

New Parent Orientation

Thursday, August 8, 2024

Agenda

Daily Schedule

Arrival

Dismissal

Parking

Attendance/Tardy

Early Leave

School Communication

Breakfast/Lunch/Snack


Medical Care at School

IB Program


Who to Contact

Parent Teacher Organization
(PTO)


Daily Schedule

 7:15 am


Grounds open and students are supervised

 7:30 am


Breakfast begins in the classroom

 7:30 am


First bell rings

 7:35 am


Tardy Bell – Students are tardy (late)

 9:00 am

Official Daily Attendance Time

 2:30 pm

Early pick-up cut-off time

 3:00 pm

Dismissal

Arrival

Students will not be permitted on school grounds prior to 7:15 a.m.

Car riders may be dropped off beginning at 7:15 a.m. in the Circle Drive or on School Street where staff are on hand to lead children from their cars

- **Have your child use ONLY the curb-side doors of your car. Staff are prohibited from unloading students on the street-side of the car.**

Walkers may enter the campus from Greenbriar, Circle Drive or School Street

A few things to remember about morning drop off:

- There is **absolutely no parking** allowed during drop off **in the Circle Drive or on School Street**

Students who arrive on campus prior to the first bell at 7:30am should report to the following designated areas:

- Kinder, 1st and 4th grade students line up under the covered blacktop near the playground area
- 2nd and 3rd grade students sit on the deck next to the playground
- 5th grade students convene on the outdoor stage by the track and field

On inclement weather days, students wait inside the building near their lockers in the main building



Dismissal

Parent Walk Up

Parents pick up students at the flagpole on the Greenbriar side of the campus. Parents must wait in a single line and must exit the campus after pick-up. Please make sure you know your child's full name and teacher for pick-up.

Carpool

All parents will receive a carpool tag. All cars in the carpool line **must** have the numbered car tag displayed (regardless of whether you carpool with other families or are just picking up your own child). We ask that children memorize their carpool number as school staff will call out this number (rather than the child's name) to alert your child that his/her ride has arrived. The pick-up line forms a **single lane** heading east on Swift Street (from Greenbriar) and turning south onto School Street. The line begins to form approximately 15 minutes before dismissal time.

Dismissal

Carpool Continued

As a courtesy to your fellow Roberts parents and to ensure our children's safety, please:

- Do NOT “skip” the pick-up line by approaching it from the east side of Swift Street. Doing so is inconsiderate to others who have been waiting on Swift Street and it slows down pick-up.
- Do NOT turn left onto School Street from Addison.
- Do not park your car for any amount of time (whether you remain in the car or not) on School or Swift Street while the pick-up line is in progress.

Remain in your car at all times, including when your child is entering the vehicle. Our faculty and staff are available to assist with students entering the car. **Do NOT get out of your car.**

- Refrain from using your cell phone while in the pick-up line.
- Follow the directions of the staff to move your car as far forward in line as possible before your child enters the car.

Have your child use ONLY the curb-side doors of your car. Staff are prohibited from loading students on the street-side of the car.



