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Family Handbook 2023-2024

ROBINSON STAFF 2023-2024

Office

O'Neal-Hogrefe, Angeline- Principal	4301
Bordenkircher, Jen – Assistant Principal	4401
Rybialek, Andrea- Secretary II	4301
Amanda Campbell - Secretary I	4302
Kadic, Enesa- Social Worker (7)	4320
Harris, Indria-Counselor (6)	4065
Scola, Tasha – Counselor (11)	4011
Pearson, Tosha – ESC (107e)	4061
Ligon, Maddy- SEL Coach IR Room	4066
Hahn, Jess- Nurse	4030
Armstrong, Shelley-Tech(107f)	4075
Whitfield, Susan- (7)	4320
Mayo, Kaylen (105a)	4171

Grade Levels Room Ext.

PreSchool

Merz, Danielle		
Evans, Melissa & Kibble, LaToya	4	4229

Kindergarten

Intagliata, Carrie	124	4124
Fitzhenry, Elena	125	4226
Star, Cindy	224	4424
Waldman, Bridget	126	4044

1st Grade

Dale, Rochelle	215	4224
Kier, Amanda	212	4223
Santinavat, Kristy	111	4211
Stephens, Rachael	112	4212

2nd Grade

Bearden, Jennifer	204	4216
Tutskey, Maria	202	4214
Green, Karissa	203	4215
Uhles, Teresa	206	4218

3rd Grade

McClelland, Samantha	208	4110
Peacock, Ken	205	4217
Smith, Taylor	207	4219

4th Grade

Barton, Jessica	101	4205
Boxx, Amanda	102	4206
Lawrence, Kelley	201	4213
Lewis, Katie	103	4225

5th Grade

Britton, Heather	223	4423
Fry, Stephanie	221	4421
Hill, Joy	222	4422
Swopshire, Amber	211	4222

Special Areas Room Ext.

Davis, Kristin	Library	4060
Kesler, Mary Beth	114	4450
Maldonado, April	115	4460
Morgan, Jen	Gym	4471
Wilds, Brad	Gym	4471

Interventionists Room Ext.

Jobgen, Kristen	109	4209
Bell, Erika	107B	4062
Huffman, Brooke (SLP)	116	4041
Cotton, Channie	200B	4402
Eigelberger, Sarah	8	4220
Heinlein, Chandra (OT)	214	4042
Halamicek, AnnaMae(Sch. Psy)	1	4227
Mezyk, Michelle	220	4420
Moore Jennifer	9	4210
Randles, Amy	214	4042
Velk, Jacquelin(Sch.Psy)	2	4228
Wessel, Amy	210	4230
Whitt, Catie (Lit Coach)	107(c)	4064
Willis, Lisa	110	4441
Woodworth, Jo Anne (SLP)	107A	4040

Additional Teachers

Jenelle Basinger, Julie Chandler, Shannon Haviland, John Porter, Robyn Bartz, Kelly Daniel, Robyn Gaglio, Dara Gianetto, Gloria Jackson, Chenoa Pysar, Rachel Schubert, Markis Steele, Veronique Vineyard

Building Subs: Kathleen Reis

Custodians: Bryan Freeman 4050

Amy Umbach, Von Winfrey Roger Irby

Cafeteria Staff: Diana Daugherty, Carrie Witt, Jackie Jackson

Kitchen 4350

Adventure Club/Cafeteria 4351

LMC Workroom (107g) 4063

Staff Lounge 4201

Copy Center 7835

Robinson Office Direct Line 213-6140

Robinson Fax 213-6174

First Student (Kirkwood) 965-6130

VICC Transportation (3034 Susan) 721-8657

Directly to VM-1891, Ext*

Jul 27, 2023

Breakfast and/or Lunch

Meals are no longer free to all children under 18 in the community. Please fill out an application to see if your family qualifies for free or reduced meal benefits. [Click here to access the application for free or reduced meal benefits.](#)

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.

Robinson Elementary is nut free. 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.](#)

Meal Prices for the 2023-2024 School Year: Student Breakfast Price is \$2.50, Elementary Lunch Price is \$3.35. Click [here](#) to view a la carte products & prices.

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 breakfast menus](#)

[Click here to view lunch menus](#)

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.

