the visitor's notebook located at the security desk. **NO ONE** is permitted to move throughout the building unless they report to the Main Office first. This policy is necessary for the children's protection and safety. You will be given a visitor's pass at your entrance.



Student Early Dismissal

Parents who wish to have a child dismissed before regular school dismissal time must report to the Main Office and sign their child out before 2:30 P.M. It is requested that doctor's appointments, dentist appointments, necessitating released time from school, be held to a minimum. No early dismissals will be granted after 2:30. Children may only be picked up by parents/guardians or by a written note approving a pick-up. Please make sure any other adults authorized to pick-up your children are listed on your Emergency Information Form and come with a picture ID.

General Rules:

1. A picture ID is required from anyone picking up a child.



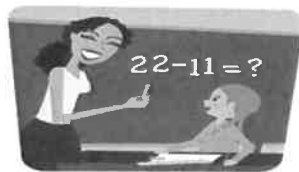
2. No child will be released to any individual less than 18 years of age.

3. A child will not be released to anyone other than a parent/guardian or an individual listed on the emergency form without written consent from the parent/guardian.
4. A note to the teacher stating the child's first and last name, pick up time and day and the name of the person who will be picking the child up is required and must be sent to school on the day the child is to be picked up.



Leaving School Grounds

No child is permitted to leave the school grounds at any time during school hours. Only a child's parent/guardian or a person designated by the parent/guardian may take a child from the school. All children must be signed-out in the school office. This procedure must be followed during the school day. Emergency Contact Sheets Cards will be distributed.



Attendance

If any child is absent from school for any reason, he must bring a written excuse from home signed by the parent. As an added precaution, we are requesting that parents telephone the school on days that your child is absent. This will enable both the home and school to confirm the absence. Please telephone us between the hours of 8:30-10:00a.m. Every effort should be made to have your child attend school regularly. Frequent absences have an adverse effect on your child's progress and may result in additional consequences.

If a student is absent and would like to obtain classwork, parents must call the office in the morning to report the absence and make the request. Also, due to time constraints, such work would not be available until the end of the school day for pickup or release to a sibling, neighbor or friend.

The New Jersey Department of Education monitors our attendance under the School Annual Report Card. Our school must maintain a 95% monthly attendance in order to meet the state of New Jersey College and Career Readiness requirements.

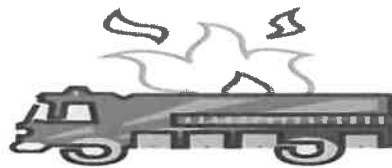
Discipline

Students are expected to demonstrate safe and respectful behavior to all members of the school community at all times while on school property and during school hours (including their commute to and from school). Students that do not comply with these expectations are subject to the following dispositions included in the district discipline policy.



Dress Code

The Robbins School strongly believes that it is the families' responsibility and obligation to see to it that their children come to school dressed modestly, tastefully, and neatly at all times. Our school uniform is khaki bottoms and light blue tops. Flip-flops and backless sandals can be a hazard on the playground. Therefore, this type of footwear should not be worn to school. If there is any question as to the suitability of a child's dress, the school will bring it to the attention of the child and/or parents. Shirts must cover the shoulder and underarm areas, while shorts and skirts should be at least fingertip length.



Emergency Drills

The school laws of New Jersey require that all schools hold at least one fire drill and one emergency drill each month of the school year. The school children are taught to leave the building quickly and safely. Other drills will be held to practice emergency evacuation procedures.



Safety Patrols

The Safety Patrols at Carroll Robbins Elementary school take an active part in keeping our school safe and orderly, display leadership skills, and develop a sense of citizenship. In accepting this responsibility, they agree to be a model student by showing respect for the staff and strive to set a good example to earn the respect of fellow students. Patrols demonstrate responsibility and perform all duties faithfully.

The attributes we look for in Safety Patrols include students who are responsible, relate well with others, and show commitment to the school.

Although high academic achievement is not a pre-requisite, we have found that students who take school seriously also take their patrol responsibilities seriously. To become successful Safety Patrols, students will participate in formal trainings and meetings.

Only students in 3rd, 4th, and 5th grade can participate in the Safety Patrols Program.



Breakfast/Lunch

Free breakfast and free lunch will be provided to every child. Breakfast will be served starting at 8:15 AM.



Healthy Schools

The state's healthy school initiative continues to encourage good nutrition for our children. The state policy requires that no food product that has sugar as its first ingredient be served to the students. We encourage you to consider this policy as you prepare your child's lunch and snack for the day.

