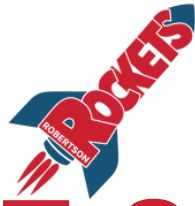


ROBERTSON ELEMENTARY



**STUDENT & FAMILY**

**MANUAL**



ROBERTSON ELEMENTARY

2807 W. Lincoln Avenue

Yakima, WA 98902

509-573-1600

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# PRINCIPAL'S MESSAGE

Dear Students, Families, and Staff,

Welcome to Robertson Elementary!

It is with great pleasure that I extend this warm welcome to each of you as we embark on another exciting school year. Whether you are returning or joining us for the first time, we are thrilled to have you as part of our Robertson community.



At Robertson, we are committed to fostering a nurturing and inclusive environment where every student can thrive academically, socially, and personally. Our dedicated faculty and staff are here to support you in your educational journey and ensure that you have access to the resources and opportunities needed for success.

This handbook serves as a valuable guide to our policies, procedures, and the many programs and services available to you. Please take the time to familiarize yourself with its contents, as it will help you make the most of your experience here at Robertson.

As we begin this new school year, let us embrace the spirit of collaboration and unity that defines our school community. Together, we will create a year filled with learning, growth, and memorable experiences.

I look forward to a wonderful year ahead and getting to know each of you better. Please do not hesitate to reach out to me or any member of our team if you have any questions or need assistance.

Here's to a successful school year!

Warm regards,

Carrie Davis  
Principal  
Robertson Elementary  
509-573-1601

# NON DISCRIMINATION STATEMENT

**Nondiscrimination Statement:** Yakima School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Compliance Coordinator:** Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, [martinez.olivia@ysd7.org](mailto:martinez.olivia@ysd7.org);

**Title IX Coordinator (Students):** Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, [santoy.omar@ysd7.org](mailto:santoy.omar@ysd7.org);

- **Deputy Title IX Coordinator (Students):** Erin Thomas, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, [thomas.erin@ysd7.org](mailto:thomas.erin@ysd7.org);
- **Deputy Title IX Coordinator (Students):** Shawn Orminski, Assistant Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, [orminski.shawn@ysd7.org](mailto:orminski.shawn@ysd7.org);

**Title IX Coordinator (Non-Students):** Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, [martinez.olivia@ysd7.org](mailto:martinez.olivia@ysd7.org);

**Section 504/ADA Coordinator (Students):** Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, [santoy.omar@ysd7.org](mailto:santoy.omar@ysd7.org);

**ADA Coordinator (Non-Students):** Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, [miller.christopher@ysd7.org](mailto:miller.christopher@ysd7.org).

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact the appropriate **Americans with Disabilities Act (ADA) Coordinator** 24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech-impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388.

# Robertson Elementary

~Home of the Rockets~



## Vision Statement

Robertson strives to build a community of resilient, lifelong learners who pursue their future with empathy and respect for all, prepared to contribute to a global society.

## Mission Statement

Robertson, in partnership with families and community, seeks to create a safe environment where every student has the support needed to achieve high levels of learning.



# Our Core Values

~STAR expectations~

## Safe Choices and Solutions~

Creating safe spaces where everyone feels welcome  
Bringing solutions to solve problems  
Making others feel safe by our actions  
Presume positive intentions about others

## Take responsibility~

Collective responsibility for ALL of our students  
Identify needs and take action  
Offering multiple solutions to problem  
Work together with others collaboratively

## Always Persevere~

Facing challenges with a positive attitude  
Collective efficacy  
Having grit - where you are is where you are supposed to be, just keep going  
Setting goals and working towards them - enjoy the journey

## Respect Everyone and Everything~

Empathy towards others  
Understand that respect looks different to different people  
Presuming Positive Intentions  
Everyone feels valued and heard

# Robertson School Improvement Goals

## **ELA:**

Our goal is to increase our ELA growth from 42 Student Growth Percentile (SGP) by 5 points each year until we reach 57 SGP by 2027.

More specifically, our goal is to increase our SGP in ELA for SWD from 42 to 57 SGP by 2027.

Additionally, our goal is to increase our SGP in ELA for ELL from 43 to 58 SGP by 2027.

## **Math:**

Our goal is to increase our math growth from 42 Student Growth Percentile (SGP) by 3 points each year until we reach 51 SGP by 2027.