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.

General Visitor Instructions

- Visitors will be permitted inside of school buildings. All visitors will need to adhere to the health and safety protocols in place for staff and students. All visitors must check in with the front office staff and have their driver's license run through our security system to verify that they are safe to be on campus.
- Visitors will not be allowed to visit lunch unless it is during a designated Fun Friday school event. Please check the school calendar to view our Fun Friday dates and times.
- Click [here](#) to access KSD Volunteer Information for approval requirements.

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 25 minute recess daily prior to lunch time. When weather does not permit outdoor recess, indoor recess will be held and supervised by support staff.

Specials Classes

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.

ARRIVAL PROCEDURES

Students should not be left unattended at the front door or OLC or anywhere on campus without a parent staying with them to supervise until 8:25 am. Thank you.

Car Drop Off

- Drive around the back of the building to the side by the field.
- There will be 2 car lanes for drop off. 1 staff member will direct cars into 2 lanes, 1 staff member will hold the cars until students exit, and 2 staff members will help students exit the cars.
- Students can begin exiting their cars at 8:25 am, when directed by a staff member.

Building Entrance for Car Drop Off

- Students will enter through the laundry room or art hallway doors. Students will then either pick up breakfast or head to the classroom.

Walkers and Bike Riders

- Students should arrive at 8:25-8:35 if they are walkers or bikers. They should use the same entrances as car drop off. Students will either go to the cafe for breakfast or head to the classroom.

Bus Riders

- As buses arrive, staff members will greet each bus and dismiss the students to enter the building. Students will proceed to the cafe to pick up breakfast or head to the classroom.

Arrival Map

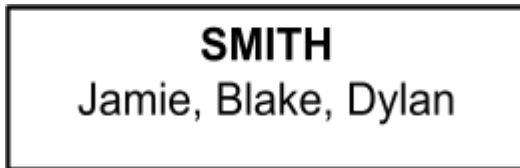


[ARRIVAL VIDEO- CLICK TO VIEW](#)

Dismissal Procedures

Car Pick Up

You will need to 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. If you are picking up children with two different last names, please make a separate card for each different last name.



When you arrive, please pull around the back of the building and wait for a staff member to direct you to a row. Have your paper card on your dashboard where we can easily view it. A staff member will direct you to one of the 5 designated rows where cars wait until students arrive and all cars are loaded. Once cars are parked, students will be released and loaded into the cars. 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.

Walkers & Bike Riders

Walkers and bike riders will be dismissed once all buses and cars are cleared. They will exit the doors closest to them with their teacher and walk to the OLC or the bike rack to get their bikes or meet their parents at the OLC.

Bus Riders

Bus riders will be dismissed as the buses arrive.

Dismissal Map



DISMISSAL VIDEO

REMINDERS

Attendance Procedures

- 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. If your child is absent from school and we have not heard from you, we will call you to verify your child's absence.
- As 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 parents of absences of 5, 10, or 15+ days, again regardless of reasons. We also notify families of excessive tardies. This is just a notification. If we have bigger concerns, we will be reaching out and offering support. And it goes both ways. 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 [23-24 student attendance calendar](#).

Signing Students In if 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, you will need to come into the office to sign your student in.

Signing Students Out During School Hours

- 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.

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](#).

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.

Classroom Parties

- We will have three classroom parties during the school year. We will do the Halloween Parade and classroom party on 10/27, the winter party will be on 12/20, and the Friendship Party on 2/15. Classroom teachers will have up to 4 parents sign up to attend and provide individually wrapped nut free snacks, and games for the parties.

Nurse Jessica-

Our fabulous school nurse, Jessica Hahn, is our go to person for health issues at Robinson. You may email her at jessica.hahn@kirkwoodschoools.org or call at 314- 213-6140 ext. 4030.

What to Bring Every Day-

- Water bottle & Snack- students can eat snack and get water throughout the day as needed
- Jacket - Cold months are coming soon, and we plan to get outside as much as possible!
- Tennis shoes- make sure your student has shoes that are appropriate for gym and recess.

Required Paperwork

[Medical Forms](#)

[Field Trip permission slip form](#)

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

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

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

[KSD Volunteer Information](#)