

# **PARENT HANDBOOK & CURRICULUM GUIDE**

## **2016 - 2017**

- Est. 1965



**"AIMING FOR EXCELLENCE"**

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International Baccalaureate  
Baccalauréat International  
Bachillerato Internacional

**6305 Balboa Drive**  
**Orlando, FL 32818**  
**407-296-5140**

**<http://www.robinswood.ocps.net>**



Dear Parent(s),

Welcome to Robinswood Middle School, home of the “Archers”. Our motto, “Aiming for Excellence”, exemplifies the school’s commitment to providing the richest academic and social experience possible for your child. We are proud to be an IB World School and an AVID Certified School. These marquee programs provide the frame work for Robinswood’s success.

In order for us to “Aim for Excellence”, there must be a strong partnership between the school, the home, and the community. We are committed to establishing and sustaining this engagement. This Parent Handbook/Curriculum Guide is an example of the collaboration of the SAC (School Advisory Council), PTSA (Parent Teacher Student Association), and Robinswood Faculty/Staff. It is intended as a resource to assist you and your child as you navigate through middle school.

RMS is a Title I school with a Parent Involvement Plan that is developed to encourage your participation in the school programs and activities. Please consider joining us in this home and school partnership. If you are interested in participating on the SAC, PTSA, or PLC, please contact the School Secretary, Gail Fletcher, at 407.296.5140 extension 5242223.

Our staff is proud of the range and quality of the programs offered at Robinswood Middle School. We will continue to “Aim for Excellence” and we are excited about working with you and your child in the upcoming year. Remember, we are “Aiming for Excellence”.

Sincerely,

*Nicole Jefferson*  
Principal

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### Phone Numbers to Know: (407)296-5140

	Extension:
6th Grade Office	5243321
6th Grade Dean	5243323
6th Grade Counselor	5242269
7th Grade Office	5243328
7th Grade Dean	5243367
7th Grade Counselor	5243329
8th Grade Office	5242249
8th Grade Dean	5243327
8th Grade Counselor	5243317
IB/MYP Office	5243340
School Bookkeeper	5242260
School Secretary	5242223





# ROBINSWOOD MIDDLE SCHOOL & ORANGE COUNTY PUBLIC SCHOOLS

## 2016-2017 CALENDAR

August 8-12	Teacher Pre Planning
August 15	First Day of School
	Begin 1st Marking Period
	Begin 1st Semester
September 5	Labor Day Holiday
October 13	End of 1st Marking Period (43 Days)
October 14	Student Holiday/Teacher Workday
October 17	Begin 2nd Marking Period
October 28	Student Holiday/Teacher Professional Day
November 23-25	Thanksgiving Holiday
December 16	End of 2nd Marking Period (41 Days)
December 19-January 3	Winter Holiday
January 4	Students return to school
	Begin 3rd Marking Period
	Begin 2nd Semester
January 16	Martin Luther King, Jr. Holiday
February 20	Presidents Day Holiday
March 16	End of 3rd Marking Period (50 Days)
March 17	Student Holiday/ Teacher Workday
March 20-24	Spring Break
March 27	Begin 4th Marking Period
April 28	Student Holiday / Teacher Non-Workday
May 29	Memorial Day Holiday
May 31	Last Day of School
	End of 4th Marking Period (46 Days)
	End of 2nd Semester
June 1-2	Teacher Post Planning

•*Academic Progress Reports will be distributed every 9 weeks; in a 9 week grading period the student will receive 1 progress reports and then the report card.*

•*You can monitor academic performance on Progress Book. Check the opening day papers for your password and directions. If you have questions, contact the school at 407.296.5140 ext. 0.*



# RMS MISSION STATEMENT

*To equip students with the academic and social skills necessary to reach their full potential and enable them to compete in our global society.*

As adolescents, middle school students experience unique changes. Their physical, social, and psychological maturation combine together to create unique individuals. Our focus is to build on what students learned at the elementary level, and prepare them for the rigors of high school and beyond. Being a student at Robinswood Middle School means...

- Belonging to an academic team with its own teachers, schedule and rooms that are located close to each other;
- Attending academic classes, exploratory classes, Spanish, French, Physical Education, Art, Band, or chorus;
- Continuing to develop and refine basic skills;
- Having skilled and dedicated teachers;
- Learning how to learn;
- Striving for success;
- Developing a belief in oneself, while being vigilant to help others reach their goals;
- Contributing to Archer school spirit;
- Helping in our community;
- Having a home away from home;
- Adhering to the Archer's Way by being respectful, responsible, resourceful and engaged

## SUGGESTIONS & PARENT EXPECTATIONS

The success of your student is predicated on a strong partnership among home, school, and community. As parents, you play a vital role in your student's success. The following is a list of parental expectations that have been proven to be very effective in increasing student success.