More specifically, our goal is to increase our SGP in Math for SWD from 52 to 61 SGP by 2027.

Additionally, our goal is to increase our SGP in math for ELL students from 40 SGP to 49 SGP by 2027.

## **Attendance:**

Our goal is to increase our regular attendance from 90% to 95% by 2027.

More specifically, our goal is to increase our regular attendance for students with disabilities from 64% to 95% by 2027.

# DAILY SCHEDULE

**(MONDAYS AND HALF DAYS: SCHEDULE VARIES)**

8:40 AM	Students line up for class
8:45 AM	Classes begin
8:45 AM - 9:00 AM	Breakfast/Social Emotional Learning
9:45 AM - 10:00 AM	Instruction/recess for 2nd,4th, and 5th
10:00 AM - 10:15 AM	Instruction/recess for K, 1st, and 3rd
10:00 AM - 11:15 AM	Instruction
11:15 AM - 12:15 PM	Lunch/Recess
12:15 PM - 1:30 PM	Instruction
1:30 PM - 1:45 PM	Instruction /recess for 2nd and 3rd
1:45 PM - 2:00 PM	Instruction/recess for Kinder
2:15 PM -2:30 PM	Instruction/recess for 1st, 4th, 5th
2:30 PM -3:15 PM	Instruction





# SCHOOL MAP



# Robertson Elementary School - Staff List 2024-2025

TEACHER:	RM.	EXT.	OFFICE STAFF:	EXI.	
<b>KINDERGARTEN:</b>			Carrie (Pitts)Davis (Principal)	1601	
Elsa Gonzalez	302	1642	Ryan Treat (Asst. Principal)	1611	<b>PARA-EDUCATORS:</b>
Jennifer Jackson	304	1644			
Kendal Regal	301	1641	Guadalupe Gonzalez (I.F.)	1647	
Darci Orange	303	1643	Anita Navarro (Counselor)	1617	Candy Jarvis (Sped 203)
<b>FIRST GRADE:</b>			Mike McCoy (Office Manager)	1602	Cheryl Romero (LAP 304)
Linda Ford	204	1634	Keila Gomez (Office Asst.)	1606	Cynthia Fiscus (LAP 301)
Alexandria Pence	205	1635	David Hunter (Nurse)	1612	Esmeralda Rios (LAP 303)
Maria Ponce	201	1631	Hayley Mesplie (Psych.)	1614	Esperanza Serrano (LAP 302)
Lacey Griff	202	1632	Dave Barnett (O.T.)		Flor Mejia (Basic Ed Library)
<b>SECOND GRADE:</b>					Harlie Briskey (Sped 203)
Sonia Jauregui	103	1623			
Yesenia Macedo Chave	101	1621			Angie Mackenzie (Sped 504B)
Summer Miller	102	1626			Larissa Niblett (Sped 407)
Ruby Maes	104	1624			Brenda Rodriguez (rm 105)
<b>THIRD GRADE:</b>			<b>PRO-TECH:</b>		Maricruz Vasquez (Sped 408)
Jennie Mathes	206	1636			Marsha Gray (LAP 105)
Rosanna Baez	305	1645	Maria Solorio (Speech)	1662	Rhonda Edgley (LAP 105)
Brooke Wentz	306	1646			Shonna Johnson (Sped 407)
<b>FOURTH GRADE:</b>					Susan Gonzales (1 on 1 408)
Selina Koreski	403	1653			Yasmin Serrano (Behavior 504A)
Bonnie Oliphant	404	1654			
Trinidad Rivera	402	1652			
<b>FIFTH GRADE:</b>					
Xavier Juarez	406	1656	<b>MAINTENANCE:</b>		
Emily Meyer	405	1655	Colin Rexroat (Lead Custodian)	28-8060	
Elizabeth Smith	401	1651	Derek Kirby (Swing Custodian)	"	
<b>SPECIAL ED:</b>			Gabriel Carlos (Night Custodian)	"	
<b>Rebekah McGaughey</b>	203	1637	<b>KITCHEN:</b>		
Yesenia Olivera (1-3)	408	1668	Theresa Higbee(Lead Cook)	1608	
Stephanie Peyser (3-5)	407	1667	Robin Caldwell (Cook)	"	
Joa Crowder (RR)	504B	1665	Kodi Frank (Cook)	"	
<b>Ceri Callan/Amy See</b>	502	1662	Shelly Hagel(cook)	"	
<b>SPECIALIST:</b>					
Michelle Dufault (Beha)	504A	1664	Jenny Malwitz (STEAM)	106 1622	
Nichola Hill (Music)	503	1663	Melissa Caveness (Reading)	1629	
Bryan Jones (P.E.)	gym	1671	Yolanda Vascoy (ELD)	1628	
Sandy Kerr (Lib)	Lib.	1607			

