



Robinson Elementary School
Family Handbook and
Safety Guide
2025-2026

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Dear Robinson Families,

Welcome to a new school year at Robinson! We are excited to partner with you in creating a supportive, engaging, and safe environment for all our students. As we begin this journey together, we want to make sure you have everything you need to feel informed and connected to our school community.

We're pleased to share with you the Robinson Family Handbook, which is designed to serve as a comprehensive guide for families. Inside, you'll find important information about school policies, procedures, communication protocols, and expectations—everything you need to know to support your child's success at Robinson.

New this year, we have included sections that outline in broad detail how we work to keep all students safe every day. This includes protocols for emergencies, security measures, and the ways we collaborate as a school community to maintain a safe and welcoming learning environment.

We encourage you to take some time to review the handbook and reach out if you have any questions or need further clarification. We are here to support you and your family.

If you have any questions or need assistance, please don't hesitate to contact Dr. Garrett or Dr. Bordenkircher. We're always happy to help.

Here's to a great school year ahead!

Warmly,

Dr. La'Kendra Garrett, Principal

Dr. Jen Bordenkircher, Assistant Principal

Building Information

Address: 803 Couch Avenue Kirkwood, MO 63122

Main Office Number: 314-213-6140

Office Hours: 8:00 am - 4:00 pm

Student Hours: 8:40 am - 3:40 pm

***Students may enter the building at 8:25 am.

Office Staff

[Dr. La'Kendra Garrett](#), Principal

[Dr. Jen Bordenkircher](#), Assistant Principal

[Jess Hahn](#), Nurse

[Molly Brown](#), Secretary

TBD, Secretary

School Counselors and Social Worker

[Indria Harris](#), Counselor (Grades 1, 3, 5)

[Tasha Scola](#), Counselor (Grades K, 2, 4)

[Enesa Kadic](#), Social Worker

Robinson Essentials

An A-Z Handbook for Families

Absences and Late Arrivals

If your child will be tardy or absent from school, please notify the office as soon as possible by calling 314.213.6140 and selecting option 1. You can leave a message in our attendance voicemail box. Or, you may email an absence to robinsonattendance@kirkwoodschoools.org. Please include the following information when communicating with the school: parent/guardian's name, the child's first and last name, and the reason for the absence or late arrival. If your child is absent from school and we have not heard from you, we will call you to verify your child's absence.

Arrival Procedures

Students should not be left unattended at the front door, in the OLC, or anywhere on campus without parent supervision until 8:25am. Students can begin entering the building and exiting their vehicle at 8:25am. Robinson staff members will be outside to help direct students.

- **Walkers and Bike Riders:** Students that are walkers or bike riders should arrive between 8:25 and 8:35. Bike riders should park their bike at the rack on the south side of the building, near the OLC. They should use the same entrances as car drop off. Please note that crossing guards are not out before 8:20 each morning.
- **Bus Riders:** As buses arrive, staff members will greet each bus and dismiss students to enter the building. Students will proceed to the cafeteria to pick up breakfast or head to the classroom.
- **Car Drop Off (see MAP below):** As you arrive, please drive around the back of the building to the side next to the field. A staff member will direct cars into 2 drop off lanes. Once a staff member has directed your vehicle to stop, your student may then exit the vehicle. Staff members will be there to help students as needed. **ADULTS DO NOT GET OUT OF THE VEHICLE.** Students will enter through the laundry room or art hallway doors. Students will then either pick up breakfast or head to the classroom. Once your child is safely out of your car, please follow traffic forward and exit campus. **Cars may NOT turn left out of the lot during school hours.**

Arrival Map



Attendance Reporting Policy

Per KSD policy, part of our responsibilities at school is to monitor and keep families notified of how many days students miss and/or are late to school, regardless of the reason. Our goal is to have 95% of students here 95% of the time. That means fewer than 5% of students have 10+ absences. There is research around the 10 day target and this is also a district expectation. Every week, we run attendance and tardy reports and begin to notify families when students reach 5 unexcused absences, 8 absences per semester, 10 absences, per semester, and 12 absences per semester, and excessive tardies. If you receive a letter stating higher than expected tardies or absences, and need assistance or problem solving, please call our school counselors.

- Click [here to view the 25-26 KSD Calendar](#).

