

Robey Elementary Student Handbook



2022-2023

Robey Elementary School
8700 West 30th Street
Indianapolis, Indiana 46234
(317) 988-6000

Dear Robey Families,

We are thrilled that you have chosen Wayne Township schools and Robey Elementary to provide your child with a high quality education. We greatly appreciate the partnerships that we develop with our families and are thankful for the new ways we have learned to connect with families as we navigated through the pandemic. Teachers, office staff, and Superintendent Dr. Buttlis will often communicate through our ParentSquare program so please be sure you are signed up so you don't miss important information. Our Skyward system allows parents to see updated grades, attendance, etc. Please contact our front office if you have any questions about how to utilize either of these tools.

The 2021-22 school year was an enormous success for our students and staff. We were so thankful that we were finally able to have a full year of uninterrupted in-person learning. The growth and improvement that students demonstrated in academic, social, and emotional skills were very encouraging. Additionally, Robey had two teachers who were recognized by their peers as the very best in the state. Mrs. Natasha Patterson was named Indiana's Outstanding Gifted Educator of the year and Mrs. Hannah Maschino was the recipient of Indiana's Special Educator Rising Star of the Year. These two awards epitomize the dedication of our hard-working and talented staff.

Our new school year will bring changes and updates to our physical building as a major building addition and renovation begins in Summer 2022. Four additional classrooms will be added to the Northeast side of our school, and room interiors will be updated as the project progresses. Plumbing, mechanical, and HVAC improvements are also part of this large project. We will communicate with families as the renovations progress.

Please pay attention to the district website and be active with our PTO. Also, please plan to like the Robey PTO Facebook page and follow our school's Twitter account @RobeyRockets to keep up with all the great things that happen at Robey and in our community. The deep partnerships that develop between home and school help to ensure the success of all of our students. We are looking forward to an amazing school year!

Sincerely,

Mr. Ben Markley
Principal

Mr. Christopher Wey
Assistant Principal

MISSION

Robey Elementary, a team of staff, family and community, provides all students with a safe, supportive setting, ensuring learning experiences for their academic, social, and emotional growth. With a focus on academic excellence, we challenge students to become responsible, motivated lifelong learners.

ROBEY BEHAVIOR STANDARDS

1. Keep your hands and feet to yourself.
2. Be courteous, kind, and respectful of others.
3. Be honest and cooperative at all times.
4. Keep your materials and the school neat and clean.
5. Be prepared for class and **do all** assignments.
6. Line up for class and dismissal promptly and walk quietly in the halls.
7. Bring **no** candy, gum, or soft drinks to school
8. Bring **no** toys or playthings without your teacher's permission.
9. Bring **no** dangerous items to school.
10. Possess or use **no drugs, alcohol, or tobacco products.**
11. Display good manners in the cafeteria and keep your area clean.
12. Follow the directions of school staff immediately, the first time directions are given.
13. Pass no notes at school.
14. Follow the dress code.

FOLLOW BLAST GUIDELINES

Be Respectful

Life Long Learners

Active Listening

Safe School Environment

Take Responsibility

VISITING SCHOOL

Robey Elementary is committed to providing the best learning environment for your child. We believe that when school, parent, and child all work together it creates success for your child.

School safety (and safety in any public space) is often at the forefront of our minds as parents, educators, and citizens. As we strive to make our schools the safest places we can for our students, staff, and families, the MSD Wayne Township has implemented the following procedures and protocols in all elementary schools.

- 1) Students may be dropped off in the morning during morning car rider procedure no earlier than 8:12 a.m.
- 2) Parents who walk their child to school should remain in the front entry and say their good-byes with their child at that location.
- 3) Parents who need to speak with a teacher should call or email the teacher to set up an appointment. Out of courtesy to both the teacher and students, please schedule all visits with the teacher prior to your visit. We know conversations with parents and teachers are most productive when both adults can devote their full attention to the topic, and we want teachers to use every minute of the day to teach our students.
- 4) If parents need to speak with their child during the school day, we will be happy to call your child to the office and find a private location for you to converse.
- 5) All visitors who need to enter into the school (HOSTS, regular school volunteer, field trip chaperones, meeting with teacher, etc.) will need to have a government issued ID out and ready to be checked. The ID will be scanned and a badge will be printed for you. When leaving school, you will drop the badge back off at the office so you can be checked out. Scanning visitors in and out not only allows us to check the National Sex Offender registry, but we are able to keep an accurate account of who is in our school at all times.