# ARRIVAL AND DEPARTURE PROCEDURES

**Parent drop off/pick up- (parking lot off of Powerhouse): Important Safety Information!**

## **DROP OFF**

Gates will open for playground supervision at 8:15. **Please DO NOT drop off children before 8:15**, as gates will be locked until there is adult supervision which begins at 8:15. This does not apply to students who are enrolled in the before/after school care located on our premises.

## **PICK UP**

Our student car rider pick up works similar to a ferry system.

Cars enter *starting* with lane one (closest to the curb) once lane one is full, cars then fill lanes 2-4. This system is “first come first serve”.

**For the safety of all please adhere to the following:**

Remain in your vehicle; we will safely and efficiently bring your student to you.

Do not try to move from one lane to another

Do not call or wave students to walk through car lanes to get to your vehicle.

## **Bus Riders**

Emergency exit rules are taught and posted on the buses. Remember that transportation may be denied to a student who misbehaves on the bus. SAFETY is our first concern. Riding the bus is a privilege – not a right! Students that ride a bus are to report directly to line up when the bell dismisses school where they are to wait to load the busses. **Bus riders are to continue to follow the STAR expectations while waiting in bus lines as well as while riding the bus. Students must follow the directions of the staff supervising them at all times. Failure to do so may result in disciplinary action or the loss of bus privileges.**

## **Children Left At School:**

*In the event that your child is left at school after school hours, or is returned by transportation because there was no parent or guardian to meet the child, it will be handled in this way:*

A contact with the parent will be made by a staff member.

If a contact with the parent proves to be impossible, emergency numbers will be tried in an attempt to reach someone to pick up the child.

If no contact is made with the parents or emergency numbers and no one comes to pick up the child, then the following will take place – the child will wait at the school until 4:15 at which time the police will be called to pick up the child.

Please remember, there is NO SUPERVISION for the children after 3:30 PM. Make every effort to pick up your child before that time.

## **Bus Riding (OP 6600)**

Bus riding is a privilege. Students must follow directions, remain quietly seated, be courteous, and observe no touching or fighting, littering, or vandalism. Student discipline may be assigned and recorded in the student's school discipline file. Transportation Services telephone (509) 573-7200.

# ATTENDANCE

Attendance:

Our goal is to increase our regular attendance from 90% to 95% by 2027.

More specifically, our goal is to increase our regular attendance for students with disabilities from 64% to 95% by 2027.

There is a direct correlation between attendance and academic success. Students should miss no more than 2 days on average, per month, of school. *With that being said, if your student truly is sick, please keep them home.*

## TARDIES

Have your student arrive to school on time. Missing even small amounts of instruction can add up and have a negative impact on academic achievement. We want your child to be successful, please make sure they are well rested and prepared for the school day each morning, on time.

## Please Note



### \*\*\* Change of Address:

We attempt to keep up-to-date school records. Should sickness or injury occur at school, accurate information is essential. Please help your child and school by keeping us informed of any changes in address, home/work phone number, and emergency number changes.

**Note – Students are not released early the last 30 minutes of the school day. If there is a need to pick up early please do so before 2:45 Tuesday-Friday and before 1:45 on Monday.**



## **Attendance (OP 3122)**

Attendance is the most critical aspect of student success. Excused absences for an illness, religious observance, school activity, or emergency are honored at the principal's discretion. Excused absences should be communicated as soon as reasonably possible. Unexcused absence of seven (7) days in a month or fifteen (15) days in a school year starts a truancy petition.