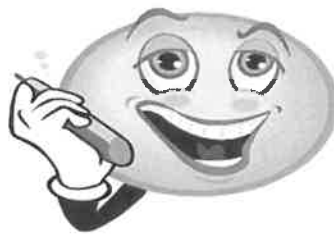


Bullying

Robbins Elementary School prohibits acts of harassment, intimidation and bullying. A Bullying Policy, adopted by the Board of Education, is strictly enforced to ensure a safe environment.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus that:

- A. is motivated by any actual or perceived characteristic, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status; or
- B. by any other distinguishing characteristic; and
- C. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in a reasonable fear of harm to his person or damage to his property; or
- D. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.



Electronic Devices and Toys

Please note that at no time will students be permitted to bring toys, collectible cards, electronic devices such as cell phones, electronic toys, headphones, radios, etc. to school. If any such items are discovered, they will be confiscated by the office immediately. The office will arrange for the items to

be picked up by the student's parents. Carroll Robbins Elementary School does not permit students to bring cell phones to school. If, as a parent/guardian, you have an emergency situation and it is necessary for your child to have a cell phone, then please adhere to the following.

1. Send in a written note, signed by the parent/guardian, indicating the reason your child needs the cell phone. This note must include the date or dates that the phone will be carried.
2. You must agree to the fact that even though you permit your child to have the cell phone, it will be kept with the security officer upon your child's arrival to school and will not be returned to the child until the end of the school day.
3. The school will not be held responsible for any loss or damage that results from your child bringing a cell phone to school.
4. Should a student bring a cell phone to school without a written note from a parent/guardian, the phone will be held by the Principal until it is picked up by a parent.



Child Abuse

Robbins School believes the physical and mental wellbeing of all children in its charge must be maintained as a prerequisite to achievement through the formal educational process. The school district shall cooperate with the New Jersey Division of Youth and Family Services (DYFS) to identify and report all suspected cases of child abuse or neglect.

Suspension

In the event any child is guilty of misconduct or continued insubordination to the school organization and regulations. The school Administrator will contact parents/guardians immediately if the student has been suspended.



Care of School Property

The school supplies textbooks, workbooks, and a reasonable quantity of supplies, such as paper and pencils, to each student according to his/her needs. The children are expected to exercise reasonable care in handling textbooks and other such material. Destroying such property is not only inexcusable, but is subject to fines for those responsible.



Curriculum

At Robbins, we are implementing a Balanced Literacy Approach. Students are engaged in read alouds, shared, guided, and independent reading; in addition to independent and shared writing. The length of the Literacy Block is 150 minutes. Our core reading resource is Journeys. Mathematics instruction is also a part of our school instructional day. Students are provided with 80 minutes of daily math instruction.



Eureka Math is the core math resource utilized at Robbins. Social Studies, Science, Art, Physical Education, library, Music, and Computer classes are also integrated in the students' daily schedules.

Robbins offers a Bilingual Program. In this program, students are taught in Spanish and English. The goal is for students to become proficient in the English Language. In addition, we also provide these students and English Language Learners that are not in the Bilingual Program, English as a Second Language services as mandated by New Jersey Department of Education.

We have a resource classroom/teacher that provides instructional support to special education students.



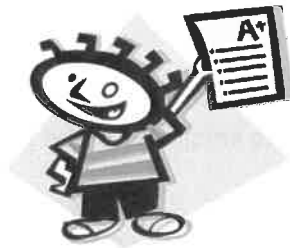
Homework Policy

Homework is an important part of the child’s educational program. All subject areas are important and will be considered for homework, if there is an educational value in giving the assignment. Good homework study habits should be established in the elementary grades. Quality homework with depth is much more significant than quantity. The regular practice of completing homework assignments will improve study habits and will teach the student responsibility.



Assessments

All third, fourth, and fifth grade students will be assessed with the PARCC (**Partnership for Assessment of Readiness for College and Careers**) during the month of April and May. The PARCC measures students’ proficiency levels in Language Arts and Mathematics. During the school year, teachers incorporate skills assessed in the PARCC throughout the instructional day. PARCC scores are usually received by the school in the month of August.



Grade Scale

Kindergarten, first and second grade	Third-Fourth
O - OUTSTANDING	A+ (98-100) / A (93-97) / A- (90-92)
S – SATISFACTORY	B+ (87-89) / B (83-86) / B- (80-82)
I - IMPROVING	C+ (77-79) / C (73-76) / C- (70-72)
NI - NEEDS IMPROVING	D+ (67-69) / D (63-66) / D- (60-62)
U - UNSATISFACTORY	F (0-59)



Conferences

Parents are encouraged to conference with teachers, guidance and/or the principal at their desire as long as they provide advanced notice. These are the scheduled Parent-Teacher Conference time periods: November 26th and 28th, March 19th and 21st.