Thank you for your continued support of our safe schools!

M.S.D. of Wayne Twp. Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.



M.S.D. of Wayne Twp. Student Dress Guidelines

Shirts / Tops

All shirts or tops must “cover” the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student’s arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandannas, headbands, scarves) designed to pull or hold hair.

Hair / Facial Jewelry

Student’s hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags / Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments / See-Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover".

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school’s mission by the school administration may be prohibited.

WAYNE TOWNSHIP ATTENDANCE GUIDELINES

Attendance in school is an important part of the learning process. Students are expected to be in attendance* each day school is in session. It is the parent's responsibility to notify the school by 9:00 a.m. if the student will be absent. Please call 988-6050. Excessive absences without a reasonable excuse may constitute truancy. Repeated absences jeopardize the pupil's continued progress in school.

Class starts promptly at 8:15 a.m. so that students can begin morning work and have breakfast. Students must be in their classroom by 8:30 a.m. or they may be considered tardy.

Absences shall be classified as unexcused when a student is absent from school or a class without either the approval or consent of the principal or the principal designee, or as authorized by Indiana law. The following provisions sets forth the various types of absences that are recognized as excused, or which by reason of Indiana law.

1. Illness
2. Health Care and Social Services Appointments
3. Religious Instruction Commitments
4. Pages in Indiana General Assembly
5. Participation in Election Day Activities
6. Subpoenaed as a witness
7. Take Your Child to Work Day. (The absence may be excused if the parent provides a note from the employer stating that it is permissible for the child to accompany the parent to work.) The MSD of Wayne Township does not participate in the Take Your Child to Work Day. School district employees may not bring their child to work.

The following steps constitute the MSD of Wayne Township attendance plan:

1. After three, five , and nine days of absences, a warning letter will be sent home.
2. If absences continue, a referral is made to the truancy court. Attendance includes absences and tardies.

ATTENDANCE MATTERS



**METROPOLITAN SCHOOL DISTRICT OF WAYNE
TOWNSHIP
Elementary Student Attendance/Tardies Guidelines and Procedures**

1. Students will be counted “tardy” if they arrive at school after the official start of school and before ½ of the school day is complete. (This time will vary from school to school; at Robey this time is noon.)
2. The school day is divided into two parts: a.m. and p.m. Students should be counted in attendance for a ½ day if they attend for a portion of the morning or afternoon. If students arrive in the a.m. before the ½ day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
3. There will be two awards issued to students for attendance at the elementary level– Perfect Attendance and Outstanding Attendance.
4. If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a PERFECT ATTENDANCE AWARD. In order to qualify for a PERFECT ATTENDANCE AWARD, a student may not have any tardies or any early releases from school.
5. A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no absences and not more than a total of 6 tardies or early release days with documented doctor or dental notes for the year.

**SCHOOL DAY SCHEDULE
8:15 a.m. to 3:20 p.m. (Grades K - 6)**

GRADING SCALE

Percent Based	Letter Grade
100	A+
93-99	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
65-69	D
50-64	F

GRADE AND PROGRESS REPORTS

Wayne Township Elementary Schools issue report cards each nine weeks. Near the middle of each grading period, an interim report will be sent home to you if your child is not meeting his or her academic responsibilities. We want to advise you of a lack of progress early in the reporting period so that corrective actions can be taken by all parties to improve student performance. If you receive an interim report, sign and return one copy to the teacher within two days.