Birthday Celebrations

Student birthdays will be celebrated with 15 Minutes of Fame. For student safety, we are requiring any food treats to be individually wrapped and nut free. [Click here to view school approved nut free snacks](#). Please do not send cupcakes, as they are not an approved snack. Additionally, we welcome parents/guardians to eat lunch with your child on their birthday or half-birthday (for students who have summer birthdays). Please do not bring younger siblings.

Building & Facility Usage

Outside organizations can use the interior of the building for meetings or events and must go through our facilities rental to secure their space. Spaces are on a first come, first serve basis. Outside areas are available to the community during non-school hours.

Cell Phones and Smart Devices

In accordance with [Senate Bill 1481](#) that was passed and became law in May 2025, students will not be able to use cell phones and smart devices during the school day. This bill also restricts the wearing of smart watches during the school day.

Upon entering the building, students will need to place all smart devices (**this includes cell phones and smart watches**) in their backpacks and leave them there for the duration of the school day. If it is determined that smart devices are not in students' backpacks, the following consequences will be enforced:

1st Offense - Verbal warning and parent/guardian contacted; student will be instructed to place device in their backpack; incident documented as a classroom managed behavior

2nd Offense - Device collected and turned into the office; parent contacted and parent will pick up device from the building principals; incident documented as an office managed behavior

3rd Offense - Device collected and turned into the office; parent contacted and parent will pick up device from the building principals; student will turn in device daily to building administrators; incident documented as a behavior referral

Classroom Parties

We will have three classroom parties during the school year. We will have the Fall party on 10/31, the winter party will be on 12/19, and the Friendship Party on 2/12. Classroom teachers will have up to 4 parents sign up to attend and provide individually wrapped nut free snacks, and games for the parties.

Dismissal Procedures

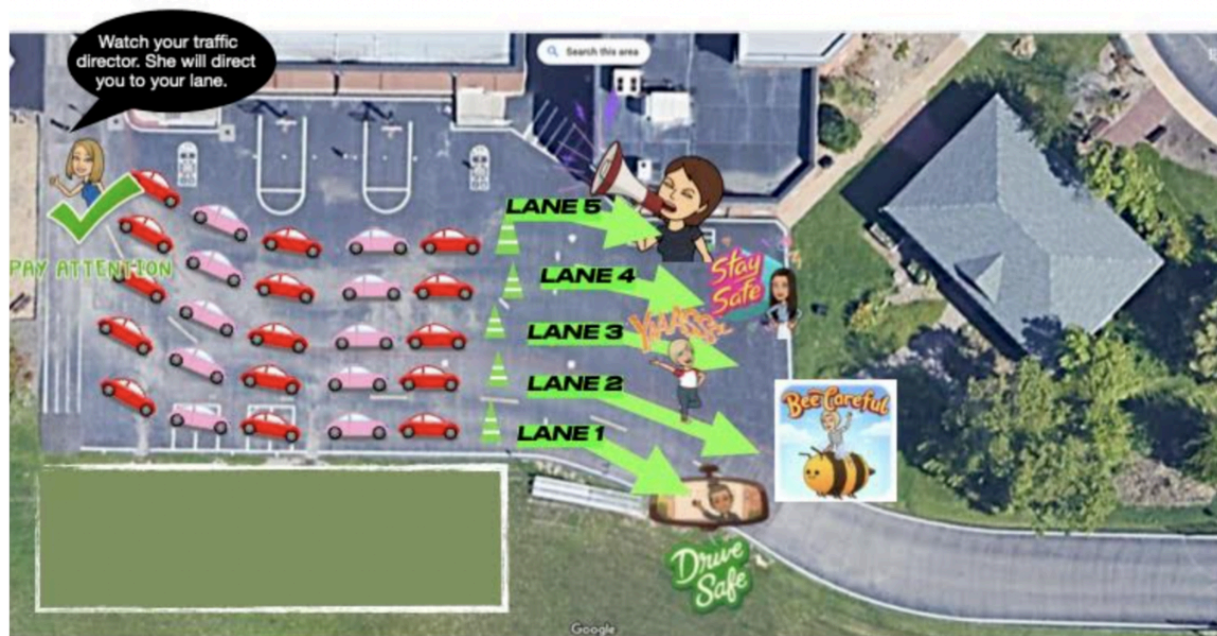
We will begin dismissing students at 3:40pm.