Parking

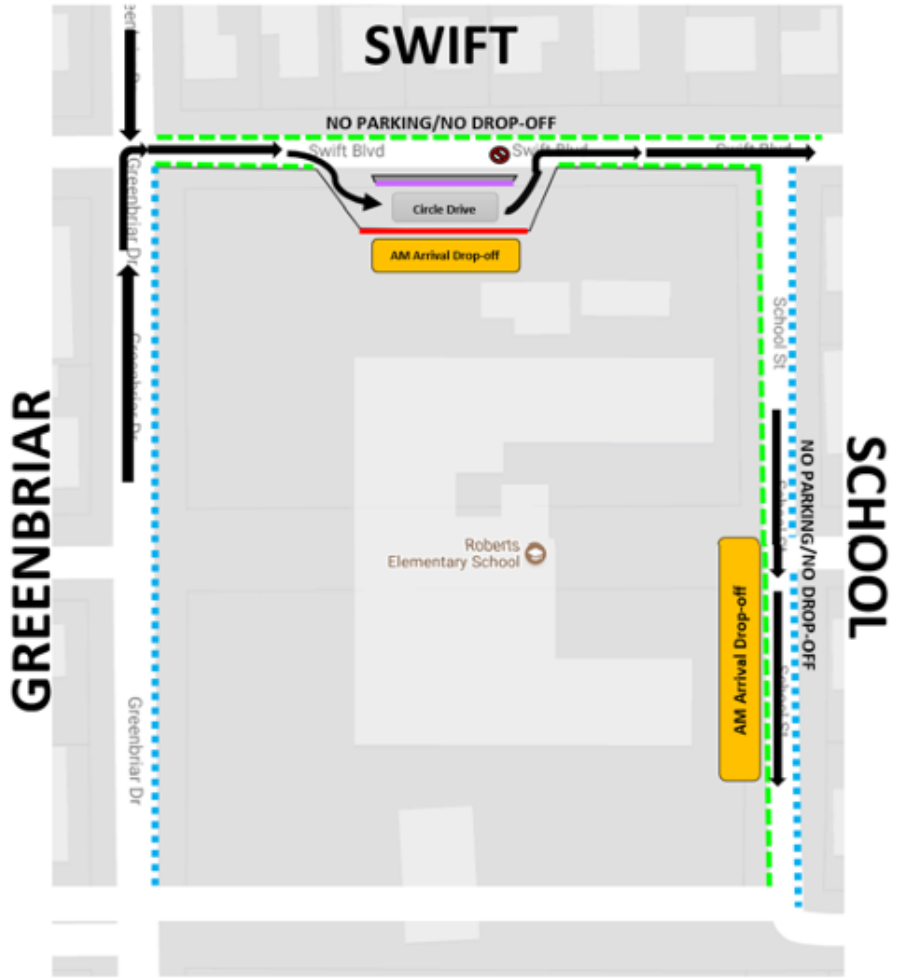
Please note that there is **no parking** in the following areas:

- Circle Drive between 7:00 – 7:45 a.m. **AND** 2:15 – 3:30 p.m.
- Fire lane in Circle Drive
- In front of school on Swift Street from 7:00 a.m. – 4:00 p.m. on school days (both sides of the street)
- Greenbriar (**please DO NOT drop off students on Greenbriar – this is a high traffic area and very dangerous**)

When parking, please be respectful of our neighbors. **Do not block driveways, park in front of garbage cans on collection day, park too close to crosswalks or otherwise inconvenience residents.**



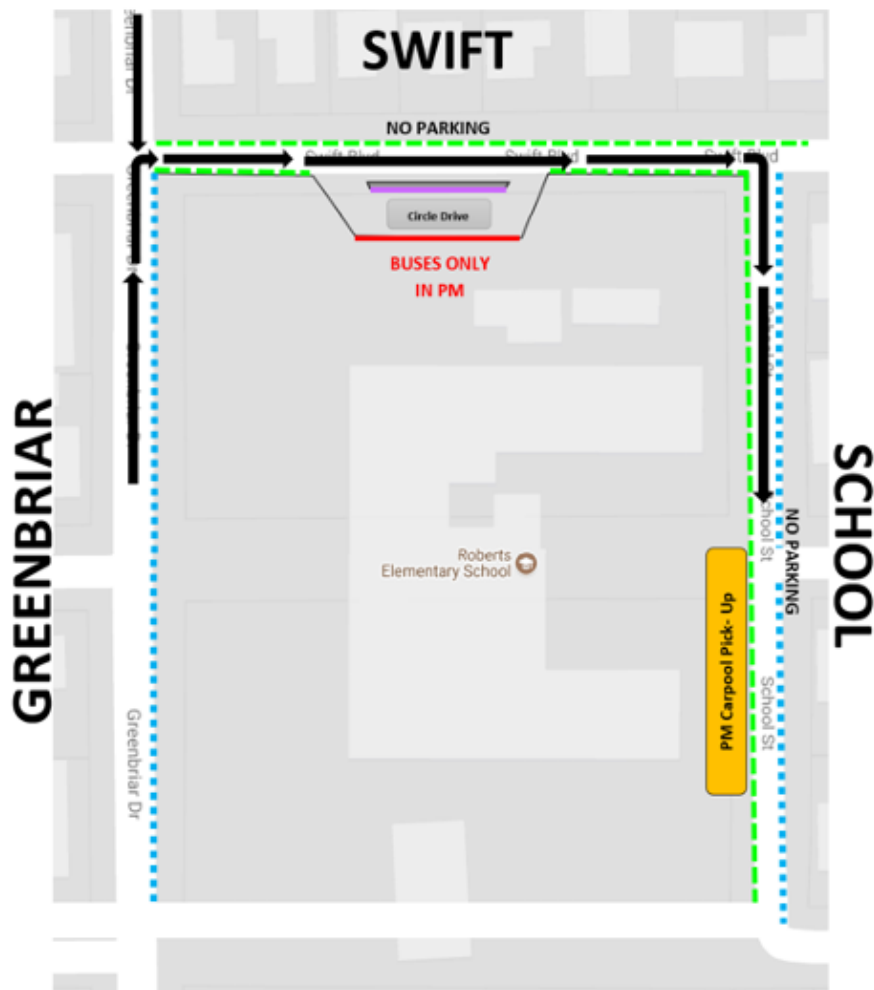
Roberts Elementary
Morning Arrival Routes and Parking



