

RE

ROBERTS ELEMENTARY



IB WORLD SCHOOL

2016-2017

Roberts Family Guidebook

6000 Greenbriar
Houston, TX 77030
713-295-5272



**ROBERTS ELEMENTARY SCHOOL
INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME
(IB PYP) WORLD SCHOOL**

OUR MISSION:

Roberts Elementary strives to develop leaders in a global society who are inquiring, knowledgeable and caring young people with a sense of community, a respect and tolerance for diversity and a love of learning.

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WELCOME TO ROBERTS!

Roberts Elementary is an International Baccalaureate Primary Years Programme (IB PYP) World School. As described in our Mission statement, we strive to truly teach to the whole child via curriculum, programs and enrichment opportunities.

We are a diverse international community of approximately 800 students representing more than 40 countries. Our school is a Neighborhood Vanguard program and has a strong focus on the fine arts through our ancillary and enrichment courses.

Parental involvement is an integral part of the Roberts community. Having a strong Parent Teacher Organization (PTO) coupled with devoted parents who are willing to support the school financially, but equally with their time and talents, makes Roberts a very special place.

The school administration in conjunction with the PTO created this handbook to serve as a reference guide for key information about our wonderful school. This handbook is also available online. We hope you find the information beneficial.

On behalf of the faculty, staff and the PTO, welcome to what we believe is the absolute best elementary school in the city. Wishing you and your family an awesome school year!

This booklet is intended to serve as a guide to our school and some of the rules that help it run smoothly. It should be used in conjunction with the Code of Student Conduct and the policies of HISD, the Board of Education, and the Texas Education Agency.

DAILY SCHEDULE

- 7:15 a.m. • Campus Opens and students are supervised
(No students are allowed on campus before 7:15 a.m.)
- 7:30 a.m. • Breakfast begins in café
- 7:55 a.m. • First bell rings
- 8:00 a.m. • Instruction Begins
- 8:05 a.m. • Tardy Bell – **Students are tardy**
Morning Announcements
- 9:30 a.m. • Official Daily Attendance Time
- 3:20 p.m. • Dismissal

*Note: Early Dismissal departure time is 12:30 p.m.

PARKING

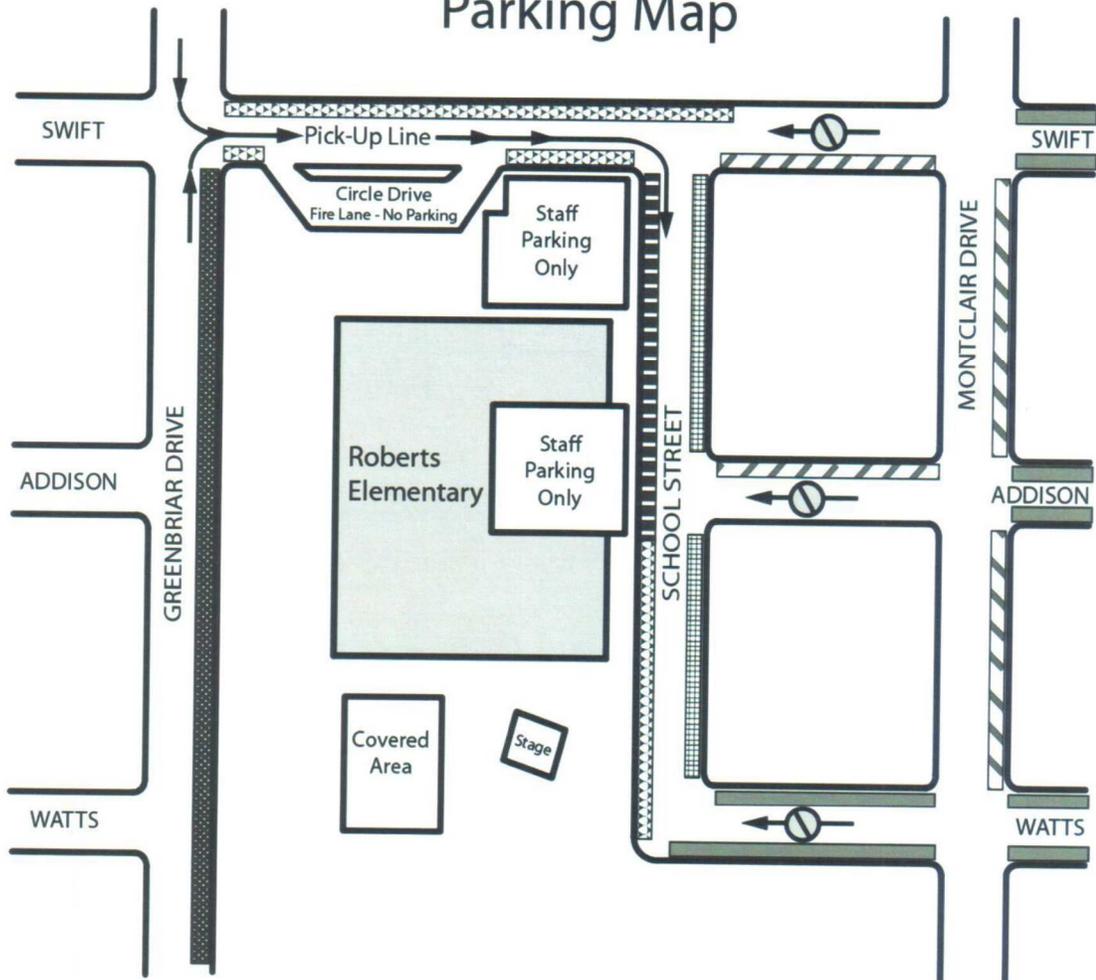
We have very limited parent/visitor parking at Roberts. The two parking lots on school grounds are designated for faculty and staff only. Parents visiting the school during the day may park in the Circle Drive as space permits (only in the designated spaces). Street parking around the school is limited as well. Please pay close attention to the parking zone signage throughout the neighborhood. 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.