## **Prearranged Absences (OP 3122)**

Absences may be pre-arranged in cases where parent(s)/guardian(s) have a compelling reason to have students out of school if the absence reason does not fit the approved excuses described above. If approved by the principal, it enables the student to continue school work with excused absences. Contact your school or call (509) 573-7265 for assistance.

# STUDENT HEALTH, SAFETY, AND SUPPORT

## **Health Services (OP 3410)**

Health Services are provided by school-certified registered nurses and classified health services support staff that are trained to work with students who have been exposed to disease, seriously ill, injured or facing emergencies. If there is an emergency, the following occurs in this order: (1) the student is stabilized, (2) emergency care is given, (3) 911 is called, and (4) parent(s)/ guardian(s) are contacted. Medications, equipment, and any necessary supplies are the financial responsibility of parent(s)/ guardian(s). Students with life-threatening conditions must have all medical support and health care plans in place before entry into school. Call (509) 573-5000 for assistance.

## **Life-Threatening Health Conditions and Medications (OP 3418)**

Life-Threatening Health Conditions and Medications are governed by state law; required forms need to be completed and turned in before the first day of school to allow for an individualized care plan to be put into place for the student's health and safety. Students must have appropriate medication and/or treatment orders in place with all medications, supplies and equipment present at school prior to the student starting classes. Parent(s)/guardian(s) must provide these unless the district is required to provide them as a related service under federal law. Failure in these law-required steps will result in exclusion from school until the steps are accomplished. Call (509) 573-5000 for assistance.

## **Medications at School (OP 3416)**

Medications at School including prescribed and over-the-counter, may be dispensed at school under supervised conditions. The district assists students in difficult medical situations; however, the administration of medication is strictly regulated by state law and procedure. Medications at school require completion of form OP 3416.1X. Any changes in medication or treatment needs must be communicated to YSD Health Staff by parent(s)/guardian(s). Contact your school office manager, health services staff, or call (509) 573-5000 for assistance.

## **Immunizations (OP 3413)**

Immunizations must be current for student attendance. A student who is non-compliant on the first day of attendance or when a complete records check has been done shall be excluded from attending class following parent/guardian notification. Contact your school nurse or call (509) 573-5000 for assistance. RCW 28A.210.060-170

**Child Abuse (OP 3421) and (OP 3447)**

Child Abuse is reported to proper authorities if reasonable cause exists as required by state law. All staff are mandated reporters and must report at the first opportunity but in no case longer than 48 hours. Child interview is provided to Child Protective Services (CPS) and law enforcement. Only law enforcement can remove a child from the school. Contact your school for assistance.

**Child Custody (OP 3610)**

Child Custody is assumed to reside with the residential/ custodial parent(s)/guardian(s). It is the parent/guardian's responsibility to file certified court custody papers with the school. Other family members may not contact the student and interrupt the educational process without written permission of residential/custodial parent(s)/guardian(s). Contact your school for assistance.

**Section 504 (OP 2162)**

Section 504 provides accommodations for students by modifications made within school programs. The district's Section 504 Coordinator is Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org. See the school counselor or call (509) 573-7260 for assistance.

**Special Education (OP 2161)**

Special Education works with Child Find activities and responds to requests for assessment of a student for its services. Parent(s)/guardian(s) of children with disabilities must receive a copy of procedural safeguards one time a year (and upon initial referral or parental request for an evaluation) and upon filing a request for a due process hearing. Call (509) 573-5091 for assistance.

**Child Nutritional Programs**

Child Nutritional Programs are provided under the Community Eligibility Provision (CEP) which allows all children to receive breakfast and lunch daily at no cost to all enrolled students without collecting household applications. Anything above and beyond the provided meal will need to be paid for at the time of purchase or preloaded on an account. Call (509) 573-7145 for assistance.

**Gender-Inclusive Schools**

Gender-Inclusive Schools operational procedure (OP 3211) may be found on the district's website [www.ysd7.org](http://www.ysd7.org) or in paper form at each school office. The district Designated Gender-Inclusive Schools Coordinator is Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org. (OP 3211)

## **McKinney-Vento Act (OP 3115)**

McKinney-Vento Act is a federal law that protects the educational rights of homeless students to eliminate barriers to the enrollment, retention, and success of homeless students; and to ensure they receive equal access to the same free, appropriate public education as is provided to other students. Call (509) 573-7266 for assistance.