- **Walkers & Bike Riders:** Walkers and bike riders will be dismissed **first**, at the 3:40 dismissal bell. They will exit the Art Room doors with a teacher from their grade level, and walk to the OLC where they will meet their parents or retrieve their bikes.
- **Bus Riders:** Bus riders will be dismissed as the buses arrive.
- **Adventure Club:** Students attending Adventure Club will be dismissed to their designated location based on grade level. Teachers will walk with younger students. Older students will walk to their location on their own.
- **Car Pick Up:** Carpool students will be dismissed **after** walkers and bike riders. Please make a car card to place on your dashboard. You need to put your child's last name on the top center of the card in large and bold writing. Then put your child(ren)'s first name(s) below.

SMITH Jamie, Blake, Dylan

When you arrive, pull around the back of the building. The gate will be opened at 3:30. Please make sure your car sign is visible, as a staff member will be waiting to put your child's name on our list to be notified to come down to the gym doors for dismissal. A staff member will then direct you to one of the 5 designated rows where your child will enter the vehicle. ADULTS DO NOT GET OUT OF THE VEHICLE. Once your child is secured in the vehicle and all cars in the row are ready, a staff member will direct your row to pull forward and exit the lot. **Cars may NOT turn left out of the lot during school hours.**

Dismissal Map



Dropping off Lunches and Other Student Items

If you need to drop something off for your child (lunch, jacket, etc.), ring the front bell. Front office staff will admit you into the building. Come to the front office and drop off any materials your child may need.

Family Communication

Frequent communication with our families is very important to us~ You will receive communication in several forms this school year:

- **Individual Emails/Phone Calls:** You are always welcome to reach out to your child's teacher with questions or concerns. We ask for your patience and allow 24 hours for a response.
- **Conferences:** We will have two rounds of conferences this school year. Intake Conference will take place on September 9 and 11. Winter Conferences will take place on January 13 and 15.
- **Updates from your Teacher:** Each grade level teacher will share a weekly or bi-weekly newsletter with you in various formats.
- **School-Wide Newsletter/Update:** Each Sunday, you will receive a Robinson Family newsletter via email and text at 4pm. This contains very important school, PTO, and district information. Please find time to read it each week and reach out with any questions!

Field Trips

Students will have opportunities to attend field trips that support the curriculum during the school year. Grade levels will be allowed to take field trips during the school year (following

safety guidelines). KSD uses a universal Field Trip Permission form that is included in the annual update or application for new students. This form grants permission for all field trips occurring during the school year. Because this is a single sign-off, you will always be notified prior to taking trip(s) via letter/email that includes details and reminders about the opportunity to opt out of the field trip.

The annual field trip permission form must be returned to the classroom teacher prior to attending all field trips. A student will not be allowed to participate in the field trip activity if the form has not been signed and returned by a parent/guardian.

General Visitor Instructions

All visitors must check in with the front office staff, sign-in on our visitor's log, and have their driver's license scanned using an electronic screening system. Once scanned, a visitor badge will be printed for you to wear. All visitors must return their visitor badge and check out in the office when leaving.

Visitors will not be allowed to visit lunch unless it is a designated school event or your child's birthday/half-birthday celebration (more information can be found in the Birthday Celebration section).

My School Bucks

The Kirkwood School District expanded the use of **My School Bucks**, which was used for online lunch payments, to include iPad and laptop insurance fees, activity fees, etc.

- If you currently have a My School Bucks account, you can log in and access the school store at the top of the page.
- If you do not have a My School Bucks account, you may create a free account. You will need each student's identification number to create accounts.
- To pay for iPad or laptop insurance, lunch fees, and activity fees through your MySchoolBucks.com account:
 - Log in to MySchoolBucks.com or create a free account.
 - Click School Store at the top of the page and select Browse All Items
 - Choose the Store Item and add it to your cart
 - Check out!

Parents can also download the MySchoolBucks app to set up an account and make payments. Those who prefer not to use our online payment option can pay via cash or check, working directly with Robinson. (MySchoolBucks does charge a transaction fee each time money is added to an account. To avoid this fee, you can send cash or a check to the school.)

Nurse Clinic

Our fabulous school nurse, [Jessica Hahn](#), is our go to person for health issues at Robinson. You may email her or call at 314- 213-6140 ext. 4030.