- Send your child to school every morning properly groomed and in accordance with Robinswood Middle School's dress code.
- Reinforce the importance of your student's education. Show that you are interested in every facet by listening and questioning your student often, and encouraging them to participate in school activities. Check your child's Organizational Binder for teacher comments and student preparedness.
- Teach your child to respect and cooperate with teachers, administrators, the basic rules of fair play, safety, personal cleanliness and skills for getting along with others.
- Read and discuss the OCPS Code of Student Conduct and Robinswood rules and regulations with your child (you will receive information on access to electronic version).
- Take advantage of grade level offices to discuss any concerns regarding your child. There is a Dean of Students for each grade level.
- Suggestion: Limit watching television and video games to less than 1½ hours Monday - Thursday.
- Suggestion: Become an Adult Learner, take a class and share what you learn with your child.
- Suggestion: Volunteer your time, visit the school/classroom, read to your child and have them read to you for at least 20 minutes per day.
- Suggestion: Visit the Public Library and ensure that your child has a card to check out books of interest.



## CURRICULUM

The Robinswood Middle School curriculum is designed to meet the needs of students at various learning levels. The three major components of our curriculum are core content, exploratory, and skill enhancement.

6th Grade	7th Grade	8th Grade
Language Arts	Language Arts	Language Arts
Eastern Geography	Civics	U. S. History
Mathematics	Mathematics	Mathematics
Life Science	Earth Space Science	Physical Science
Reading Fluency Reading I*	Reading Fluency Reading II*	Reading Fluency Reading III*
Math Strategies*	Math Strategies*	Math Strategies*
Pre-Algebra*	Algebra I Honors*	Algebra I Honors*
		Algebra II Honors*

### ELECTIVES

\*Based on FSA scores

6th Grade	7th Grade	8th Grade
IB MYP Spanish IB MYP Technology* AVID Physical Education	IB MYP Spanish IB MYP Technology* AVID Physical Education	IB MYP Spanish IB MYP Technology* AVID Physical Education
Band	Band	Band
Chorus	Chorus	Chorus
Digital Media	Digital Media	Digital Media

\*May include a course of study in CAPE Academy that may result in career certification, high school credit, and college credit



## INTERNATIONAL BACCALAUREATE (IB)

### Middle Years Program (MYP)

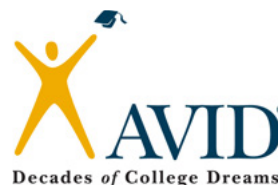
This is a program of international education designed to help students develop the knowledge, understanding, attitudes and skills necessary to participate actively and responsibly in a changing world.

The International Baccalaureate Middle Years Program (MYP) is designed for students aged 11 to 16 (in grades sixth through tenth). This period, encompassing early puberty and mid-adolescence, is a particularly critical phase of personal and intellectual development and requires a program that helps students participate actively and responsibly in a changing and increasingly interrelated world. Learning how to learn and how to evaluate information critically is as important as learning facts.



### AVID

#### (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)



AVID is a fourth through twelfth-grade program that prepares students in the academic middle for four-year college eligibility. It has a proven track record in bringing out the best in students, and in closing the achievement gap.



## The AVID Student

AVID targets students in the academic middle — B, C, and even D students — who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. AVID pulls these students out of their unchallenging courses and puts them on the college track: acceleration instead of remediation.

## The AVID Curriculum

The AVID curriculum, based on rigorous standards, was developed by middle and senior high school teachers in collaboration with college professors. It is driven by the **WICR** method, which stands for writing, inquiry, collaboration and reading. AVID curriculum is used in AVID elective classes, in content-area classes in AVID schools, and even in schools where the AVID elective is not offered.



## Career and Professional Education (CAPE) Academy of Information Technology (AOIT)

Experience IT at Robinswood Middle School's AOIT. This program provides students with a rigorous and relevant technology curriculum. It combines the design cycle, hands-on training and project-based learning in order to get students prepared for STEM (Science, Technology, Engineering and Math) and computer related fields. Students learn a variety of technology skills including Microsoft Office, game design, web design, virtual robotics, Scratch programming, and digital media. Students have the opportunity to earn one (1) high school credit, three (3) college credits and the CIW Internet Business Associate Certification. An application is required.