## **School Safety Drills**

Schools are required to have at least one drill per month, including summer sessions with students. Due to geographic location, schools have unique safety challenges. It is the responsibility of school principals and administrators to assess the threats and hazards most likely to impact their school. Basic threat and hazard responses: Shelter-in-Place, Lockdown, Evacuation and Earthquake. Call (509) 573-7030 for assistance.

## **School Closures/Delays/Inclement Weather**

When extreme weather conditions exist, check the YSD website, ParentSquare, social media, the mobile app, or your favorite radio or television station to learn about delays or closures. Please do not call the school as phone lines must be kept open for emergencies. Inclement weather during the day may also trigger an early dismissal, and bus drivers may need to use different bus routes. When schools are closed, all activities planned for that day and evening are canceled. For more information visit [ysd7.org/winterweather](http://ysd7.org/winterweather).

## **Smoke-Air Quality**

Decisions for outdoor activity are made by the Superintendent for recess (or outdoor events during the school day) and building athletic directors for after-school outdoor sports/activity practice or contests. Sensitive groups or students experiencing adverse symptoms should see the school nurse during school and their coach/supervisor if after school. The school nurse has masks available for students and staff. Check the current and forecasted air quality status for our area online at [Airnow.gov](http://Airnow.gov). Or during wildfire smoke, go to [wasmoke.blogspot.com](http://wasmoke.blogspot.com) for status updates. If you have questions or need further clarification, please get in touch with the Superintendent's office at 509-573-7001.

## **Counseling Services at Robertson-**



Mrs. Anita Navarro serves as the Robertson Elementary counselor. She provides a variety of services to students ranging from whole class instruction to individual and small group counseling. Mrs. Navarro can be reached at 509-573-1617.

# STUDENT EXPECTATIONS AND DISCIPLINE

The Yakima School District's Student, Family, & Staff Handbook is an annual publication of the district, satisfying WAC 392-400110(3) requirements for the distribution of district discipline operational procedures. Complete copies of district operational procedures regarding student discipline are available on the district website, [www.ysd7.org](http://www.ysd7.org). State discipline law is available under WAC 392.400. The handbook is prepared by the Yakima School District's Discipline Committee and Omar Santoy, Executive Director of Student Services.

## **Discrimination (OP 3210 and OP 5010)**

Our Schools Stand Against Discrimination. Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

To review the district's Nondiscrimination operational procedures (OP 3210) "Discrimination of Students Prohibited" and (OP 5010), "Nondiscrimination and Affirmative Action," visit [www.ysd7.org](http://www.ysd7.org) under "Policies & Procedures."

## **Sexual Harassment (OP 3205 and OP 5011)**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

To review the district's Sexual Harassment operational procedures (OP 3205) "Sexual Harassment of Students Prohibited" and (OP 5011) "Sexual Harassment of District Staff Prohibited," visit [www.ysd7.org](http://www.ysd7.org) under "Policies & Procedures."

**What can I do if I'm concerned about discrimination or harassment?** Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.



## **Sexual Harassment (continued)**

### CONCERNS ABOUT DISCRIMINATION:

- Civil Rights Coordinator: Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org.

### CONCERNS ABOUT SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT:

- Title IX Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org
- Deputy Title IX Coordinator (Students): Erin Thomas, Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, thomas.erin@ysd7.org
- Deputy Title IX Coordinator (Students): Shawn Orminski, Assistant Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 5737263, orminski.shawn@ysd7.org
- Title IX Coordinator (Non-Students): Olivia Martinez, Human Resources Labor Relations Program Manager, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7028, martinez.olivia@ysd7.org.

### CONCERNS ABOUT DISABILITY DISCRIMINATION:

- Section 504/ADA Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org.
- ADA Coordinator (Non-Students): Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, miller.christopher@ysd7.org.

### CONCERNS ABOUT DISCRIMINATION BASED ON GENDER IDENTITY:

- Gender-Inclusive Schools Coordinator (Students): Omar Santoy, Executive Director of Student Services, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7260, santoy.omar@ysd7.org.