- **Medication Administration/Drop Off Procedures:** If your child will be taking medication at school, during school hours, please fill out the [medication permission form](#). A medication form will also be needed for over the counter medication. All medication must be in the original bottle, container, or box, with the student's name on it. Inhalers must be in the original box as well. Please check the expiration date as we cannot administer expired medication. If possible, please send medication that does not expire before June 2026. This will prevent you from having to replace the medication during the school year.

Medication should be brought to school by a parent or guardian. Please do not send medication with your child.

- **Health Plans:** If your child has any medical issues (Asthma, Diabetes, Food Allergies, Seizures) or any medical issues that may require additional support, please have your doctor write an action plan.

School Hours

8:25 am - Students may enter the building

8:40 am - Instruction begins/ Tardy bell

3:40 pm - Dismissal begins

***Please do not drop your child off earlier than 8:25 am.

Nut Free School

Robinson is a nut free school. In an effort to support our students with food allergies, please pack a nut free lunch and snack. All lunches purchased at school are also nut free. We have many students with airborne allergens and this puts them at risk of a reaction. We want to be able to ensure all students' safety while on campus and during transportation. If your child has a snack or lunch item that contains nuts, they will not be allowed to eat it on campus and we will send it back home. We have nut free replacement items that will be given to the child instead. Please do your part to ensure the safety of all of our students. Thank you for your consideration for the children who are at risk. We appreciate your compliance with our food safety measures. [Snack suggestions can be found here.](#)

Outdoors

Robinson is very fortunate to have such a large campus that affords a large number of classes to learn and break outside throughout the day. We will get students outside as much as possible even when the weather starts to turn just a bit. Please send in appropriate clothing and consider layers so your student can work comfortably outside. We also do all we can to keep classroom windows open.

Recess

Students will have a 20 minute recess each day. When weather does not permit outdoor recess, indoor recess will be held and supervised by support staff. We use the temperature guidelines below to determine whether recess will be outdoors.

Kirkwood School District Temperature Guide



School Meals - Breakfast and Lunch

All students have access to breakfast and lunch prepared by our Food Services Department. Families can deposit money in their child's account to pay for meals by cash, check, or online. Cash and checks (payable to Kirkwood School District) can be turned in to the Robinson office. Online payments can be made through [My School Bucks](#). You will need your child's student ID to deposit money online. This can be found through your Infinite Campus portal or by Calling the Robinson office at 314-213-6140.

The Kirkwood School District's Food Service Operation is modeled to be financially self-sustaining with the goal to break even. It is the District's goal to ensure that all students have access to fairly priced, quality, safe, nutritious, tasty, and balanced meals that meet or exceed the USDA guidelines.

Meal Prices for the 2025-2026 School Year: Student Breakfast Price is \$2.60, Elementary Lunch Price is \$3.45, and milk only is \$0.70. Students are able to buy lunch and milk at school, buy milk only, or bring a lunch and drink from home. **Students may not share food.** Click [here](#) to view a la carte products and prices. You may click [here](#) to review all Chartwells information.

Applications for[Free/Reduced Price Meal Application](#) is linked here.

Snack: Students may bring a snack to school daily. Your child's homeroom teacher will set aside designated times for students to eat their snack. Please consider donating additional snacks to your child's class.

Breakfast: Breakfast will be eaten in the classroom. Upon arriving at school, students eating breakfast will report to the cafeteria to pick up their breakfast and bring it back to the classroom to eat.

Lunch: All classes eat in the cafeteria. Students are able to buy lunch and milk at school, buy milk only, or bring a lunch and a drink from home.

[Breakfast Menu](#)

[Lunch Menu](#)

Signing Students In When They are Late

If your student arrives at school after 8:40 am, they will be marked tardy. If your student arrives between 8:40 am - 9:00 am, they will need to sign in at the office. After 9:00 am, the adult bringing your student to school will need to come into the office to sign the student in.

Signing Students Out for Early Dismissal/Changes to Dismissal

If you need to sign your child out of school during the school day:

- Call the office at 314-213-6140 and let us know you are on your way.
- When you arrive, ring the bell and the office staff will buzz you into the office to sign your child out.
- Please tell anyone that is signing your child out to be prepared to show identification.
- **We ask that all early dismissals be completed by 3:20pm.** This allows us to keep our front entrance clear so that buses can safely arrive at Robinson.
- **Please call the front office before 3:20pm with any dismissal changes.** This allows us to ensure that students receive the message on time. Additionally, please do not email last minute changes as teachers may not have time to check their email prior to dismissal.

