



## **Student Handbook 2023-2024**

3122 Union Road  
Gastonia, NC 28054  
704-866-6607  
[www.gaston.k12.nc.us/robinson](http://www.gaston.k12.nc.us/robinson)

**Ms. Emily Poag**  
Principal

**Mrs. Janet Ramsey**  
Assistant Principal

**Mission:** The mission at Robinson Elementary School is to create a global learning environment through providing rigorous instruction and promoting high expectations for all student.

**Vision:** The vision of Robinson Elementary School is to prepare, motivate, empower, and encourage students to reach their full potential while valuing individuality and cultivating a lifetime of learning.

## INTRODUCTION

The policies and procedures set forth in this handbook have been developed using North Carolina Statutes and Gaston County School Board of Education Policies. They are intended to foster a greater understanding among school, parents, and students. Please read this handbook carefully and discuss its contents with your child.

## THE SCHOOL DAY

7:10 AM.....Report to Homeroom  
7:30 AM .....Instruction Begins  
2:30 PM..... End of Instructional Day  
No student should be dropped off at school before 7:10 am. Instruction begins at 7:30 am. All students are expected to be in their classrooms by 7:30 am. Students who arrive after 7:30 am are tardy; therefore, need to be accompanied to the office for check in. See Gaston County Schools Student Behavior Guidelines and Procedures for further information concerning tardies and absences.

## ARRIVAL/DISMISSAL

**CAR RIDERS:** All kindergarten & 1st grade students will need to be dropped off at the Ramblewood entrance where they are picked up in the afternoons. 2nd-5th grade students will need to be dropped off at the Union Road side where they are picked up in the afternoons. Please defer to the younger student just like in the afternoons. Anytime you need to park and come in, please use the lower parking lot. We ask that all parents remain in their cars and proceed through the appropriate lines. For afternoon pick-up, parents will be provided a car tag.

**WALKERS:** Due to the heavy traffic in our area, we discourage students from walking. All walkers must have a car tag, and permission from administration.

**BUS RIDERS:** Students who live in the Robinson attendance area may ride the bus. Parents sign a Bus Form at the beginning of the year that outlines the rules students must follow. Students who do not follow the bus driver's directions are endangering the safety of themselves and others. Those students will be suspended from the bus and may possibly lose the privilege of riding altogether if the behavior continues.

**ARRIVAL:** Parents are not allowed to walk students to class. This will help them start their instruction with their peers.

**DISMISSAL:** For the safety of your child, please be consistent with the way your child goes home each day and keep the number of changes to that routine to a minimum. *Any changes to dismissal routines must be submitted in writing and/or approved by the Principal/Assistant Principal.*

## EARLY DISMISSAL DUE TO WEATHER

In the event of inclement weather, radio, television, and Gaston County Schools website will broadcast closings. Make sure your child knows what to do and where to go if school closes early. Contact information must be kept current with the front office and the classroom teacher.

## GENERAL INFORMATION

### ATTENDANCE

A student must be in school until 11:00 am to be counted present for the day. Please try to make doctor's appointments, etc. for after school hours. Parents must come to the office and sign children out. No student will be dismissed without the office calling the classroom first. The tardy policy will apply to early checkouts. All early checkouts are unexcused without official documentation. When students check out early or return from a checkout through a computerized system, parents will be required to present a valid photo ID.

No student will be signed out after 2:00 pm. We ask for your cooperation as this is the time that students are getting assignments and preparing for dismissal. No student will be permitted to leave campus with a friend without the written permission of a parent. This is particularly important if school bus transportation is needed.

### ATTENDANCE & SICKNESS

All absences are unexcused without a written note. Notes must be sent within 3 days of the absence. Regular attendance is extremely important. Please encourage your child to come to school and to stay at school unless he/she is running a fever or vomiting. If your child needs to go home during the day, he/she must be checked out through the office.

Excessive absences, tardies, and/or early checkouts will be investigated by the School Social Worker. See Gaston County Student Behavior Guidelines.

If a child becomes ill or injured, we will administer first aid and call the home immediately. If the parent or guardian cannot be reached, we will attempt to contact the emergency number listed on the child's yearly enrollment form. It is essential that we have updated, working phone numbers for every child.

### IMMUNIZATIONS

State law requires that all children have the proper immunizations before they enter the public schools. Immunizations are audited by the nurse. Students who have incomplete records are sent home until the parent satisfies the requirements of the law.

### MEDICATION, ILLNESS AND INJURY

If it becomes necessary for a student to take medicine at school the bottle/container with the prescription must be accompanied by an Authorization to Administer Medicine form signed by the child's doctor. This form is available from the office. Medicine must be brought to the office to be signed in by our nurse. It can not be sent with children to school. Our school nurse is available should you have any questions.

## **CAFETERIA**

Breakfast and lunch are served daily. Robinson will be a part of the Community Eligibility Provision (CEP) Universal Free Breakfast and Lunch program this year. This means all families receive free breakfast and lunch for their students; however, adult visitors and staff will still pay. Families of students moving from a CEP school to a NON-CEP, will need to apply for Free and Reduced Meals in order to receive benefits at the new school. If families transfer into Robinson from a NON-CEP school, they will still be responsible for any charges accumulated at the previous school.