## **Harassment, Intimidation, and Bullying (OP 3207)**

“Harassment, intimidation, or bullying” means any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

There is no requirement that the affected student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

### **How to report Harassment, Intimidation, or Bullying (HIB)**

You can report HIB to any school staff member, School Compliance Officer, or the District Compliance Officer: Omar Santoy, Executive Director of Student Services, (509) 573-7260, [hib@ysd7.org](mailto:hib@ysd7.org). Reports can be filed anonymously. The HIB Incident Reporting Form (OP 3207.1XE) is available on the district website at <https://ysd7.org/hib> under “Policies & Procedures” or in paper form at each school office.

### **Student Discipline (OP 3241)**

The district’s OP 3241 “Student Discipline” is designed to provide students with a safe, healthy, and educationally sound environment. It is the student’s responsibility to be aware of and comply with OP 3241, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of study. The Yakima School District maintains a website with all operational procedures listed at [www.ysd7.org](http://www.ysd7.org). State discipline law is available under WAC 392.400. Call (509) 573-7265 for assistance.

### **Gang Activity (OP 3204)**

A student is prohibited from any gang-related activity with the purpose of violating the law, district operational procedures or school rules or having a criminal intent or nature (RCW 9A.46.120 or RCW 28A.600.455). Call (509) 573-7030 for assistance.

### **Student Privacy and Searches (OP 3230)**

Student Privacy and Searches of students are protected under their constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, searches may be conducted when there is reasonable suspicion to believe that the search will yield evidence of a student’s violation of the law, district policy, or school rules. Student lockers are district property and subject to search with or without reasonable suspicion. Call (509) 573-7031 for assistance.

### **Grade-Level Placement (OP 2421)**

Grade-Level Placement is governed by procedure. Parent(s)/ guardian(s) are notified by the school if a student risks nonpromotion; an accelerated learning plan (ALP) for promotion activities will be created at specified intervals. Call (509) 573-7011 for assistance.

### **Communication Devices/Personal Electronic Devices (OP 3208)**

Communication Devices/Personal Electronic Devices (including cell phones) are not permitted during school hours for students in grades P-12. If a parent or guardian wishes his/her child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to use the device. One exception to the procedure for students in grades 9-12 may be during their assigned lunch period (each school will make this determination) Call (509) 573-2901 for assistance.

## **Student Dress and Appearance (OP 3224)**

A student's dress and appearance must not create a material and substantial disruption of the educational process. Prohibited conduct includes the use of obscene, sexual, alcohol, tobacco and other controlled substance drug-related messages and gang-related apparel. Dress code and grooming operational procedures may not discriminate on the basis of a protected class under RCW 28A.640 or RCW 28A.642, including sex, race, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, and disability. Students will adhere to a school's special dress standard as identified with prior notice and approved by the superintendent. Call (509) 573-7030 for assistance.

### **Dress Code at Robertson Elementary**



Wearing all red, blue or brown clothing is prohibited at school. Wide nylon headbands, nylon caps, hair nets and bandanas are not to be worn during the school day in the building. Bare midriff, backless halters, halter tops, spaghetti strap tops less than one inch, tank tops, sagging or low cut pants, and mesh shirts are not to be worn. Shorts and skirts must be the length of tips of fingers when hands are at their side. Attire that may damage school property (such as chains) or pose a danger to the safety of student and staff members (such as "Heelies") shall not be worn. Shoes shall be worn at all times.

### **Personal Property (OP 6540)**

Personal Property comes to school at the student's own risk; the district discourages valuable jewelry, electronics, and other items from being brought and is not responsible for lost, damaged, or stolen property. Contact your school for assistance.

