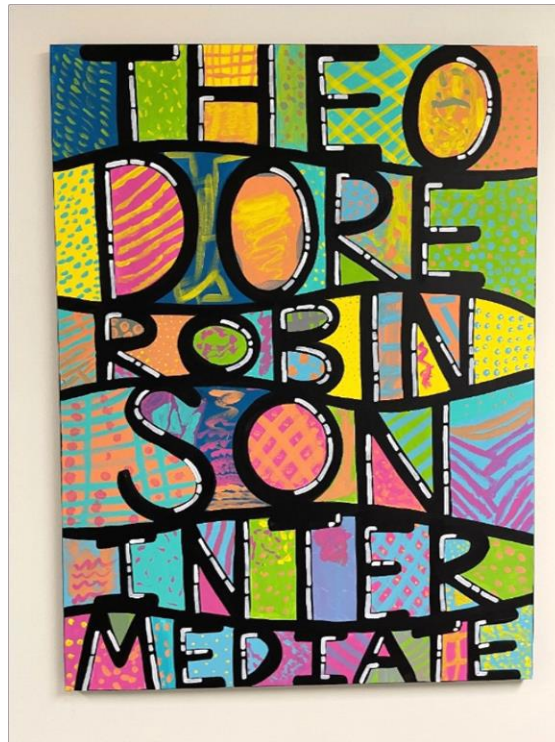


THEODORE ROBINSON INTERMEDIATE SCHOOL



STUDENT & FAMILY HANDBOOK

DISTRICT MISSION STATEMENT

All learners thriving, contributing and belonging.

THEODORE ROBINSON INTERMEDIATE SCHOOL VISION

High achieving, caring students who are able to navigate the world with grace, resilience, and kindness.

Barb Dorn, Principal

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Gwen Bellisle, Administrative Assistant

(608) 882-3840

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Dear Families,

Welcome to the 2023-24 school year! We are so glad that you are here to join us as we begin another year of school at Theodore Robinson Intermediate School (TRIS). I know how dedicated the staff and all of you are to making Theodore Robinson a school of excellence for all. I, too, will be relentless in my work to create a welcoming, engaging and thriving school community where all students, staff and families work collaboratively to nurture and celebrate the gifts each of us brings to the table.

In families and communities, we have times of celebration, conversations that need to be had and challenges. As all of you know, having a family like building a community is hard yet important work. We all need to be committed to creating an equitable school community where all students have access to an excellent education. It will take all of us working together! Collectively, we will foster a positive school culture at Theodore Robinson that supports learning and celebrations.

Please hang out with us, learn with us, laugh with us, grow with us, work with us and celebrate with us! Together we can strengthen relationships, build connections and create a learning community at Theodore Robinson that is a wonderful place to be for all staff, students and families. I look forward to continuing to get to know all of you. It is an honor to be here.

Sincerely,

Barb Dorn, Principal

**INTERMEDIATE SCHOOL DAY
2023 - 2024**

7:35 a.m.	Supervision on playground
7:50 a.m.	Bell rings to enter building
8:00 a.m.	Instruction begins
10:35 – 10:55 a.m.	4 th Grade Lunch
11:20 – 11:40 a.m.	3 rd Grade Lunch
11:50 a.m. – 12:10 p.m.	5 th Grade Lunch
3:00 p.m.	Dismissal

Daily Procedures for Families and Students

ATTENDANCE: Families should notify the school office at (608) 882-3841 prior to 8:30 a.m. if their child will be absent. Consistent school attendance increases a student's sense of belonging and success in school. Please refer to ECSD Policy 430 [here](#).

SCHOOL DAY: Staff supervision of the playground begins at 7:35 a.m. each morning. The bell rings for students to line up to enter the building at 7:50 a.m. Students are dismissed at 3 p.m. There is no supervision after school on the playground, therefore, we ask all students to be on their way unless they are participating in an after school activity.

DROP OFF/PICK UP PROCEDURES: If dropping off or picking up your child, please follow the established procedures that are shared with all families before the start of school via email. Thank you for helping us to keep all students and families safe.

BUSING: All students riding buses will be dismissed from their bus at 7:45 a.m. to enter through the Fair Street Doors. Students will walk through the cafeteria and down the sidewalk to join their friends on the playground until the 7:50 a.m. bell. Students riding the bus will be dismissed at 3 p.m. Additional information regarding busing can be found through ECSD Board Policy 443.2 [here](#) and 751 [here](#).