Grading Period

First
Second
Third
Fourth

Report Card Dates

October 3-7, 2022
January 13, 2023
March 17, 2023
June 1, 2023

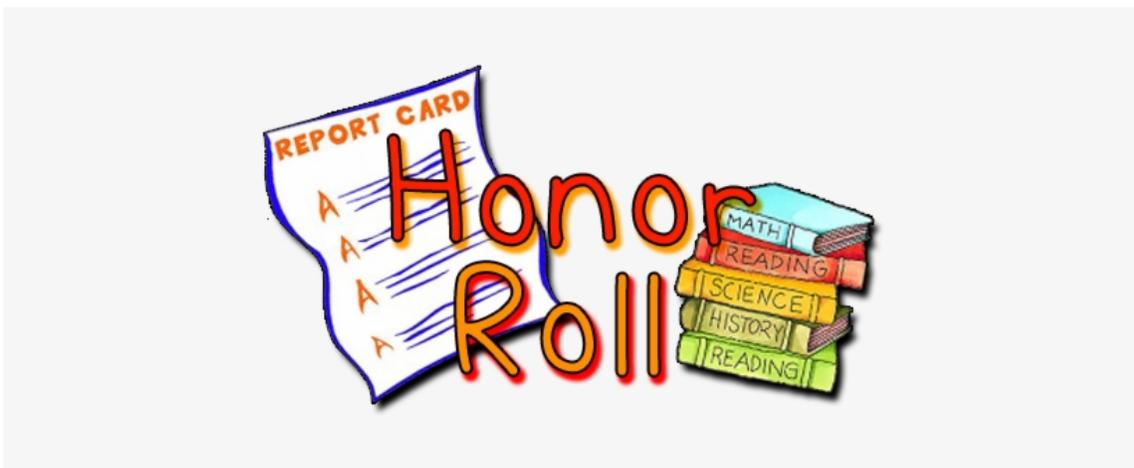
HONOR ROLL

The purpose of the honor roll is to recognize the accomplishments of students and to provide an incentive for the remaining students to become a member of the honor roll. Honor roll recognition will be made each nine weeks. Students in grades 1 through 6 are eligible as well as special education classes (comparable by age to grades 1 through 6). Grades in all subjects are to be included as well as citizenship. Special class (art, music, physical education) grades will be counted with the academic class grades for grading periods two and four. The types of honor rolls are:

1. **STRAIGHT A's HONOR ROLL:** All A's must be earned.
2. **HONOR ROLL:** A's and B's must be earned in all subjects.
3. **OUTSTANDING EFFORT:** This is a recognition system to identify students who have improved their grades and/or effort.

REMEMBER:

School is for learning. Each of us must do our part to make sure everyone enjoys a positive and productive learning environment.



HOMework

Students will often have some form of homework, usually during week nights. Since the major purpose of classroom instruction is to present new educational experiences to students, assignments designed for practice and /or extension of the learning will be made frequently.

Students ordinarily will have time allotted at school for working on assignments. If this time is not used productively, homework may seem to be excessive. If you have questions about homework, contact the classroom teacher. You will be advised if your child makes a habit of not turning in homework. While homework is primarily the responsibility of the child, parent interest and support have proven to dramatically increase student success. Additional information about homework practices in the classroom may be provided by the teacher.

- The teacher will send make-up work home when the child returns.
- The teacher will contact you or send it home with another student if work needs to be completed before the child returns to school.
- Student work may be picked up at the office between 3:45 and 4:15 p.m. Monday through Friday.



SCHOOL-HOME CORRESPONDENCE

A folder will be provided for your child to bring student work and school information home. Please return the folder with your child to school. Some grade levels will also use assignment notebooks. Assignment notebooks are sold in the bookstore.

PARENT LIAISON

Our parent liaison is available to provide direct service and guidance to students and families. The parent liaison can assist school personnel and the family in working together for the children's welfare.

CELL PHONE USAGE

Cell phones and portable electronics are to be turned off and kept in backpacks during the school day unless given specific adult permission. If a student has a phone out during the school day without permission, it may be taken and turned into the office. A parent will need to pick up the phone. The school and the MSD of Wayne Township are not responsible for lost or stolen items.

TELEPHONES

Students should ask to use the classroomphone only in case of an emergency. Permission must be granted by the classroom teacher for use of the phone. Arrangements for after-school activities should be made before coming to school.



**DELAYED AND EMERGENCY EARLY
RELEASE SCHEDULE**



Listen to or view LOCAL Media Broadcasts.

Sometimes the weather or unforeseen events require changing school schedules. There are now two alternative schedules- the two-hour delay in starting or the early dismissal. The two-hour delayed schedule leaves dismissal times unchanged, and starting times are as follows:

Ben Davis HS, 9th Grade Ctr 10:15 a.m.

Robey Elementary 10:15 a.m.

7th/8th Grade Centers 11:00 a.m.