## STUDENT INFORMATION

### MEDIA CENTER

The Media Center is located off the courtyard and is accessible for student use. It serves as an integral part of the curriculum by providing a reference and general collection of books, numerous audio books, electronic references, on-line catalog search and a video-pre-viewing center. In addition, the Media Center provides an extensive selection of fiction, non-fiction, and story collection books to encourage recreational reading by all students regardless of reading level. The primary objectives of the Media Center staff are to serve the needs of the students and teachers and to assist as resource personnel for the varied and progressive curriculum of our school.

## TEXTBOOKS



The school furnishes textbooks in curriculum classes for all students to use at school. Students are responsible for their books, so every effort should be made to see that these books are not lost or damaged beyond what would be expected from normal use. Textbooks must be returned at the end of the school year or upon withdrawal. Students will be asked to pay for any books that are lost or damaged.

## TECHNOLOGY



Internet access is available to students and teachers. We are pleased to have this access in our school and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. Responsibility comes with this educational opportunity. All students are required to sign a Robinswood Middle School Internet Use Agreement, which will be in their OCPS Code of Student Conduct. It is extremely important that computer and internet rules be followed. The use of inappropriate materials may result in the loss of privilege to use this educational tool.

## HOMEWORK

Homework is an important part of life at Robinswood Middle School. Students should have some assigned homework each night. The teachers will decide the nature and amount of homework to be given. All students will be provided with a student planner and organizational binder to keep their work organized. Writing assignments down in their student planner will help them stay on track and up to date. We are asking parents to review the student planner/organizational binder every night. Please sign the student planner so your child's teachers will know that you have been checking their planner. Teachers will be checking the student planner. With parents, students, and teachers involved, we can all work together and help your child become responsible for their assignments, homework, and projects. If your child finishes their work early, they should always have a book to read at school or at home.

### Students' Responsibilities:

- Homework is the responsibility of the individual students.
- Homework assignments should be written in the students' planner/organizational binder daily.
- Students should ensure that required materials are taken home.
- Completed homework should be returned to school when due.
- Students should allocate a time and place for homework, free from distractions.
- Homework should be completed by the student within the assigned time frame.





When a student misses a class, it is his/her responsibility to complete the work assigned.

### Parents' Responsibilities:

- Parents should monitor their student's planner/organizational binder nightly to know what is happening in classes, as well as, what is expected for homework.
- Parents should ensure that their students have a time and place for homework, free from distractions.
- Parents are urged to attend parent conferences in order to know what and how their child is doing in class.
- Parents should contact the teachers to discuss any concerns and to understand additional ways to help their child in specific subject areas.

### MAKE UP WORK

It is the responsibility of the student to obtain, complete, and submit all missed assignments due to absences including out of school suspensions. These assignments are due within the same number of days absent plus one.

## PARENT/STUDENT CORNER

### PARENT CONFERENCES

If you would like to meet with your child's team of teachers, a teacher, guidance counselor, or grade level administrator, please call the appropriate grade level office and request that a conference/meeting be scheduled. Parent/teacher conferences are scheduled in the mornings before the student day begins. When meeting with your grade level administrator, you will have to schedule a time that does not conflict with supervisory duties that are required to ensure the safety of our students.

When visiting a class, you must give 24 hours notice to the teacher and school. You must check in with proper identification and wear a visitor's badge. The teacher will provide a place for you to observe. This is not the time to have a conference with the teacher or to disrupt instruction in any way.

### STANDARDIZED TESTING

All students will take multiple assessments throughout the year in order for teachers, coaches and counselors, to monitor progress in reading, math, science, writing, and language development. Comprehensive Assessment Test is required for all sixth, seventh, and eighth graders in public schools in Florida.

### TESTING CALENDAR

## REPORT CARDS & PROGRESS REPORTS



Reporting Period	Grades Due	Report Card Date	Special Notes
1 <sup>st</sup> Marking Period Ends: Oct. 13, 2016		Oct. 28, 2016	
2 <sup>nd</sup> Marking Period Ends: Dec. 16, 2016		Jan. 13, 2017	Students return from Winter Holidays on Wed., Jan. 4, 2017.
3 <sup>rd</sup> Marking Period Ends: March 16, 2017		Mar. 31, 2017	Students return from Spring Break on Mon., Mar. 27, 2017.
4 <sup>th</sup> Marking Period Ends: May 31, 2017		June 16, 2017	Last day of school is Wed., May 31, 2017.