### **Positive Behavioral Interventions and Supports (PBIS)**

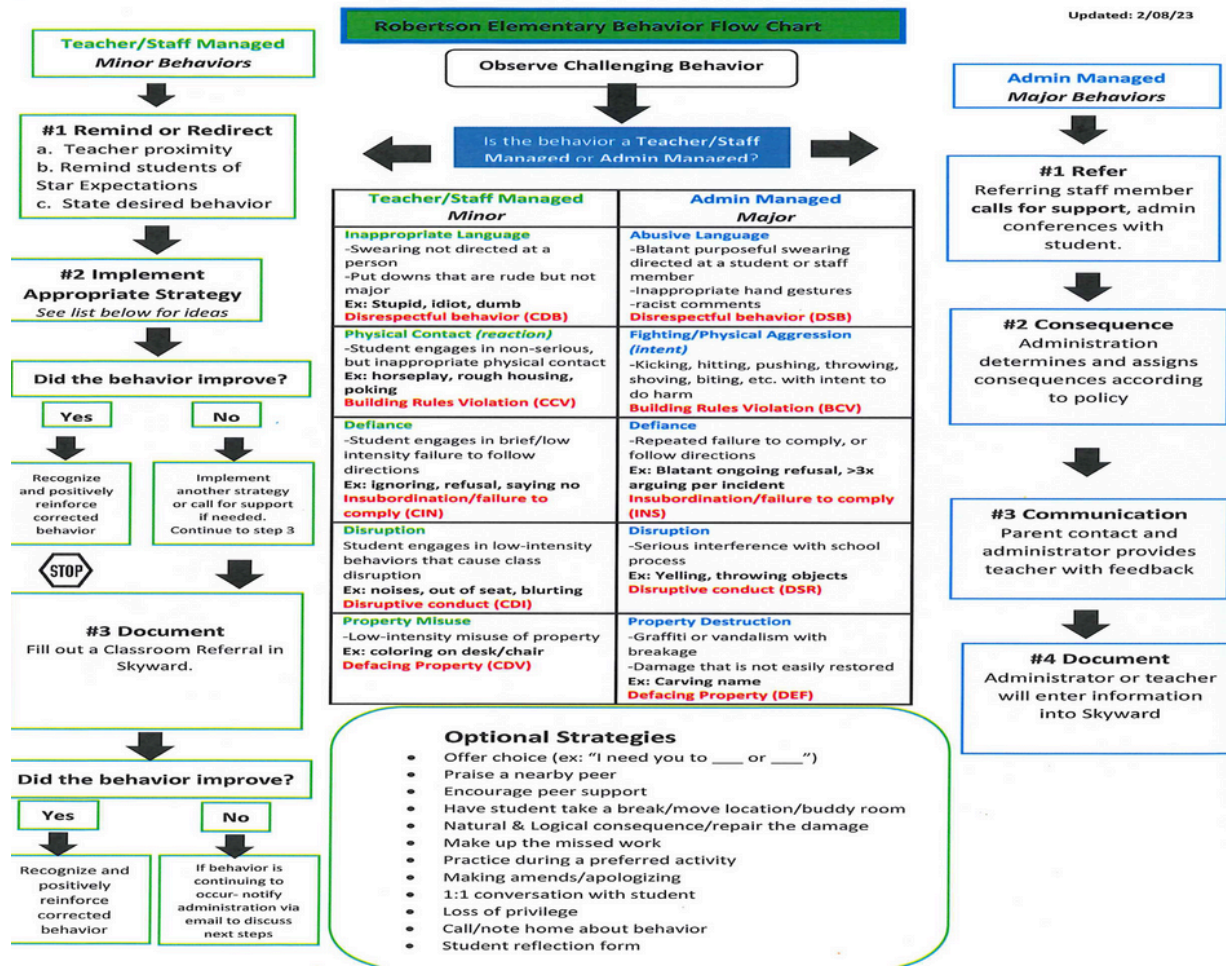
PBIS is an evidence-based framework designed to promote a positive school climate, enhance student behavior, and support academic achievement. At our district, PBIS is implemented through proactive strategies that emphasize teaching and reinforcing positive behaviors, creating a supportive learning environment for all students. By establishing clear expectations, providing consistent feedback, and recognizing students' efforts, PBIS fosters a culture of respect, responsibility, and resilience, ultimately contributing to the success and well-being of our entire school community. Contact your school for assistance.



# Student Expectations and Discipline

Robertson follows a Positive Behavior Intervention System (PBIS). All members of the Robertson community follow the STAR expectations. STAR stands for safe choices and solutions, take responsibility, always persevere, and respect everyone and everything!

Discipline Flowchart below:



## Discipline Steps-

Step 1-Redirection with gentle reminder

Step 2- Direct Verbal reminder and explicit reteach of appropriate behavior to meet STAR expectations.

Step 3- Intervention: Logical consequences, calm down area, family contact, processing sheet (independent/with teacher/in buddy classroom/with support person. Parent or guardian contact.