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

- Circle Drive between 7:40 – 8:15 a.m. **AND** 2:30 – 4:00 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 (either side of the street)
- Greenbriar (please DO NOT drop off students on Greenbriar – this is a high traffic area)

Please refer to the parking map for a detailed list of all parking constraints.

Roberts Elementary Parking Map



	NO PARKING 7am-4pm on School Days	 North
	NO STOPPING OR STANDING	
	NO PARKING 9am-4pm Monday-Friday EXCEPT with a Valid Permit	
	NO PARKING 7-9am & 2-4pm on School Days	
	NO PARKING 7-8:15am & 2-4pm on School Days (Place Carpool # on Dash when Parked)	
	NO PARKING	
<p><u>CIRCLE DRIVE:</u> NO PARKING Before school or 2:30-4:00 p.m. NO PARKING in Fire Lane</p>		
	NO VEHICLE TRAFFIC during school pick up	

MORNING DROP OFF

Students should not arrive before 7:45 a.m. unless they are eating breakfast at school. Between 7:45 and 8:00 a.m., parents may drop off children in the Circle Drive where staff are on hand to lead children from their cars. If you wish to walk your child onto the school grounds, you must legally park your car and walk your child in. A few things to remember with regard to 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 7:55am should report to following designated areas:
 - Kinder, 1st and 4th grade students line up under the covered blacktop near the playground area (students should line up by grade level)
 - 2nd and 3rd grade students sit around the flagpole (students should line up by grade level)
 - 5th grade students convene at the Big Oak Tree near the Circle Drive
- On inclement weather days, students wait inside the building near their lockers in the main building

AFTERNOON PICK-UP

Parent Walk Up

The location for students awaiting parent pick-up is the deck closest to the hill/playground area. Parents **MAY NOT** enter the area around the deck until teachers have safely escorted students to the designated area.