### GRADING SCALE

<b>A</b>	<b>90—100</b>	<b>Excellent</b>
<b>B</b>	<b>80—89</b>	<b>Good</b>
<b>C</b>	<b>70—79</b>	<b>Average</b>
<b>D</b>	<b>60—69</b>	<b>Below Average</b>
<b>F</b>	<b>59 &amp; below</b>	<b>Not Passing</b>







## EXTRACURRICULAR ACTIVITIES

We encourage students to participate in school clubs, interscholastic sports, and social activities. Through participation in such activities, your child will have an opportunity to make friends among students with similar interests, develop school spirit and pride, and socialize in a safe and positive environment. Students must be picked up from extracurricular activities in a timely manner. Those students not picked up in a timely manner will not be allowed to attend extracurricular activities for the remainder of the year. Descriptions of extracurricular activities are listed below. A comprehensive list of clubs and sports with the respective sponsors is available in the front office and on the website.



### CLUBS AND ORGANIZATIONS

Clubs at Robinswood Middle School will be determined by student interest. Students should listen for morning announcements to learn of club meeting dates and times.

### INTERSCHOLASTIC SPORTS



Four sports (Soccer / Basketball / Volleyball / Track and Field) are offered during the school year for both boys and girls. Students participating in interscholastic sports compete against other middle schools in our learning community. Students participating in interscholastic sports at Robinswood are expected to abide by the Orange County Public Schools Code of Student Conduct, Robinswood rules and regulations, as well as the rules and regulations set up by his/her coach. All forms must be completed each year and must be done only on the forms provided.

*Tryout dates and requirements are listed on our website.*

*The athletic schedules will be posted on our website once they are finalized.*

### REQUIRED DOCUMENTS (SPORTS)

A student may be eligible to participate only after all of the following forms and documents are fully completed. Students must maintain a 2.0 grade point average for the previous nine weeks and pass 6 of the 7 subjects. All forms should be submitted to the coach prior to the first day of tryouts:

- Sports Screening Physical Examination Form to be completed by your physician; includes physical exam, physician's assessment, physician's signature, physician's stamp and address
- Copy of Birth Certificate
- Notification of Risk Form signed by parent/guardian
- Emergency Treatment Authorization Card signed by parent/guardian



## TRANSPORTATION



### BUS RIDERS

Students may only ride the bus to which they are assigned to school and home daily. They are to get on and off at their designated stop only. Students need to arrive at the bus stop FIVE minutes before the scheduled arrival time and wait until the bus comes to a complete



stop before attempting to board. While waiting at the bus stop, your child needs to remember to leave the property of others alone since the bus stop is under the jurisdiction of the Orange County School Board. Riding the bus is a privilege provided by the Orange County School Board. The privilege may be revoked for students who violate the school bus rules and/or the Orange County Code of Student

Conduct. Bus misconduct is considered a serious safety issue. Parents, please stress the importance of student behavior on our buses to ensure their safe operation on our roads.

### RIDING A DIFFERENT BUS

If your child has a special need to ride a bus other than the assigned bus, he/she is required to bring a note to the appropriate grade level office before first period. The note must include the student's name, trip number, reason, parent's name, and a phone number where a parent can be reached to confirm the contents of the note. After a parent has been contacted, the student will be given a note that allows the student to ride the other bus. These procedures ensure that parents are aware of any changes in the students transportation arrangements. Students are not permitted to ride another bus to school or from school without prior approval.

NOTE: Approval will not be given at the last minute at the bus loading area. It is imperative that the school is given advance notification so that all details can be confirmed and approved.

### WALKERS

Students walking to school are encouraged to use sidewalks whenever possible. Walkers should exit school grounds as soon as their classes, clubs, sports or any other activities are concluded for the day. Students need to follow all safety rules while walking to and from school. Walkers must cross the street only at intersections where there are crossing guards. By law, walkers are to follow the directions given to them by the crossing guard. In addition, walkers are expected to respect the property of others and demonstrate appropriate behavior at all times.

### BICYCLE RIDERS

Students riding bicycles must park and lock their bicycles in the designated area. They need to keep a personal record of their bike's serial number. Students are expected to follow bicycle safety standards. State law requires bike riders to wear a helmet appropriately. Students are not to ride their bicycles on campus at any time, including the school parking areas, walkways, and bus loading area.



Students must cross the street only at intersections where there are crossing guards. By law, they are to follow the directions given to them by the crossing guard. Students need to respect the property of others while riding their bike to or from school. The school is not responsible for loss, damage, or theft of the student's bike or helmet.

### CAR RIDERS

All parent drop offs and pick-ups are to occur at the main entrance loop at the front of the school (the side facing Powers Drive).

Supervision is provided for 30 minutes prior to the opening of school (9:00am) and 30 minutes after the closing of school (3:20pm on Wednesday and 4:20pm on Monday, Tuesday, Thursday and Friday). Therefore, parents are asked to be prompt in dropping off and picking up students.