BIKES, SKATEBOARDS AND ROLLERBLADES: Please remind your child to follow bicycle safety practices and the following bike rules:

1. Bikes must be walked at crossing guard corners and when on school grounds.
2. Bikes must be placed in the bike racks.
3. No riding of bikes, skateboards, or rollerblades on school grounds during the school day (7:35 a.m. – 3 p.m.).

EARLY PICK UP: Students are not allowed to leave the school grounds during the day unless they are picked up by a parent/guardian from the office. Students cannot be dismissed from the playground.

EARLY DISMISSAL ON SNOW DAYS: Each student's family will fill out a form regarding plans for early dismissal at the beginning of the school year. Students will be

sent to the location indicated on that early dismissal form. Your child's teacher will keep the form and refer to it when needed. If you have any changes during the year, please contact your child's teacher.

MESSAGES FOR STUDENTS: If you have to get a message to your child, please call the office before 2 p.m. so that we have adequate time to deliver the message to your child. Please do not call the classroom directly.

VISITORS: We welcome families into our building! However, we do have an obligation to protect the health, safety, and welfare of all students and staff. Anyone who comes to TRIS is to enter through the **main entrance** and **register** in the office with a **photo ID**. This includes all volunteers and all visitors who **will** then be expected to wear a Visitor Badge while on school grounds. Please register in the office before visiting your child out on the playground during recess. Please exit through the main office. This procedure is for the safety of all staff and students.

VOLUNTEERS: If you have time available during the school day, we welcome you to volunteer in classrooms and at our school. We appreciate volunteers for sharing their time and talents with our students. It is a wonderfully enriching experience for both the volunteer and the students with whom they work. Please inform your child's homeroom teacher of the day(s) and time(s) that you would be willing to assist a teacher/grade level on a regular basis. **All volunteers who work with students or who supervise student activities, including field trips, must have a background check prior to working/supervising students.** This check only needs to be done once per calendar year, and all information will be kept confidential. Please refer to ECSD Policy 353.1 [here](#) and 860 [here](#).

Student's Day

BREAKFAST: Each morning breakfast is served to students in their classrooms. The cost of breakfast is deducted from each student's family account unless they qualify for free meals. Students are also allowed to bring in their own breakfast items to eat at the start of the day in their classroom.

MILK/SNACK: Milk during snack is 50 cents with the funds being deducted from each student's family account. Any student qualifying for free/reduced meals will receive free milk during snack. Permission slips will be distributed by homeroom

teachers at the start of the school year for families to grant permission for their child to have milk during snack.

LUNCH: Lunch is served in the cafeteria and all students have at least 40 minutes for lunch and lunch recess. Lunch payments can be made at the school office, the District Office and online. Breakfast and lunch **menus** can be accessed [here](#). Food Service account balances are available through Skyward Family Access [here](#).

CELL PHONES: Students at TRIS must leave their cell phones with their classroom teacher or in the school office. They should not be stored in lockers for security reasons. Student cell phones and other electronic devices are not allowed on field trips. Please see ECSD Policy #443.5 [here](#) for details.

Other Important Information

STUDENT ENRICHMENT OPPORTUNITIES: We continue to look for opportunities to support each student in their discovery of new areas of strength. Please let us know if you are interested in facilitating an activity for our students.

- TRIS SINGERS – 4th & 5th grade students who love to sing should definitely consider joining this group. Please contact Cindy Zblewski for more information.
- AFRICAN DRUMMING AND XYLOPHONE – Students who love to play instruments will love this group. Please contact Cindy Zblewski for more information.

COMMUNICATION: We believe that collaboration and communication with families leads to a thriving school community where students are successful and joyful. Staff will communicate through email, notes sent home and/or phone calls. Family contact information is collected during registration and should be updated via Skyward Family Access as needed. Please reach out to staff with questions, concerns and ideas. We are here to listen, problem solve and grow with you. You can find contact information for TRIS staff [here](#).

FAMILY ACCESS: Families can access student information including lunch balances via Skyward Family Access [here](#). Please call (608) 882-5224 if you need to set up an

access code.

STUDENT ATTIRE: Students learn best when they feel comfortable at school and we recognize dress as a form of self-expression. Clothing must be suitable for all scheduled classroom activities including physical education. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances and/or illegal activities. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identify, religious affiliation, or any other protected groups.