## **DIETARY NEEDS**

A parent of a child who has a diagnosed medical condition that requires modifications to their school meals, must request a special diet order through school nutrition.

## **COMPETITIVE SALES**

No food from outside vendors may be brought in for class parties or celebrations until after all lunch periods end.

## **FINANCES**

When paying for anything at Robinson Elementary, your check is welcome. Checks should be written on a commercially printed check with your name, address, and phone number. Gaston County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, we have contracted with Nexcheck LLC for collection of returned checks. Cash is also welcome.

Information regarding online school pay for things such as yearbooks, etc will come home during the beginning months of school. This system is the K-12 Payment Center, and you may use it once you create an account for your child.

## **INSTRUCTION**

Your child's teacher will keep you informed of his/her progress through regular communication. We expect all children to be responsible for their work. Homework will be assigned to provide extra practice in learned skills. As a parent, you can ensure your child's success by checking homework assignments and making sure your child returns the completed work to school. Check book bags daily to make sure you are receiving all communication from the teacher.

## **INSTRUCTIONAL STANDARDS/Grading**

Elementary schools across Gaston County will continue to focus on implementing standards-based learning and grading practices in all K-5 classrooms this school year. Knowing where students are in their progress toward meeting standards-based learning objectives is crucial for planning and delivering classroom instruction. Standards-based assessments give teachers more information about each student's progress in meeting the level of proficiency required by each academic standard in each of the subject areas.

North Carolina public school students are required to meet statewide standards for promotion. Your child's teacher will

discuss these requirements with you at parent conferences. Students who do not meet these standards will be taken before a local promotion/retention committee for review. Parents will be notified in writing of the committee's decision. The principal makes the final decision to promote or retain.

Interim reports will be sent home at the mid-term of each nine weeks. Report cards will be sent home every nine weeks. Both of these reports indicate your child's progress and should be signed and returned. The calendar below has report card dates and Parent Teacher conference dates on it. More information on Standards based grading will be given to you at orientation.

## **REMOTE LEARNING EXPECTATIONS**

If remote instruction is needed, students will receive instruction through Schoology.

## **TITLE I**

Our school qualifies as a Title I school for the 2023-2024 school year. Title I provides funding to help students who are behind academically or at risk of falling behind. The law also states that parents' have the right to know: the qualifications of their child's teacher, information on the level of achievement for their child, and input on the school's parent policy and plans.

## **PARENT CONFERENCES**

Two days per year are established for parent conference days. They are noted on the calendar on the back of the handbook, and you will receive more information from your child's teacher. In addition, we invite you to set up a conference whenever you feel it necessary. Our faculty is willing to work with your schedule.

## **PARENT TEACHER ORGANIZATION (PTO)**

The PTO was formed to unite the efforts of parents and teachers to provide enrichment opportunities for our children. We encourage you to join the organization and contribute to the betterment of all our children.

## **COMMUNICATION**

From time to time you can expect phone calls on our Blackboard ConnectSystem. These calls will serve as general reminders for upcoming events or for special announcements. Please notify the office if your phone number changes.

Thursday folders will be another way the school communicates with parents.

Parents should also check out the Robinson Elementary School webpage at <https://www.gaston.k12.nc.us/robinson>

## **FLOWERS AND GIFTS**

To minimize disruptions, we ask that you not have flowers/balloons or gifts delivered to your child at school.

**VISITORS/VOLUNTEERS**

Volunteers are welcome but must complete the volunteer training/process, or reactivate their previous application. Volunteers may volunteer in their child's grade level, but will not be assigned in their child's classroom. Volunteers must check into the office and display the volunteer badge at all times. Visitors will be allowed to enjoy lunch with their child. Visitors will wait for their child outside the double doors of the cafeteria. Once lunch is over, visitors will say goodbye at the same doors. We have limited capacity for lunch visitors.

**TELEPHONE**

Students are permitted to use the phone only if they have an emergency. Not having homework, lunch money, or field trip permission slips does not constitute an emergency. Students must have written permission from the classroom teacher to use the phone.

**TRANSFERS**

Students must attend the school in the district where they live. Our school social worker monitors attendance and residence requirements and will make home visits when necessary. Transfer requests can be made through the principal but must be approved through Gaston County School's Student Assignment Office.

**SCHOOL SAFETY DRILLS**

State Law requires us to practice fire drills, lockdowns, and tornado drills. They are held on a regular basis. Each classroom has a map posted with an evacuation plan.

**SECURITY AND SURVEILLANCE**

All persons who enter the school are subject to metal detection. Random wandling will be practiced.

Our building and campus is under 24 hour surveillance of video cameras mounted on the inside and outside of the building.