If students are involved in after school activities, a permission slip from the parent is required. The form should outline the expected pick-up times. All students staying after school will be picked up from the bus loop area.

### INAPPROPRIATE METHODS OF TRANSPORTATION

Students are not allowed to travel to school on mopeds, motorcycles, scooters, skateboards, shoes with skates or roller blades for safety reasons. These items are not allowed on school campus at any time school is in session, or for any after school event. They will be confiscated and provided only for parents to take home.

## STUDENT SERVICES

### SCHOOL RESOURCE OFFICER

The Orange County Sheriff's Department and Orange County Public Schools provide a deputy on each middle school campus to create a positive image of law enforcement and ensure a safe environment. Deputies serve on the S. A. F. E. Team, teach special programs, and work with students who have questions or concerns related to law enforcement.

### GUIDANCE COUNSELORS

Our guidance department is developmental in nature and includes many programs to meet the needs of your child. We promote a planned program for delivering guidance services, with a major emphasis on classroom and small group guidance. There is one specific counselor who deals with each grade. The responsibilities of the counselor include student scheduling, conferencing with teachers, parents, and individual students. Students may request a conference with a guidance counselor at any time by filling out a request form located in each grade level office and classroom. The counselor will call the student in as soon as possible.



## STAFFING SPECIALIST

The staffing specialist at Robinswood Middle School serves as the district representative for the Department of Student Services and Exceptional Education Services. The staffing specialist coordinates the exceptional education program to assist parents and staff in providing appropriate educational services to promote integration and success for all exceptional education students.

### English Speakers of Other Language

Our school has an excellent ESOL program which encompasses reading and language arts components. This program is designed to assist students in acquiring the academic English necessary for success in school.

### S. A. F. E.

The S. A. F. E. (Student Assistance and Family Empowerment) program consists of the following: coordinator, school resource officer, counselors, faculty and staff. These members can provide support and address immediate problems faced by the students. It offers counseling services for students and families, peer mediation, peer counseling, support groups, mentor programs, drug and alcohol awareness programs.

### BEHAVIOR SPECIALIST

Our school has a behavior specialist to assist with the pro-social development of our ESE population and all Archers

## ATTENDANCE POLICY

Florida State law requires that students under the age of eighteen years attend school on a regular basis. The attendance policies of Robinswood Middle School are described below.

1. On a daily basis, student absence will be recorded as unexcused. It is the responsibility of a student's parent or guardian to promptly report the reason for the student's absence to the school. The principal has the ultimate authority to decide whether an absence is excused or unexcused.
2. Excused absences include:
  - a. Illness, injury or other insurmountable condition;
  - b. Illness or death of a member of the student's immediate family;
  - c. Recognized (or established) religious holidays and/or religious instruction;
  - d. Medical appointments;
  - e. Participation in an approved activity or class of instruction held at another school site;
  - f. Prearranged absences of educational value with the principal's prior approval;
  - g. Up to four (4) days during the school year due to head lice infestation.





If a student accumulates five (5) unexcused absences within a month or ten (10) unexcused absences within a 90 calendar day period, the student will be reported to the principal or designee and a child study team will schedule a meeting with the student's parent/guardian.

4. If a student accumulates five (5) unexcused absences in a calendar month, or ten to fifteen (10-15) unexcused absences within a 90 calendar day period, a truancy petition may be filed in judicial court. Also, the student name will be sent to the Department of Motor Vehicles and the student will not get their permit to drive.

5. If a student is repeatedly absent from school, the school is authorized to require the parent/guardian to provide a written physician's statement for subsequent absences to be considered excused.

6. It is the responsibility of the student to obtain, complete and hand in any missed assignments due to absences including out of school suspensions. These assignments are due within the same number of days absent plus one. If you would like to request homework during your child's absence, please call the grade level clerk.

7. A student's report card shall contain the number of days absent and tardy for the grading period.

8. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher and principal and shall be in accordance with the district pupil progression plan.

9. A student shall be deemed to be in attendance if actually present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program, for at least one half of the student's instructional day. To be able to participate in any activity after school, the student must be in attendance for that day.

### STUDENT ABSENCE(S)

To report your child's absence, you may call the grade level clerk on the morning of the absence or you may send a note when your child returns to school. Your child must deliver the note to the grade level clerk in order for the school to excuse the absence. Please include the following in the note:

1. Student's full name and grade
2. Date(s) of the absence
3. Reason for the absence
4. Phone number where parent / guardian may be reached
5. Parent / Guardian signature

*If your ADDRESS OR PHONE NUMBER changes during the school year, please notify your child's grade level office promptly.*

### PREARRANGED ABSENCES

If you are aware in advance that your child will miss two or more days of school, you should complete a prearranged absence form. This form can be obtained from your child's grade level office. The completed form with parent's/guardian's signature is to be returned to the correct grade level office prior to your departure. The student is responsible for making up all assignments.