Morning Arrival Map

	No parking at anytime
	Circle Drive: No Parking 7:00 A.M. - 7:45 A.M. and 2:00 P.M. - 3:30 P.M.
	Drive: Fire Line / No Parking at any time
	No Parking 7:00 A.M. - 4:00 P.M.
	No Parking at any time / No drop-off
	Must turn right from Circle Drive on to Swift (No left turn)

Roberts Elementary
 Afternoon Dismissal Routes and Parking



Afternoon Dismissal Map

	No parking at anytime
	Circle Drive: No Parking 7:00 A.M. - 7:45 A.M. and 2:00 P.M. - 3:30 P.M.
	Drive: Fire Line / No Parking at any time
	No Parking 7:00 A.M. – 4:00 P.M.
	No Parking at any time / No drop-off
	Must turn right from Circle Drive on to Swift (No left turn)

Attendance

Students are expected to arrive on time (7:30 a.m.) and attend school every day. Parents are responsible for ensuring consistent attendance in school and modeling the importance of punctuality. **Excessive absences and/or chronic tardies harm your child's ability to learn at the same pace of their peers and directly impacts the amount of funding our school receives.** Please request a conference with our school support team to discuss any concerns regarding attendance.

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. **A written excuse must be received by the school within three days after the absence.** An absence may be investigated by the attendance officer assigned to the school.

Absenteeism (excused and unexcused) adversely affects our school's TEA rating and funding. All absences are unexcused until an acceptable excuse note has been submitted to the office. Excuse notes may be written, or emailed to the registrar, at RobertsRegistration@houstonisd.org.

Students must have sufficient attendance. **A student's total number of absences cannot exceed 10% of the class meetings.**

If your child has a medical or dental appointment and is not present at the 9:00 attendance time but is able to attend school after his/her appointment, bring a "Return to School" slip **from the medical professional.** You should submit the "Return to School" slip at the reception desk and obtain a permit for your child to go to class. Upon receipt of the documentation, the office will change your child's status from "absent" to "present" for the day.

Please note that you will receive a phone call from the attendance office notifying you of an absence even if the absence is excused and you have already sent a note or an email to the office.



Unexcused Absences

A student is considered to have an unexcused absence if he/she does not present a **written excuse** within **three** days for one of the reasons stated above or is away from school participating in an activity *not approved* by the district.

Absences used to extend school holidays or for vacations are considered unexcused.

Unexcused absences may not be made up.

Students Leaving Early

Early release of students is allowed only for a reason such as a medical appointment.

Early release of students for non-emergency or medical reasons is highly discouraged.

There is no early release of students after 2:30 p.m. under any circumstance.

Only the parent/guardian who has signed the enrollment card or someone with a written authorization from the parent will be allowed to take a child from school during regular school hours.

The parent must sign the student out at reception and the student will then be called to reception for parent pick-up.

When possible, the classroom teacher should be sent a note or e-mail in the morning if the student is to leave before the regular time so that plans can be made accordingly.