**DISCIPLINE**

Positive behavior is necessary to ensure the safety and well being of all students. Our intent is to help children learn to be responsible for their decisions and to understand the consequences for the choices they make. Robinson Elementary follows the Gaston County Schools Student Code of Conduct.

We expect each child at our school to demonstrate good citizenship at all times. Children are expected to follow our Robinson Expectations. They are as follows: **Respect, Ownership, Achieve, Responsibility (ROAR).**

**ELECTRONICS/TECHNOLOGY**

Students are permitted to possess cellular phones and other wireless devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. School employees may immediately confiscate any wireless communication device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The school system is not responsible for the theft, loss or

damage of a cellular phone or any other personal wireless communication device. (GCS Policy Code 4396).

Students may not use cell phones during school hours or allow other students to use their cell phones. Students with cell phones must store them in their backpack and the cell phone must be turned off before arriving at school. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by Robinson staff if used in violation of this policy and kept in the office until picked up by a parent.

**GASTON COUNTY SCHOOL TOBACCO POLICY**

Gaston County Schools are tobacco free. Tobacco and tobacco products are prohibited on campus.

**GASTON COUNTY TECHNOLOGY POLICY**

Gaston County has an Acceptable Use Policy which must be signed by parents before students are allowed to use technology.

**ASBESTOS IDENTIFICATION**

Our school has areas containing asbestos. Semi-annually an inspection is made to provide adequate maintenance of these areas. At the present time it has been determined that these areas are not friable and pose no immediate danger to any occupants of the building. The asbestos manager is available at 704-866-6159, if you have any questions.

**INTEGRATED PEST MANAGEMENT**

Gaston County Schools adopted an integrated pest management policy to comply with the NC School Children's Health Act. Our District Policy can be accessed through the GCS website under policy code 92335.

**2023-2024 School Calendar**

**CALENDAR DATES**

- July 4 ..... Holiday (Independence Day)
- August 1 ..... Optional Teacher Workday
- August 8-11 ..... Mandated Teacher Workdays
- August 16-19 ..... Mandated Teacher Workdays
- August 18 ..... Student First Day
- September 4 ..... Holiday (Labor Day)
- October 12 ..... End of First 9-Week Grading Period
- October 13 ..... Parent-Teacher Conferences (All Grade Levels)
- October 13 ..... Early Dismissal for Students
- October 19 ..... Optional Teacher Workday
- October 19 ..... 9-Week Report Cards Distributed
- November 8 ..... Holiday (Veterans Day)
- November 22 ..... Student Holiday
- November 22 ..... Teacher Annual Leave
- November 22-24 ..... Holiday (Thanksgiving)
- December 20 ..... End of Second 9-Week Grading Period
- December 21 ..... Student Holiday
- December 21 ..... Teacher Annual Leave
- December 22 ..... Holiday (Winter)
- December 25-26 ..... Holiday (Winter)
- December 27-29 ..... Student Holiday
- January 1 ..... Holiday (New Year's Day)
- January 2 ..... Student Holiday
- January 3 ..... Teacher Annual Leave
- January 3 ..... Early Dismissal for Students
- January 4-5 ..... Optional Teacher Workday
- January 11 ..... Mandated Teacher Workdays
- January 11 ..... 9-Week Report Cards Distributed
- January 13 ..... Holiday (Martin Luther King Jr. Day)
- February 19 ..... Optional Teacher Workday
- March 7 ..... End of Third 9-Week Grading Period
- March 7 ..... Parent-Teacher Conferences (All Grade Levels)
- March 8 ..... Early Dismissal for Students
- March 14 ..... Optional Teacher Workday
- March 14 ..... 9-Week Report Cards Distributed
- March 29 ..... Holiday (Spring)
- April 4 ..... Student Holiday
- April 5 ..... Optional Teacher Workday
- May 2 ..... Student Last Day
- May 23-24 ..... Mandated Teacher Workdays
- May 24 ..... Graduation Day
- May 27 ..... Holiday (Memorial Day)
- May 28-31 ..... Optional Teacher Workdays

**Inclusion Weather Making Days**

- January 9 - February 19
- March 18
- April 5 - April 3
- April 2

The Board of Education reserves the right to use early release days and substitute workdays for inclusion weather. The Board may add days of employment to end of the school year.

Testing dates will be available on the district website after they are determined by the state.

**Calendar Key**

- Inclusion
- First Last Day of School
- ☐ Mandated Teacher Workday
- ☐ Student Holiday
- ☐ Parent-Teacher Conferences/Early Dismissal for Students
- ☐ Optional Teacher Workday
- ☐ 9-Week Report Cards Distributed
- ☐ Student Holiday
- ☐ Teacher Annual Leave
- ☐ Holiday (Spring)
- ☐ Student Holiday
- ☐ Graduation Day
- ☐ Holiday (Memorial Day)
- ☐ Optional Teacher Workdays

**Gaston County Schools**  
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 www.gastonncschools.org • District #21 Education Station  
 The Board of Education approved the 2023-2024 school calendar on February 20, 2023.  
 Calendar image produced by the Communications Department