## STUDENT SIGN-IN AND SIGN-OUT



Classes begin at 9:30. If a student arrives at school after 9:30, they will report to Attendance in the Front Office. Students that arrive after 12:30 are absent for the entire day.

Students may be signed out in the Attendance Office between the hours of 10:30-2:30 M, Tue, Thur, Fri and 10:30-1:30 W.

### HALL PASSES

It is your child's responsibility to have his/her student planner/organizational binder at school everyday. It contains a section designated for hall pass use. When your child is out of any class, he/she must have their student handbook/planner. When your child leaves any designated area, an adult must sign your child's hall pass section and include the date, time and destination. When your child is in the hall, he/she must carry their student planner open and ready to show their hall pass to any adult who questions why he/she is out of class. If he/she leaves an area to go back to class, their hall pass must have the date, time and signature of adult in charge.

### WITHDRAWING FROM SCHOOL

To withdraw your child from school, please notify the grade level office several days before his/her last day at school. On the date of withdrawal, a parent MUST come to the school to sign the proper forms. On this withdrawal day, a form will be taken around to each class. Students will have to turn in books and have each teacher give a grade and sign the form. Also, any fines that the student owes will be due at that time. The form will be returned to the grade level office where it will be completed. A copy will be given to the student to take to his/her new school. Upon request from the new school, the student's cumulative records will be forwarded.

### TARDIES

It is important for your child to be at school and in all their classes on time. Students arriving late will report to Attendance Office. After the third unexcused tardy to school or class; your child may receive disciplinary action. If he/she is late without a pass, he/she will be marked tardy unexcused and not allowed to leave the class until the class period has ended. Your child may get an excused pass the next day and bring it to their teacher to get the unexcused tardy excused. The administrative team will conduct unannounced "tardy sweeps". If your child is caught in one of the sweeps, they will be assigned Wednesday or Saturday School for the offense. If your child cannot attend the assigned after school program, please communicate with the grade level dean.

### DRIVER'S LICENSE

"WHEN YOU DROP OUT OF SCHOOL, YOU DROP OUT OF THE DRIVER'S SEAT." Recognizing the importance of education and keeping students in school, the legislature enacted CB/CB/BB/265 relating to the driver's license for students, age 15 to 18, as an incentive for students to stay in school and continue their education.



## DISCIPLINE POLICIES

Personal discipline is crucial to success in school and in life. It is demonstrated in self-control, good character, and responsible behavior. It is the key to good conduct, high academic performance, and respect for yourself and others. In order for Robinswood Middle School to provide a safe environment that promotes learning for all its students, the Orange County "Code of Student Conduct" and Robinswood rules and regulations will be followed. Each student will receive both copies the first day of school or when a new student enrolls during the year. All teachers review the Code of Conduct and Robinswood rules and regulations with the students. Please ask your child for this information and review it with him/her. We expect everyone to comply with the ARCHER WAY:

- Be Respectful
- Be Responsible
- Be Resourceful
- Be Engaged



Bullying is not an acceptable behavior. Any time your child has a problem or concern with someone, have him/her go and talk to an adult before he/she makes the wrong choice. These adults include his/her teacher, guidance counselor, administrator, and/or the SAFE coordinator.

### PEER MEDIATION

We provide a peer mediation program to help students settle disputes in a nonviolent manner. The program is coordinated through SAFE and uses students, teachers, counselors and administrators to provide assistance.

### PASS (Positive Alternative to School Suspension)

PASS provides a restrictive environment for students with inappropriate conduct. Students are placed in the PASS class where they continue with their studies as assigned by their regular classroom teacher under the supervision of the Program Assistant.

### REGISTRATION DISCLOSURE

At the time of initial registration for school in a school district, each parent must note their child's previous school expulsions, arrests resulting in a charge and juvenile justice actions taken against the student.

## STUDENT HEALTH



If your child becomes ill or is injured while at school, you will be notified. Thus, it is very important that you provide the school with an accurate phone number where you, another relative, or friend can be reached during the school day. To help us, please make sure your child's emergency form is kept current.

### MEDICATION

If your child is taking medication that must be administered at school, it must be stored in the clinic. All medication, including over the counter medicine, must be kept in its original container, with a label affixed by the physician or pharmacist showing the child's name, the dosage, and the schedule for administering. When medication is brought in, the parent or guardian will be asked to complete an "Authorization for Medication" form. The adult in charge and the parent will count the pills or tablets. The count will be noted on the form. When medication is dispensed, the adult in charge will sign a log noting date, time and dosage. It is the student's responsibility to remember his or her medication schedule.