**STAFF DEVELOPMENT DAY (NO SCHOOL)
NOVEMBER 8, 2022**

EMERGENCY SCHOOL CLOSING

Your child must know where to go should an emergency school closing occur. You will be asked to file an Emergency Release form which will provide information on what your child should do in case of an early school closing. If school will be closed, local radio and television stations will broadcast this information.

LEAVING SCHOOL EARLY

All early dismissals are cleared through the school office. Please notify the teacher in advance of your child's need to leave school early whenever possible. Children are expected to remain at school throughout the school day unless a note is received by the school office. **Parents arriving to pick up children early in the office must do so before 2:45 p.m.** Anyone other than the parent must have written permission or be listed on the student's contact list. Please, no changes of transportation after 2:45 p.m. For your child's safety, teachers may not release students from the classroom unless they are notified by the office. Students will be called to the office when the parent arrives.

TRANSFER TO ANOTHER SCHOOL

When moving to another school district, all library books, Chromebooks, and textbooks must be accounted for before a partial book rental refund can be made. Please also know, that portions of the book rental fee are non refundable regardless of when during the school year the student moves. We would appreciate advance notice of an impending transfer.

BUS TRANSPORTATION

Your child must return home from school in the same manner in which he or she is normally transported, unless a message, **IN WRITING**, is sent to the office noting a change in transportation or other plans which affect the student's routine procedures. The note should tell where your child is going and how he or she will get there. Bus transportation is provided for Wayne Township kindergarten students. Students on buses are under the direct supervision of the driver and must obey all safety rules. You will receive a copy of the student school bus conduct and rules information. Call the Director of Transportation at 988-6375, if you have questions or concerns regarding transportation.

PARENTS MUST NOTIFY THE OFFICE BY 2:45 OF ANY TRANSPORTATION CHANGES AND ANY EARLY RELEASE PICK-UPS MUST BE COMPLETED BY 2:45.

For your convenience, the district has partnered with Here Comes the Bus, an easy-to-use website and mobile device app that enables parents and caregivers to to view the real-time location of their child's school bus. Visit herecomesthebus.com with school code 75632 for more details.



CAR RIDER PROCEDURES

In creating a safe place for learning, the following are the procedures that need to be followed for picking up your children . These guidelines were developed in cooperation with the Clermont Police Department and Wayne Township Security.

MORNING DROP OFF:

1. Please turn off Tansel Road onto Robey Drive. Take Robey Drive until it T's into Bridgeport Road. Turn left in front of the school.
2. As traffic flow allows, or as directed by school or police personnel, please pull the north end of the sidewalk before letting your child out of the car. If you are the first car, please pull all the way up the sidewalk to let others fall in line behind you.
3. You should not let your child out of the car until you are at the sidewalk.
4. If you plan to walk your child your child into the school, please park in our north or south lots, or our visitor parking area at the end of Robey Drive.
5. Students should not be dropped off earlier than 8:10 a.m. The YMCA provides before And after care if needed. Please contact the YMCA at 484-9622.

Afternoon Pick Up:

1. Please turn off Tansel Road onto Robey Drive. Take Robey Drive until it T's into Bridgeport Road. Turn left in front of the school. **PLEASE DO NOT BLOCK RESIDENTS' DRIVEWAYS!!!**
2. Students will be waiting for your arrival in the gym, Door 7.
3. Each family will be given a student name card that should be kept in the front passenger side of their car window.
4. When arriving for dismissal please pull around to the north parking lot by the gym doors to begin a continuously flowing line of vehicles. There will be traffic directors located at the entrance of the parking lot. When you arrive at the gym doors, a staff member will call your child/children's name on a radio and your child will come out.
5. School Personnel will not release your child until you have reached the gym door.

Reminders:

- **DO NOT USE 30TH STREET WHEN APPROACHING THE SCHOOL.**
- If your child is going home in a way that is different from the normal routine, you must provide the office and /or classroom teacher a note stating the change. You may also contact the office, but no later than **2:45. Students will not be dismissed from the office after 2:45. Parents will be directed to use the car rider line.**
- Car rider students will be given a window identification tag to be used for car rider line. This will ensure students are safely picked up by an identified family member/guardian. IF you are having someone else pick your student up, you will need to transfer the tag to that person. If your family needs more than 1 tag, we will have those available for purchase in the office.
- School personnel or police will work with you to ensure guidelines are followed in order to keep your child and other children safe.
- Children may not cross the street without an adult.
- Please be kind to our staff. They are out front not to direct traffic, but to get your child to and from your car in a safe manner.