Specials Classes

Specials classes (music, art, PE) will rotate on a daily basis. We will follow an [ABCD Specials Rotation](#). Classroom specials schedule can be found [here](#). Your child's class will follow the same schedule all year.

Volunteer Information

In order to ensure that we are complying with Missouri state law, the Kirkwood School District has an updated volunteer screening process. Please find your Volunteer FAQs, and the KSD volunteer application [here](#). You must complete all steps in the process including the

application, Family Care Registry, and fingerprinting before you can be cleared to volunteer in KSD schools.

You must be an approved volunteer to do the following:

- Be a chaperone on field trips
- Volunteer during classroom parties
- Help with school events including Field Day, 5th Grade Service Day, assisting in the library, etc.

What to Bring Every Day

In addition to backpacks and learning materials, students should bring the following daily:

- Water bottle & Snack: Students can eat a snack and get water throughout the day as needed.
- Jacket: Temperatures in classrooms fluctuate, and cold months are coming soon. We plan to get outside as much as possible!
- Tennis shoes: Make sure your student has shoes that are appropriate for gym and recess.

Who to Contact

Classroom Teacher

- Academic progress and support
- SEL (social and emotional learning) progress and support
- Peer Relationships
- School and grade level events
- Individualized Education Plans (IEP) - Case manager

Secretaries

- Registration and records
- Absences
- Dismissal changes
- General school questions
- Volunteer process
- Late/missing bus

Nurse

- Medications
- Health Plans
- Illnesses and injuries

Counselors

- Academic support
- SEL support
- Bullying
- Family resources
- Special School District (SSD) referrals/504s

Social Worker

- Free/reduced price lunch application
- Family resources

Principals ([Dr. La’Kendra Garrett](#), Principal; [Dr. Jen Bordenkircher](#), Assistant Principal)

- Concerns not resolved by classroom teacher
- Behavior concerns on the bus (Assistant Principal)
- School Concerns
- Staff Concerns

Links to Commonly Used Forms and Websites

[Medical Forms](#)

[Field Trip Permission Slip Form](#)

[iPad Insurance Form \(grades 3-5\)- optional](#)

[Free & Reduced Lunch Form](#) (Optional, but required if you need your child to qualify for the program.)

[KSD Volunteer Information](#)

[Sign off that you have read this handbook](#)

Robinson Safety Guide

Safety Drill Information

Type of Drill	Purpose of Drill	Frequency of Drill
Fire 	The purpose of this drill is to learn how to safely evacuate the building in the event of a fire.	Once per month
Tornado/ Severe Weather 	The purpose of this drill is to practice moving students to a safe location within the building in case of severe weather or a tornado.	2 times per year: • 1st Semester • 2nd Semester (statewide drill in March)
Earthquake 	The purpose of this drill is to learn how to drop, cover, and hold on during an earthquake.	2 times per year: • 1st Semester (Great Shakeout in October) • 2nd Semester
Intruder/ Active Threat Lockdown  Lockout 	The purpose of this drill is to practice securing interior portions of the school building and to practice different ways to respond to incidents that pose an immediate threat of violence inside the building and/or in the community. Lockdown is the protocol used to secure individual rooms and keep students quiet and in place. Lockout is the protocol used to safeguard students and staff within the building. We will use the intruder drill protocol (ALICE) when unwanted individuals are inside the building, outside the building trying to get in, or there is a threat in the community near Robinson.	4 times per Year: • 1st quarter • 2nd quarter • 3rd quarter • 4th quarter *Law enforcement must be present for at least one drill.

What is ALICE?

ALICE is a nationally recognized safety program that helps prepare schools to respond to potential emergency situations.

ALICE is not about promoting fear—it's about empowering staff and students with options so they can respond in the safest way possible during an emergency.

Age-appropriate conversations and drills are conducted to help students feel prepared, not scared.

ALICE stands for:

- Alert – Be aware of the danger and communicate clearly.
- Lockdown – Secure yourself in a safe area if evacuation isn't possible.
- Inform – Share real-time information with others, including 911.
- Counter – As a last resort, take actions to distract or disrupt the intruder.
- Evacuate – Safely leave the building if it's possible to do so.

Mass Emergency Dismissal Procedures

If an emergency situation were to occur that would lead to a large number of parents, guardians and emergency contacts coming to check out students, Robinson will resort to one of these TWO options. Outlined below are the procedures for both options.