### IMMUNIZATION REQUIREMENTS

Students entering or attending 7th grade will be required to have completed the following:

1. HEPATITIS B SERIES
2. TETANUS - DIPHTHERIA BOOSTER WITHIN 5 YEARS (TDAP Booster)
3. A SECOND DOSE OF MEASLES VACCINE (preferable MMR vaccine)



STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS UNTIL THE ABOVE CRITERIA IS MET.

### STUDENT ACCIDENT INSURANCE

Student accident insurance is available at a nominal cost and is optional. The applications are given to students at the beginning of the school year. If your child is insured under this plan and is injured, you should request a claim form from the principal's secretary in the main office. You are to file the claim directly with the insurance company. This insurance does not provide coverage for school interscholastic sports.



## LUNCH INFORMATION

Due to the number of students that qualify for the free or reduced lunch program, a federally funded program, all students at Robinswood eat a free breakfast and free lunch everyday.

## LOST AND FOUND

Parents are asked to label ALL student belongings with their first and last name. A "lost and found" is located in the front office. Students may come before or after school to look for lost items. At the end of each nine-weeks, these items will be sent to a charity organization. *Please do not allow your child to bring or wear expensive items to school. We also ask that you instruct them not to trade any items with other students, as this may cause disruptions that are not consistent with a learning environment.*

## PHONE MESSAGES FOR STUDENTS

In order to protect the safety of our students, we ask that you call the school to leave your child a phone message only in the case of an emergency. You may be asked to verify your identity, or to accept a return call to verify the validity of the message. Only with the approval of an administrator will a student be called from class to accept a phone message. Students will be allowed to call home only in the case of an emergency; however, they must report to their grade level office first.

## VISITORS TO CAMPUS



The School Board of Orange County requires that all visitors and parents report to the main office. Any visitor that needs to go to another location on this campus must sign in, obtain a visitor's pass, and wait to be escorted. Students should not bring any friends to school as visitors.

If a student has to be picked up early from school, the parent/guardian will go to the main office and request for their child's early dismissal. The parent/guardian will be asked for proper identification and to remain and wait in the main office until the child arrives. We do not permit parents to walk around the school.

## STUDENT ID BADGE

During the first month of school, students will receive a permanent picture ID badge. Your child will be required to have their ID badge with them any time they are on campus or at any school function (all field trips, athletic events, team events, concerts, competitions and PTA dances). If your child's ID badge is lost, as soon as possible, have them go to the Media Center, sign up, and pay \$5.00 for a replacement. It is the student's responsibility to keep this ID badge in good condition. It is not to be defaced or altered in any manner.



## PARENT OPPORTUNITIES

### SAC

The School Advisory Committee is a group consisting of administrators, parents, teachers, and community members. The purpose of this group is to provide input for the development of policy, procedures, and programs at Robinswood Middle School. The committee is under the direction of the school principal and meets once each month. If you are interested in becoming a SAC member, Mrs. Fletcher, the School Secretary, at 407.296.5140 extension 5242223 and she will provide you with the appropriate information.

RMS SAC meetings will be held in the Media Center at 6:00pm on the first Thursday of most months as follows:

September 1, 2016  
October 6, 2016  
November 3, 2016  
December 1, 2016  
January - No Meeting  
February 2, 2017  
March 2, 2017  
April 6, 2017  
May 4, 2017

### PTSA

The Parent Teacher and Student Association is open to all interested family members of Robinswood Middle School students or staff. The PTSA serves as the chief support system to the school in areas such as student recognition, student activities, and fund raising. If you are interested in joining the PTA, please contact Mrs. Fletcher, the School Secretary, at 407.296.5140 extension 5242223 and she will provide you with the appropriate information.

### PARTNERS IN EDUCATION (PIE)

Partners In Education is a national program designed to involve the business world directly with education. Area businesses are encouraged to form a partnership with a nearby school. An agreement is designed, detailing expectations of both parties. A sample agreement may stipulate that a business provide tours of their facility to students, assist in financially supporting a student centered activity at the school, or sending an employee volunteer as a mentor for an at-risk student. In return, the school may agree to list the business as a partner on the school marquee and website, promote the partnership through school newsletters and area newspapers. If you or your company are interested in becoming a Partner in Education, or would like to discuss the possibilities, please contact Mrs. Fletcher at 407.296.5140 extension 5242223.