- All parent pick-up students will sit on the deck and wait for their parent/caregiver.
- Parents can enter from two locations at dismissal for parent pick-up:
 - School Street parents will enter through the gate at the end of School Street (where Watts intersects with School Street) near the soccer field.
 - Swift Street parents will enter from the small pedestrian gate near the Circle Drive.
- There will be two areas parents may wait if they arrive early:
 - for those entering off the Circle Drive, wait by the deck surrounding the large tree (AKA 5th Grade morning gathering area)
 - for those entering off School Street, wait on the outdoor stage
- Parents waiting at the 5th grade deck **may not** move beyond the flag pole until all of the students are seated and the signal is given for parents to pick-up students. Likewise, parents waiting at the stage **may not** move beyond the last bench near the covered black-top area until they receive the signal to pick-up students.
- Parents are NOT allowed to sit and wait on the deck for their child.
- Both the gate at the Circle Drive and the gate on School Street will open at 3:00 p.m.
- Kindergarten students are dismissed at 3:15 p.m. If you are picking up a student from another area you **must vacate** the deck area so that we can move students from the other grade levels to the deck).
- If you are picking up a kindergarten student and a student from another grade level, we encourage you to wait until the 3:20 p.m. dismissal time so that you can pick up all students simultaneously.
- 1st – 5th grade students are dismissed at 3:20 p.m.
- Students must notify a teacher assigned to the deck area before exiting the deck area.

Important Note: The after-school program uses the covered black-top area at dismissal. Therefore, it is imperative that this area remain off limits to parents. Parents picking up students from after-school care early, must report to reception for pick-up. DO NOT attempt to pick up your child from the black-top area. This is a safety issue.

Pick-Up Line/Carpool Numbers

All parents will receive a carpool tag. All cars in the pick-up line **must** have the numbered car tag displayed (regardless of whether you actually 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 (see the **Parking Map**). The line begins to form approximately 15 minutes before dismissal time. As a courtesy to your fellow Roberts parents and to ensure our children's safety, please:

- Do NOT "cut" 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 – this is illegal!
- Do not park your car for any amount of time (whether you remain in the car or not) on School or Swift Streets 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.

EARLY DISMISSAL DAYS

Currently there are seven (7) dates on which school will be dismissed at 12:30 p.m. Notice of an upcoming early dismissal day will be advertised on the marquee and on the school website. Please note that HISD requires the school to serve lunch to students on half days so if you normally pack a lunch for your child you should do so on early release days, as well.

SAFETY

The safety of students is of major concern to our staff and parents and is our first priority. Parents and students should review these guidelines for safely coming to and leaving school.

RULES FOR WALKERS

- Walk at all times.
- Cross streets with the crossing guard.
- Cross streets at the corner after making sure conditions are safe.
- Walk on sidewalks.
- Do not talk to strangers-do not accept rides with strangers.
- Always follow a planned, direct route to your destination.

RULES FOR BIKE RIDERS

- All bicycles riders must wear protective head gear.
- Walk your bike across major intersections with the crossing guard.
- Bicycles must be walked on campus.
- Bicycles must be parked and locked each day in a bike rack.
- Only one person may ride a bicycle.
- Always follow a planned, direct route to your destination.

RULES FOR DRIVERS

- Please be patient and observant—young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
- Do not use your cell phone while driving in and around Roberts Elementary.
- Only allow your child to exit or enter on the curb-side of the vehicle.
- Observe speed limit signs.
- Only one person is in charge of our major intersections -- our crossing guards. Please pay close attention to the directions they give you when approaching our intersections.

TARDINESS

We begin learning each morning as soon as the bell rings at 8:00 a.m. Building routines that encourage organization and self-starting are an important part of the work your child does at school. Arriving on time allows that to happen. Students who arrive after the 8:05 a.m. tardy bell must report to the Reception Office for a tardy slip to enter their classroom. School officials understand that occasionally traffic and inclement weather may cause a student to be late. Persistent tardiness, however, will not be tolerated.

Excessive tardiness may be cause for disciplinary action and may be reflected in your child's conduct grade. Excessive tardiness may also be cause for non-renewal of a transfer.

ATTENDANCE POLICY

Students are expected to arrive on time (8:00 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.** 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 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 Aliya Walji, the Roberts Registrar, at awalji@houstonisd.org.

If your child has a medical or dental appointment and is not present at the 9:30 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.

COMPULSORY SCHOOL ATTENDANCE LAWS

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN:

Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Education Code 25.094

It is your duty to require your child to attend school, monitor your child's attendance and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

EXCUSED ABSENCES

Acceptable excuses for absences are listed below and **require a parent and/or doctor's note.**

- Personal Illness
- Dental or doctor appointments or health services provided to Medicaid-eligible students
- Death in the family (immediate family only) – Must provide documentation
- Quarantine (as determined by a medical official)
- Weather or road conditions making travel dangerous (as determined by city officials)
- Emergencies or unusual circumstances recognized by the principal or person designated
- Observance of religious holy days (must provide documentation)
- Suspensions (no parent note required)

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 as excusable.