#1. Checkout from School:

1. The principal will work with Kirkwood's Community Relations and Development department (Communications Team) to notify families about the change in dismissal. Families will receive an email and/or text from Robinson.
2. Adults picking up students from inside the building must enter through the main (center) entrance.
3. Adults checking out students must have a **photo ID** and be a **guardian of the student or a guardian-approved emergency pick-up person**. The students' approved pick-up persons are noted on the census forms. Adults must sign-out their student from the main office/check-out station.
4. Should we have to dismiss students from the blacktop, families will be directed to the OLC. Robinson staff will bring students to families.

#2. Checkout from Off-Campus Safe Location:

In the event we need to evacuate the campus, staff members and students will walk to a safe location. When it is safe, students and staff will then be directed/transported by First Responders to the reunification point. This is where families will meet their student.

1. The principal will work with Kirkwood's Community Relations and Development department (Communications Team) to notify families about the change in dismissal. Families will receive an email and/or text from Robinson. Parents will be instructed to pick-up their children from the reunification point. The location of the reunification point will be included in the email. ***For safety and security, we do not share this information ahead of time.***
2. Adults checking out students must have a **photo ID** and be a **guardian of the student or a guardian-approved emergency pick-up person**. Adults must sign-out their students.
3. Parents/pick-up persons should remain by the check-out station. A Kirkwood School District will reunite you with your student.

Eloped/Missing Student Protocol - On Campus

*The following protocol will be used if a student has eloped within the building.

Definition:

- **Elopement:** Student leaves the assigned supervised area (e.g., classroom, cafeteria, gym, or designated area within the building without permission or supervision.

Action Steps

1. If a student attempts to elope, staff will use verbal de-escalation strategies.
 - a. Use calm, non-threatening language.
 - b. Redirect the student back to the assigned area.
 - c. Avoid chasing the student.
2. If the student elopes from the assigned area:
 - a. Staff will Immediately call the office.
 - b. Secretaries will notify building principals, counseling team, and SSD staff (if necessary).
 - c. Secretaries will call SRO if necessary.
3. Responding staff (administrators, counseling team, secretary, SSD staff) will:
 - a. Begin search based on known student patterns and information provided by the staff initiating the call.
 - b. Principal will make an "all call" for the student to report to the office.
 - c. If student is found, staff will:
 - i. Secure doors and block exit routes without physical contact.
 - ii. Use verbal-escalation strategies.
 - iii. Use CPI-approved holds if trained and **only** when absolutely necessary.
 - iv. Upon safe return of the student:
 1. The counseling team will assess the student's mental and emotional status, and provide support as needed.
 2. The principal (or designee) will notify the parents and document elopement.
 - d. If student is not found within 5 minutes:
 - i. Follow the Eloped/Missing Student Off-Campus Protocol.

Eloped/Missing Student Protocol - Off Campus

*The following protocol will be used if a student has eloped off campus.

Definition:

- **Elope/Runaway:** Student leaves the school building or school grounds without permission during school hours or Adventure Club.
- **Abduction:** Student is taken by a stranger or family member.
- **Non-Arrival at School:** Student does not arrive at school as expected.
- **Non-Arrival Home:** Student does not return home after school as expected.

Action Steps

1. If a student is missing, and or abduction is suspected, staff will initiate heightened security.
2. Staff will notify the appropriate school and district personnel following the guidance below.
 - a. Staff will notify the secretaries and building principals.
 - b. Secretaries will notify building principals.
 - c. The building principal will place the school on "lockout" and staff will take a headcount of all students. The building will stay on "lockout" until the student is located, and notify the SRO, Director of Safety and Security, district administrators, and the Chief Communication Officer. The principal will meet/assist law enforcement as necessary.
 - d. The building assistant principal will notify the counselors, social worker, and Behavior Support TA and immediately begin searching the school and nearby areas (e.g. playground, parking lot, common gathering areas) using a team approach to cover locations efficiently.
 - e. If the student is not found, extend the search to nearby community spots the student might frequent.
3. If the student is not found within 10 minutes, the building principal will direct the secretaries to call 9-1-1.
 - a. The secretary will remain on the phone with 9-1-1 to provide information as needed.
 - b. The building principal (or designee) will notify parents immediately after calling 9-1-1.
4. The secretary (whoever is not on the phone with 9-1-1) will take notes. Notes should include the following: description of the student, last known location, etc.
5. Upon safe return of the student:
 - a. The nurse will complete an assessment of the student's physical health and provide support as needed.
 - b. The counselor or social worker will assess the student's mental and emotional status, and provide support as needed.
 - c. The counselor team will support staff and friends of the missing student.
 - d. The principal (or designee) will notify the parents and schedule a meeting to develop a plan for the student.