If you would like to conference with a teacher at a time other than the designated conference dates or the principal, call the office to make an appointment, or send in a note with your child asking the teacher to contact you to set up a time to meet. Please make sure you provide the correct information for the teacher to do so.



Progress Reports

Interim reports provide an assessment of student learning and demonstrate academic achievement. Interims will be available online on the following dates, October 10th, December 19th and March 6th and May 16th.

Message form the School Nurse

The school nurse operates the health clinic. As well as handling all school medical emergencies and health concerns, she administers medications, conducts various health screenings throughout the school year, such as height, weight, blood pressure, vision, hearing and scoliosis at specific grade levels.



Medication shall be administered only upon the written order of a licensed physician, and a written request from the parent. The order from the physician must include the diagnosis, dosage of

medication, and time it is to be given. All medications must be sent to the nurse in a labeled prescription bottle.

The parent request shall give permission to administer the medication and shall release the school of all liability. These requirements also apply to any over the counter medication, such as Tylenol, Advil, etc.

In the interest of your child's health, as well as the health of other students, it is suggested that you keep your child home if he/she has the following symptoms:

- a. Fever over 100 degrees F



- b. Vomiting during the night or morning



- c. Heavy or loosely frothing coughing, and/or extensive nasal discharge



- d. Severe headache, diarrhea, and/or stomach cramps



Your child must be fever and symptom free for 24 hours before they can return to school.

If you have any health questions or concerns or, if your child has any special health/dietary needs, please contact the nurse's office. Dial (609) 656-4910 and press 2.



Medicine Policy

In order for a child to receive any medication at school, a form must be completed by the child's physician and returned to school. The school nurse and the child's parent/guardian are the only persons

permitted to administer the medication. All medications must be kept secure and locked in the nurse's office. Unless specifically authorized by the school nurse, students are not permitted to possess any form of medication.

SPECIAL SERVICES

Speech



The purpose of the speech and language program is to remediate deficits in speech and language that adversely affect a student's educational performance. These deficits must not be related to dialect, cultural differences, or influence from a foreign language. Therapy is provided in the areas of articulation, language, fluency, and voice. Children who receive therapy are classified as, "Eligible for Speech-Language Services" or any one of the classifications for students in need of special education.



Guidance

The guidance department consists of a certified school counselor. As well as counseling students, the school counselor assists the principal with student discipline and the teachers with managing student behavior. The school counselor also presents mini lessons to students on bully prevention, harassment, and tolerance, and counsels staff and parents of students experiencing academic, social, or emotional difficulty. Counseling is provided on a full time basis. Immediate concerns are addressed and dealt with on a short-term and long-term basis. If you wish to receive counseling services for your child or for yourself to assist you in dealing with your child, please call the guidance office at 609- 656-4901 x 3413 and make an appointment to meet with the counselor, Brian L'Oiseau (bloiseau@trenton.k12.nj.us), or send a note in to your child's classroom teacher.



Child Study Team

The school child study team is a part of the Division of Pupil-Special Services. It consists of a school social worker, school psychologist, and learning disabilities teacher consultant. The team has the

following primary responsibilities: evaluate students that have referred for having potential disabilities and case-management programs for students that have been identified as needing special services. Team members may also work with students with disabilities, as well as their parents, and teachers.

Robbins has bilingual and monolingual Child Study Teams. If your child meets the eligibility requirements for special services, an Individualized Education Program (IEP) will be developed.



What is an IEP?

The individualized education program is the “road map” to your child’s education. It is both a process and a product. The IEP is the primary mechanism for parental participation in the special education cycle. The IEP serves as a written agreement between the local school districts and the parents to provide required services. If your child meets the eligibility requirements for classification, an IEP will be developed. The IEP or detailed personalized written plan allows the educators and you to plan and monitor your child’s program and progress. A parent must sign the IEP that is developed for the child in order for the school district to start the child in the program as designed in the IEP.

Intervention and Referral System

The Intervention and Referral System (I&RS) is a state mandated pre-referral committee that is designed to provide assistance to students experiencing academic, social, and emotional difficulty in school. The committee consists of the principal, school nurse, guidance counselor, speech therapist, reading specialist, a child study team member, and at least one general and special education teacher. The committee meets monthly to discuss students that are referred by either their classroom teacher or parent. During meetings, the committee brainstorms with the classroom teacher, and parent (if requested), develops and “Action Plan” and then implements classroom, building and district strategies, not excluding retention, or referral to the child study team for evaluation.