Unexcused absences may be reviewed by the School Attendance Committee in determining whether or not to grant a student credit for a class in which the student failed to meet the attendance requirement but who met all other academic requirements for passing.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the attendance officer assigned to the school.

Unexcused absences may not be made up.

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

If a student needs to leave school during the day, certain procedures must be followed. Only the parent 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 signs the child out at reception and the student will then be called to reception for parent pick-up. Teachers are not permitted to release students unless this procedure has been followed. When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and has left the child(ren) with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. ***Early release of students is allowed only for a reason such as a medical appointments. Early release of students for non-emergency or medical reasons is highly discouraged. There is no early release of students after 2:50 p.m. under any circumstance.***

A PLAN FOR EVERY CHILD EVERY DAY

Elementary school children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office only if an ***occasional emergency*** necessitates a change in plans. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone except in an emergency, parents should do all they can to help their children remember everything needed each day—homework, library books, lunch or lunch money, school books, etc.

Dismissal for Inclement Weather and Other Emergencies

In the event of inclement weather conditions or other emergencies and the possibility that schools may be closed, parents, students, and staff members are asked to keep tuned to their radio and television stations for definitive information. The Superintendent of Schools will make a decision prior to 6:30 a.m., whenever possible, in the event of a school closure.

If there is a need for an emergency dismissal, daycare students and bus students will be released to drivers. Children will be signed out in the office by the driver or parent(s). Every attempt will be made to reach parents to pick-up their children. It is important that parents notify the school and **update enrollment cards** with their correct home and office telephone numbers.

SECURITY

All visitors to the school are required to enter through the door at the circle drive and report to the Reception Office for a visitor's badge. This requirement applies even to parents who are on school grounds during the school day to attend a meeting, to volunteer or to visit their child in the cafeteria at lunch. To obtain your visitor's badge, you must bring formal identification (driver's license, state issued ID or passport) to the Reception Office. Always remember to get your badge before heading to your destination in the school. Any visitor in the building without a badge will be asked to return to the Reception Office and may be asked to speak with an administrator

Additional Security Measures

All entrances to the building will remain locked during the school day. Access to the building during the school day is through the door at the Circle Drive entrance off of Swift Blvd. To enter the building, push the buzzer to the right of the door and the receptionist will open the door remotely. Please do not ask students to let you in the building as we are trying to teach them to act in a safe manner. Security cameras are located inside and outside the school building, both to serve as a deterrent and to allow the Front Office to monitor and review video footage captured by these cameras.

HOME COMMUNICATION DAY

Tuesday is Home Communication Day. The office and classroom teachers will send home a majority of all written communications along with student work which includes graded assignments and/or tests. **Parents are required to review the information in the folder, sign the weekly conduct sheet and return the weekly folder and all signed items on Wednesday mornings.**

PARENTAL CONCERN

Should you have a concern about something happening at school, please follow the outlined steps below:

- **Make an appointment with your child's teacher** during his/her conference time to see if the issue can be resolved. Most issues are due to a lack of communication or misunderstanding.
- If further attention is needed after an honest attempt to address your situation is made, please schedule an appointment with the principal, assistant principal, or instructional coordinator by calling (713) 295-5272.

ESSENTIAL AGREEMENTS FOR STUDENTS

Schoolwide and classroom Essential Agreements are standards of behavior we all decide are important to maintain a safe environment where all children can learn. Classrooms will develop their own Essential Agreements for how students and teachers will carry themselves in the classroom. Our schoolwide Essential Agreements are listed below:

- We will work together to promote good citizenship.
- We will take care of our school and campus.
- We will walk quietly throughout the hallways, not disturbing other learners.
- We will not hurt ourselves or others, physically or with our words.
- We will respect and care for the property of others.