Accounting for All Students Procedures

Students check out/in during school hours:

1. Students arriving at the school Tardy will be given a "Welcome Pass" and sent to class. Students are considered tardy when they arrive between 8:40 am and 9:00 am.
2. When a student is checked in after 9:00 am, the office staff will call the classroom teacher and communicate which student is arriving late. This communication will take place from adult to adult and will not be relayed through a student if they answer the classroom phone.
3. When a student is checked out of school early, the office staff will call the classroom teacher and communicate which student is leaving early. This communication will take place from adult to adult and will not be relayed through a student if they answer the classroom phone.

Attendance reports:

4. An attendance report will be sent to all Robinson staff by 10am, following absence verification by the office staff..

Students moving in/out of spaces:

5. Be mindful of students moving in and out of spaces.
6. Students must check out with the classroom teacher before going to other areas in the building (restroom, REACH, SSD, intervention, counselors, etc.)
7. Students must check out with the adult they are working with before returning to their classroom.
8. If a student is at risk for elopement, they must be escorted to and from class by an adult.
9. Specialized groups such as Lunch Bunch, Affinity Groups, New to Robinson, etc. will be escorted back to their classrooms after meetings.
10. Classroom headcounts will occur when students are moving in between spaces that are inside and outside of the building (this includes Specials).

Unaccounted students:

11. If there is reason to believe a student is unaccounted, staff should alert the office immediately.
12. Follow the Eloped/Missing Student Protocol.

Dysregulated students:

13. If a student is dysregulated or in need of adult support, please call the office.
14. Secretaries will alert building administration, the counseling team, and/or SSD staff. A member of the response team will come and support the student.
15. If a student is dysregulated they must be with an adult (or within eyesight of an adult) at all times.

Accounting for Students before and after Lunch/Recess Procedures

Zoned Playground Supervision of all Students:

1. All staff that supervise students during outdoor recess (including grade level teachers who take students outside for an extra recess) supervise students in separate zones.

Zones

Zone 1 - Field

Zone 2 - Blacktop

Zone 3 - GaGa Pit and Playground

Zone 4 - Swings and Playground

2. If a staff member is the only person outside with their class, they should limit the area that students can access to one Zone, and walk around and monitor areas where students are playing.

Recess First

3. **Beginning:** Grade level teachers will take a headcount of their class prior to dismissing students to the playground.. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.
4. **Middle - Bringers:** If there is an unclaimed lunch box at the end of recess, the recess supervisor should contact the office and let them know that a student is missing. The office will follow the protocol for missing students.
5. **Middle - Buyers:** If a student who has ordered lunch does not come through the line to get their lunch (and their name goes un-highlighted/not checked off), the lunch supervisor should contact the office. The office will follow the protocol for missing students.
6. **End:** Grade level teachers will take a headcount of their class prior to exiting the cafeteria. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.

Lunch First

7. **Beginning:** Grade level teachers will take a headcount of their class upon entering the cafeteria. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students. If a student who has ordered lunch does not come through the line to get their lunch (and their name goes un-highlighted/not checked off), the lunch supervisor should contact the office. The office will follow the protocol for missing students.
8. **Middle - All Students:** Lunch supervisors will take attendance for each class prior to going outside for recess. If a student is not present, the lunch supervisor should contact the office and let them know that a student is missing. The office will follow the protocol for missing students.
9. **End - Bringers:** Grade level teachers will take a headcount of their class prior to entering the building. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.

Recess Equipment and Safety Procedures Training

1. Recess equipment use and safety will be reviewed with all students at the beginning of the school year. The assistant principal and recess supervisors will lead the training.
2. Students will receive reminders at recess about staying on campus and off fences.
3. The staff member completing the training will complete a form acknowledging that the training was conducted. A copy of the completed form must be sent to the Student Services Office.
4. Recess supervisors will continually monitor students on the playground and redirect students as needed.