## ADDitions

The ADDitions Program consists of parents, family members, and others who are interested and willing to perform volunteer work at Robinswood Middle School. Examples of volunteer efforts may include tutoring students, chaperoning student activities, assisting with school picture day, serving as a guest speaker, providing time as a mentor for a student in need of a positive role model, or being a team parent. Team parents serve as support systems for the academic team to which their child belongs. Working directly with team teachers, team parents may serve as field trip chaperones, classroom aides, guest speakers, or tutors. Being a team parent is an excellent way for parents to remain actively involved in their child's education. Before one can become a team parent, you must fill out the volunteer application form and a special field trip form if you wish to chaperone. If you would like to become an ADDition, you may contact Mrs. Fletcher at 407.296.5140 extension 5242223.

## PARENT LEADERSHIP COUNCIL

The PLC is for families with children enrolled in the ESOL Program. The council is intended to provide a network for parents to stay informed regarding school activities and opportunities, as well as, to advice and support the overall success of the school. If you are interested, please contact Ms. Morrillo at 407.296.5140 extension 5243343.

## ROBINSWOOD MIDDLE SCHOOL IS:

- ..... Kids at a very special time in their lives.
- ..... Teachers who believe in kids and are specially trained for teaching at this level.
- ..... Belonging to a "Team" and participating in team activities.
- ..... Having a Guidance Counselor you can talk to.
- ..... Academics, exploratory classes, and physical education.
- ..... Flexible scheduling.
- ..... A time to master basic skills.
- ..... Learning respect for self and others.
- ..... Learning how to learn.
- ..... A chance to experience success.
- ..... Learning to be self-directed and independent.
- ..... Discovering one's special interests and talents.
- ..... Intramural sports and limited inter-scholastic sports.
- ..... Making friends.
- ..... Learning to believe in one's self.



## STATE AND SCHOOL POLICIES

### SEARCH

By entering school grounds, all persons are giving consent to a search of their person, property, and vehicle. No guns, weapons, alcohol, or illegal drugs will be allowed on these premises.

### STUDENT SUPERVISION

Pursuant to Florida Statute Section 232.25:

Orange County Public School employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities. OCPS employees are not responsible for supervising student arrival on these premises more than 30 minutes before school sponsored activities begin or students remaining on these premises more than 30 minutes after the end of school sponsored activities. The times for middle school are 9:00am and 4:20pm on all days except Wednesday when the pick-up time is no later than 3:20pm.

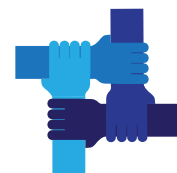
Under no circumstances should parents or guardians rely upon Orange County Public School employees to supervise students outside of the scope of this statute.

### SCHOOL WIDE EXPECTATIONS

- Remain quiet while others are talking.
- Talk at appropriate times to appropriate people.
- Follow adult directions.
- Dress appropriately at all times.
- Keep hands and feet to self.
- Use the most direct route; go directly to class.
- Arrive on time and rested.
- Know and follow school expectations.

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- Parlez à des moments appropriés aux personnes appropriées
  - Suivre les indications pour adultes
  - Habillez-vous convenablement en tout temps
  - Garder les mains et les pieds à l'auto
  - Utilisez itinéraire le plus direct, aller directement à la classe
  - Arrivez à l'heure et il s'est reposé
  - Connaître et suivre les attentes de l'école
- 

- 
- Permanecer en silencio mientras que otros están hablando.
  - Hable a su debido tiempo a las personas apropiadas
  - Siga las instrucciones de los adultos
  - Vístase apropiadamente en todo momento
  - Mantenga las manos y los pies a la libre
  - Utilice la ruta más directa, ir directamente a la clase
  - Llegue a tiempo y descansado
  - Conocer y cumplir las expectativas de la escuela
- 



# POLICY OF CIVIL CONDUCT

We are working together to benefit the children of this community. Therefore, the Orange County School Board requires that students, OCPS faculty and staff, parents, guardians and all other members of the community shall:

- Treat each other with courtesy and respect at all times.
  - Treat each other with kindness.
  - Take responsibility for our own actions.
  - Cooperate with one another.

Note: The entire Policy of Civil Conduct (Management Directive B12) can be found in the OCPS Student Code of Conduct.



**It is the ARCHER WAY to:**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**BE RESOURCEFUL**

**BE ENGAGED**

## *OCPS EEO Non-Discrimination Statement*

*The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: ADA Coordinator & Equal Employment Opportunity (EEO) Officer: Carianne Reggio; Section 504 Coordinator: Latonia Green; Title IX Coordinator: Doug Patterson. (407.317.3200)*