Communication

- **Class Dojo:** Class Dojo is the digital platform that the school and teachers will use to send out information to parents, such as reminders, sign ups, and weekly updates.
- **Tuesday Folder: Tuesday** is Home Communication Day. Teachers will send home pertinent information in the Tuesday Folder each week. Parents are required to review the information in the folder, sign the weekly conduct sheet in the folder, and return all signed items on **Wednesday mornings**.
- **Newsletter:** The school's electronic newsletter – The Front Page, is published weekly. The newsletter provides a quick overview of upcoming events. It is also posted on the school website.
- **Roberts Website:** The school website, www.houstonisd.org/robertselem, is a comprehensive source of news and information for Roberts parents. The website home page contains information about upcoming events and other important announcements.

Please make sure you keep your email and phone number updated with the school in order to receive timely information and in case of an emergency. We use email as our primary mode of communication.



Breakfast, Lunch and Snack

- Breakfast is free for all students
- Lunch is provided to all students **at a cost.**
- Parents can pay for breakfast and lunch online at schoolcafe.com or send in cash or check.
- Students who do not wish to eat breakfast at school, should eat prior to arriving at school.
- Students have the option to bring lunch from home.
- Students are not allowed to bring the following food items to school:
 - Soft drinks/soda
 - Items packaged in glass containers
 - Candy

Medical Care at School

Our school clinic is staffed by a full-time school nurse who can administer first aid in cases of emergency.

It is very important that we have a current phone number for you at all times. We will contact you by phone should your child become ill or suffer an injury while at school.

Children must be current on all immunizations and have proof of all vaccinations to be enrolled in Houston ISD.

The school nurse cannot provide any medication to students without the appropriate documentation from a physician. This includes both prescription and over the counter medications.

Students are not allowed to keep or take any medication on their person including aspirin or allergy medication. **All medication must be given to the nurse upon arrival at the school.**

Students with fever, vomiting, or rashes are not allowed to come to school until they are well or a doctor's permit states they are no longer infectious.

Students must be fever free for a full 24 hours (without fever reducing medication) in order to return to school.

Wounds are to be covered while at school.

Lice are considered communicable, and all students must be **COMPLETELY** lice (nit and egg) free before the student can be permitted back in the classroom.



IB Program

IB PYP is the International Baccalaureate's Primary Years Programme - IB Programme designed for children aged 3 to 12. The IB PYP focuses on the **development of the whole child** in the classroom and in the world outside. Through different transdisciplinary planners, students explore six areas of inquiry: who we are, where we are in place and time, how we express ourselves, how the world works, how we organize ourselves, and how we share the planet.

Roberts became an authorized International Baccalaureate Primary Years Programme (IB PYP) World School in 2005. Through its emphasis on **inquiry and critical thinking**, the IB Programme helps students build the skills they need for **lifelong learning** and success. All students enrolled at Roberts participate in the IB Programme.



Campus Administrators

Name	Title	Email
Trealla Epps	Principal	tepps@houstonisd.org
Erica Zatzkin	Assistant Principal	ezatzkin@houstonisd.org
Kristina Tran	Instructional Coordinator	kristina.tran@houstonisd.org



Who To Contact

Name	Title	Email Address
Kendra Salas	Special Education Chairperson	ksalas@houstonisd.org
Haley Forrest	Speech Therapist	haley.forrest@houstonisd.org
Kristina Tran	Gifted and Talented, IB	kristina.tran@houstonisd.org
Sandra Felder	School Nurse	sfelder1@houstonisd.org
Jessica Medina	Registrar	Jessica.medina@houstonisd.org
Margarita Marroquin	School Secretary	mmarroqu@houstonisd.org
Alison Adger	Reception	Margaret.adger@houstonisd.org
Erica Zatzkin	Curriculum. Testing, 504, IAT	ezatzkin@houstonisd.org
Kendra Lee	Counselor	Kendra.lee@houstonisd.org



PTO

Parent Teacher Organization (PTO) Meetings

General PTO meetings are OPEN TO ALL PARENTS AND GUARDIANS and are held the first Friday of the month. Please check the Front Page and the school website for notices about PTO meetings. PTO meetings are a great way to learn about what is going on at the school and ways you can support our school community. We are always looking for new ideas on ways to improve our school.

PTO Information

Please visit the website (<https://robertspto.membershiptoolkit.com>) for information and volunteer opportunities.