Step 4- If a student receives 2 or more processing sheets in a one week period, teacher contacts parent/guardian and enters a classroom referral in Skyward (office is notified through Skyward).

Step 5- If a student receives 3 or more processing sheets in a week, this becomes a "major" office managed behavior.

# FAMILY ENGAGEMENT AND VISITING

## Visitors (OP 4317)

Visitors to school, such as parent(s)/guardian(s) and community persons, must abide by the entry process set by their school office. Visitors must identify themselves and leave the school at the request of school staff. Contact your school for assistance.

 **Visiting Robertson-** We require all visitors to first check into the office when arriving on campus prior to joining events or entering classrooms. A background check is required for volunteering, forms are available in the office.

## Parent Communication Platforms

- **ParentSquare:** Our primary communication platform that streamlines district, school, and classroom communications, helping parents receive messages via email, text, or app notifications and providing features like language preference selection, direct messaging, and conference sign-ups, ensuring all information is easily accessible in one platform.
- **Skyward:** Also known as Family Access, this platform is used to communicate grades, attendance, and other student records.
- **Website:** Our district and school websites contain a wealth of information, including current news, policies, and procedures.
- **Mail:** Formal notices about a student may be mailed to a registered mailing address. Please ensure your school has a current mailing address where you can be reached.



# ACADEMIC INFORMATION

## **Student Education Records - Family Educational Rights and Privacy Act (FERPA) (OP 3600)**

Student Education Records - Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. This act provides rights to review records, request amendment to records, consent to disclosure of personally identifiable information, and file a complaint with the U.S. Department of Education. Release of health records follows protections of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and (FERPA). Telephone (509) 573-7021 for assistance.

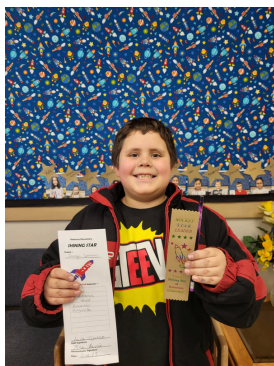
## **Student Directory Information - Family Educational Rights and Privacy Act (FERPA) (OP 3605)**

Yakima School District has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. For more detailed information on student directory information, opting out, and FERPA please visit [www.yzd7.org/FERPA](http://www.yzd7.org/FERPA). Telephone (509) 573-7000 for assistance.

## **Student Original Work (OP 2025)**

Student original work and other copyright provisions of the law are protected. Telephone (509) 573-7010 for assistance.

# STUDENT AWARDS AND RECOGNITION



Through PBIS (positive behaviors and supports) we have an acknowledgement system for all students demonstrating the STAR expectations. We utilize PBIS rewards which is a digital platform for students to earn points and purchase items through our Rocket store. We also hand out STAR tickets, and provide verbal reinforcements. Every other month we hold assemblies to honor students for academic achievements and positive behaviors. Parents are invited to attend! Every month students can earn extra recess for good attendance and meeting their reading goals.

# OTHER HELPFUL INFORMATION

## Fines and fees (OP 3520)

Fines and fees are the responsibility of the student and parent/guardian. Contact your school or telephone (509) 573-7045 for assistance.

**\*\*\*Please note: Fines should be paid through the Robertson school office.**

## Required Annual Notices

Parents/guardians will receive various required annual notices, including the following:

- Student Housing Questionnaire: The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. If you own/rent your own home, you do not need to complete this form. Call (509) 573-7266 for assistance.
- Attendance Letter: This letter contains essential attendance information, detailing operational procedures and expectations to support your child's academic success throughout the school year. Contact your school for assistance.
- Release of Information Form: Schools can share certain student information, but parents can request that it be kept private. Schools must obtain written consent from parents to withhold student information. Call (509) 573-7010 for assistance.
- School-Parent Compact 2024-25: A crucial agreement outlining shared responsibilities for student achievement among school, students, and parents. Call (509) 573-7073 for assistance.
- Title I Newsletter: Offers updates and insights about our Title I program. Call (509) 573-7073 for assistance.
- Family Military Status Information: This form gathers information regarding any family members in the military required by RCW 28.A.300.505(2)(b). Call (509) 573-7024 for assistance.