CLOTHING LABELS & WINTER GEAR: Removable clothing that students wear to school should be **labeled with their first and last name**. Frequently, students have identical clothing (e.g., boots, tennis shoes, jackets, scarves, and backpacks) that they easily misplace. Labels assist us in locating and returning items to the correct owner. Lost & Found items will be taken to the Evansville Care Closet once a month. Please check your child's clothes regularly. We have had many pieces of expensive clothing go unclaimed. As the seasons change, please be sure that your child is dressing for the weather. We do go outside until the temperature falls below zero.

HOMEWORK: The purpose of homework at the intermediate level is to provide practice and feedback to students while keeping families informed of what is taught during the school day. Students should spend 20-30 minutes each day on homework. At least 20 minutes of that time should be spent reading or being read to.

ASSESSMENTS & CONFERENCES: Students will participate in the Fountas & Pinnell Benchmark Assessment System in fall, winter and spring. The purpose of this assessment is to assist teachers in making instructional decisions and to monitor academic growth in reading over the course of the year. All 3rd-5th grade students also participate in the state-wide Forward Exam in the spring which assesses literacy and math in 3rd & 5th grade and literacy, math, science and social studies in 4th grade. Family Conferences are held twice a year in October and March. Report Cards are completed at the end of 2nd Semester.

MEDICATIONS: Medications should be administered to students by families at home whenever possible. Before any prescription medication can be administered to a student at school, staff must receive written family consent and written instructions from the student's physician or dentist. Non-prescription medications may be administered with written family consent. The Medications Consent Form (Policy 453.4 [here](#), Consent Form [here](#)) must be completed and filed in the school office prior to any medications

being administered to students.

SAFETY DRILLS: Safety drills will be held monthly throughout the school year. Drills include fire, tornado and active threat/ALICE. Active threat/ALICE drills will be clearly communicated to staff, students, families and the Evansville Police Department in advance. Additional information regarding the implementation of ALICE drills will be provided to families throughout the school year. ALICE drills will be implemented in a manner that is appropriate for the age of students involved.

FIELD TRIPS: Throughout the school year, students are provided with opportunities to extend their learning outside the classroom through field trips. All students are expected to attend field trips. Families will be informed of trips that are off school grounds prior to student participation. See ECSD Board Policy 352.2 [here](#) for additional information.

SUPPORTING A COMMUNITY OF LEARNERS: At TRIS, we believe that all learners can and will learn when provided with the right amount of support and challenge. We believe in the power of strong relationships and engagement with students and families. We commit to listening to and amplifying the voices of students, staff and families in our efforts to make TRIS a wonderful place to be for all students, staff and families. We will support students in their development to become positive, caring and kind people in many ways.

- **RESPONSIVE CLASSROOMS:** We will create a community at TRIS that centers student voice, belonging and relationships as the foundation of all that we do. We will engage students in meaningful and joyful learning as we develop skills in cooperation, assertion, respect/responsibility, empathy and self discipline.
- **SECOND STEP:** Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to help students thrive. The school counselor, Sammy McNamara, uses this resource in her weekly Guidance Classes. All 3rd-5th grade students go through the Social-Emotional Learning, Bullying Prevention and Child Protection Units over the course of the year. Resources for families are shared on a weekly basis via email.
- **ZONES OF REGULATION:** The Zones of Regulation strategies are taught to all 3rd-5th grade students by their classroom teacher. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, managing their sensory needs, and improving their ability to problem solve conflicts.
- **RESTORATIVE PRACTICES:** Your child's physical and emotional safety is our

top priority. Our goal is to completely eliminate bullying behavior and create an environment where all are treated with kindness and care. Restorative practices will be used to proactively build a safe and welcoming community at TRIS. However, situations will arise and we will use each as an opportunity to grow, repair the harm and restore our community using Restorative Practices. Please contact us immediately if you feel that your child is being treated unkindly at school and it is **not** being addressed. We can only problem solve with students and families when we are informed. Please see School Board Policy 411.1 [here](#) for further information.

SCHOOL BOARD POLICIES: A complete list of all School Board Polices are available [here](#).

NONDISCRIMINATION STATEMENT: The Evansville Community School District ensures no individual may be denied admissions to any public schools in the District or be denied the right to full participation rights in curricular, extracurricular, student services, recreational or other programs or activities because of a student's sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender non-conformity, physical, mental, emotional or learning disability or any other basis protected by law.