STUDENT BICYCLE TRANSPORTATION (in accordance with Board Policy C475)

Parents may request their child ride a bicycle to and from school under the following guidelines:

- Permission is granted from the building level administrator.
- The student resides in the “walker” area of school.
- A helmet is worn while riding the bicycle.
- The bicycle is locked in the bicycle rack with a lock provided by owner.

The school district is not responsible in case of theft or damage to the bicycle while it is on school property. Failure to follow the above guidelines may result in suspension of bicycle riding privileges and/or other disciplinary actions, as appropriate.

STUDENT BIRTHDAYS

- You may send a non-food item (i.e. pencil, stickers, etc.) to school to recognize your child’s birthday and to share with classmates. Call the teacher in advance to make plans. Please **do not send cupcakes** or other food items to school for birthday celebrations
- The teacher will determine the most appropriate time to share the treat with classmates.
- Please do not send flowers or balloon bouquets to school for birthdays or any other recognitions.
- Invitations for home parties should not be sent to school for your child to deliver. At the beginning of the school year, a classroom roster of parent names, phone numbers, and emails will be sent home. Parents will need to notify the classroom teacher if they choose to have their information included on the classroom list.



PARENT VOLUNTEER PROGRAM

Throughout the school year, we may have a need for parent volunteer help. Effective school research has shown that the more adults involved in the educational process, the higher the achievement of students. Some tasks at school do not require the expertise of trained professionals. Our adult volunteers can assist the regular classroom teacher in such ways as posting children's work, helping with bulletin boards, assisting with clerical duties, and assisting students. Information about the adult volunteer program will be sent home with the children. Any assistance that you could give our school during its many activities would be greatly appreciated.

Contact the classroom teacher or the school office if you are interested in volunteering. All volunteers must complete a background screening form that can be found on our district website under the Parents' tab.



LUNCH PROGRAM

Robey Elementary is pleased to serve breakfast and lunch to all students each day. There is no cost to families for breakfast or lunch. Families are asked to complete an online application at the www.schoolcafe.com website.

You can find the menu online at www.wayne.k12.in.us click on services then on food service. Our cafeteria is a restaurant within your School, only we follow the USDA Dietary Guidelines. **Soft drinks and fast food are not allowed in the cafe.**



RETURNED CHECKS (NSF)

Some school activities may require additional money. Should a check be returned for nonsufficient funds the parent will be notified so that arrangements can be made for repayment. The student will not be allowed to participate in any activities that require additional payment: yearbook, fundraising for special field trips, or field trips payments. The school reserves the right to deny payment by personal check if non-sufficient funds has occurred. Unresolved matters will be turned over to a collection agency, small claims court, or the prosecuting attorney.

PHONE NUMBERS

Attendance Line 317-988-6050

Robey Office 317-988-6000

Nurse 317-988-6086

Cafeteria 317-988-6087

Transportation 317-988-6375

SCHOOL NURSE

Our school nurse will be at Robey full time Monday through Friday and will keep the student immunization records. **No student shall be permitted to enroll in school without a current written immunization record on file with the school.** Questions concerning these records should be addressed to our school nurse.



Vision and hearing screening will be conducted for students in Kindergarten, grades one, and four. You will receive additional information on screenings from our school nurse. She may be reached at 988-6086.

SCHOOL ILLNESS AND ACCIDENTS

If a student becomes ill at school, the nurse will make every effort to contact the parent or the designated emergency contact person. It is necessary for the nurse to have the names and phone numbers of two additional persons who can be reached in the event the parent cannot be contacted. For this reason, it is extremely important that we have up-to-date phone numbers, addresses, and employment information on the enrollment form. As a general rule, a child who has left school because of a fever over 100.4 should not return until there has not been a fever for twenty-four hours. We also follow any additional illness, contact tracing, and quarantine requirements set forth by the CDC, State Department of Health and Marion County Health Department related to COVID-19.

Health Department guidelines no longer require students experiencing head lice to be excluded from school. Our school nurse may screen students if there are concerns about head lice, and she will work with families to suggest treatment options if a student has acquired head lice.



ADMINISTRATION OF MEDICATION

The purpose of medication administration in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications given during school hours should be only those necessary to allow the student to comfortably and capably perform in the school setting.

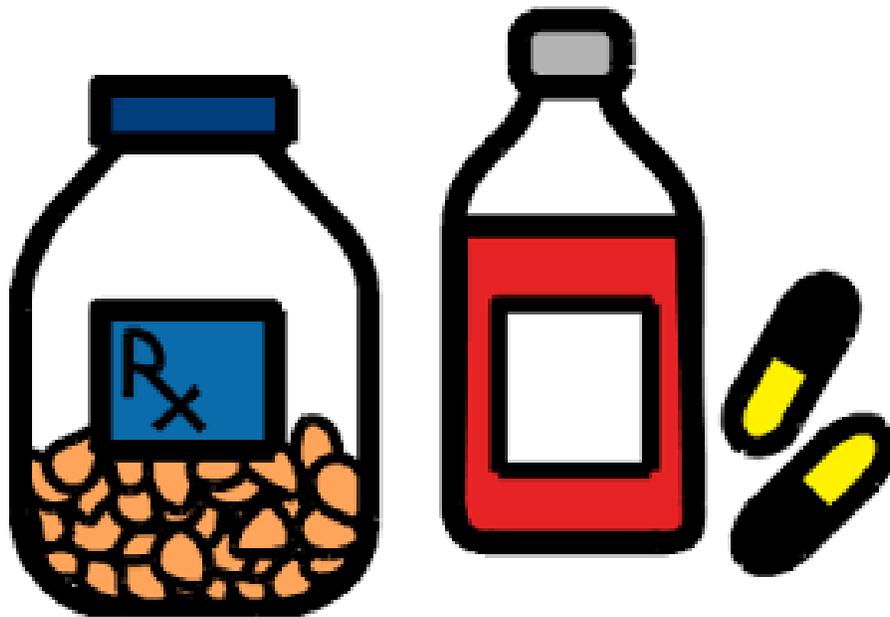
All medication must be brought to the nurse's office upon arrival at school. All medications must be sent in the original bottle or in the case of inhalers, accompanied by the prescription either on the inhaler or in the box. In order for a student to carry his/her inhaler, the law requires the parents to file, each school year, an authorization which includes a written direction from the student's physician for the student to possess and self-administer the medication. Over the counter medicine, provided by parents, will continue to require written permission in order to be dispensed. For the safety of the student, it must be brought to school in the original container.

Medicine may be sent home with the student if the parent/guardian provides written permission.



A program for administration of medication is developed and managed by the school nurse.

- Only medication necessary to maintain the child in school will be given at school.
- Written instructions signed by parent/ guardian and/or physician are obtained and retained for file.
- Medication must be in original container with pharmacy label affixed. A pharmacy label can serve as a physician order.
- Nonprescription medication should be provided in the original container.
- A school may not require teachers or other employees to administer medication requires skills beyond their qualifications (injections, glucose testing).



ADMINISTRATION OF MEDICATION CONTINUED

- All permission for long-term medication shall be renewed at least annually, and any changes shall be documented by written authorization of a licensed prescriber.
- A documentation flow sheet shall be developed by the school nurse. All persons administering any medication shall document that the student received the medication, time date, method by which the medication is administered, and signature.
- If it is determined that a student would benefit from the responsibility of self-medication, a program shall be developed for that student. When developing a plan for self-administration of medications, the safety of the other school children must be taken in consideration. The medication must be kept inaccessible to other students.
- If, at the end of the school year, the medication has not been picked up, the medication will be disposed of and documentation of that disposal will be completed by the school nurse.
- Parents who do not wish to comply with these regulations may come to school and administer the medication.



PEST CONTROL

The School district has established a policy to notify those parents whose children may have reactions to pest control chemicals. Those pest control procedures are completed during non-school hours. Even though practices are completed after hours you may contact the school nurse at 988-6086 if you would like your name added to the list so that notification can be made prior to this procedure.

DISTRIBUTION OF MATERIALS

The school district supports the activities of not-for-profit community groups by permitting them to use the school and distribute information concerning activities and services offered to school district families. These activities and services are not endorsed or supervised by the school district, and parents should contact the sponsoring organization directly with questions or concerns about the services or activities offered. Any organization that does not provide the services offered in a safe constructive environment should be reported in writing to the principal of your child's school.