DISCIPLINE CODE

At Roberts our goal is to nurture self-esteem as we help students learn to make good behavior choices, show self-discipline, and accept responsibility for their actions. Parents are expected to be active supportive partners in their child's educational program. Parents will receive a link to an electronic copy of the *Code of Student Conduct: Your Rights and Responsibilities*. This book details the expectations for student behavior and the consequences for misbehavior. Students are expected to adhere to the Code of Student Conduct at all times when participating in school activities both during and after regular school hours. It is the parent's responsibility to review the Code of Student Conduct with his/her child.

The administrative staff is charged with maintaining adequate discipline in each school. The teacher is responsible for the care, discipline and instruction of pupils in his/her care and as assigned by the principal. The entire staff enforces all rules governing the conduct of pupils about the building and campus. Students will be

dealt with reasonably, fairly and with patience, **but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to have difficulties which might lead to suspension, reassignment, and/or expulsion.** (State Law Section 37.000) The school may prohibit any action which impairs, interferes with and/or obstructs the educational process or function of the school.

Children will not be permitted to attend extra-curricular activities (field trips, assemblies, participate in programs, etc.) if their conduct (P or U) does not warrant participation.

USE OF CELLULAR PHONES

Students may bring cell phones to school and store them in their lockers at their own risk. All cellular phones **must remain in the OFF position** (unable to receive signals and commands) while on campus or at any school sponsored events (on or off campus). **The device must not be worn on the student's body.**

The unauthorized operation of these devices will result in confiscation. The principal or other administrator will notify the parent with the intent to dispose of the device if left after 30 days. A \$15 administrative fee payable to Houston ISD may be charged if the device is confiscated. Devices not claimed within 30 days will be sent to Property Management for disposal.

TIMELINES FOR HOMEWORK

Homework is an extension of the work previously taught in the classroom. Homework assignments should be reviewed for completion and accuracy. Homework may be used by the teacher to determine areas for re-teaching, but will not be used for a numerical grade.

Parents should offer assistance for homework when it is needed, and may wish to provide feedback to the teacher on areas the child struggles with. Parents **should not** take a leading role in homework. If homework becomes a significant struggle at home, please contact your child's teacher to discuss the circumstances.

In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects will provide students with an opportunity to develop and refine research skills and the ability to work independently. Below are guidelines for the amount of time for completion of homework assignments by grade levels.

Grade Level	Total Daily Average (all subjects)
K	10 - 20 minutes + 20 minutes reading**
1	15 – 20 minutes + 20 minutes reading**
2	20 – 30 minutes + 20 minutes reading**
3	30 – 40 minutes + 30 minutes reading**
4	40 – 50 minutes + 30 minutes reading**
5	50 – 60 minutes + 30 minutes reading**

** Reading is recognized as a universal skill that relates to all subjects. This time period includes parents reading to their child or children reading library books or other pleasure reading.

NIGHTLY READING

Nightly Reading is a strong habit that will help your child in many ways. Children are expected to read 20 - 30 minutes every night and will be providing with a tracking chart to help you and the teacher monitor independent reading. For our early readers, that 30 minutes may be comprised of independent reading and the time you spend reading to your child each night.

NOTICE OF PROGRESS

The *Notice of Progress* will be sent to all parents during the fourth week of each reporting period or as often as may be deemed necessary. The *Notice of Progress* form will be made in triplicate - one copy placed in a file in the principal's office, one copy sent to the parent, and one copy for the pupil's teacher. **Parents and/or guardians must sign and return the form to indicate that a parent and/or guardian has seen the report.** Parents are then encouraged to schedule a conference with their child's teacher to work on strategies that will help the student raise their grade point average.

REPORT CARDS

A report card is issued to the parent or guardian at the close of each nine week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. When a student has transferred from one or more schools within a grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

CONTACTING YOUR CHILD'S TEACHER

All teachers are accessible by e-mail using the e-mail addresses listed in the school directory and linked from the school website. Please note that while all teachers receive e-mail, some prefer other means of communicating with parents. Your child's teacher will let you know at the beginning of the year how he/she prefers to be contacted. If he/she does not, feel free to ask. We ask that you give teachers 48 hours to respond to a parent email or call. Weekends and holidays are excluded from the 48-hour response time.

REQUESTING A PARENT-TEACHER CONFERENCE

We invite parents to meet with their child's teacher throughout the year. Parents may request a parent/teacher conference to discuss a variety of issues whenever the need arises for a conference. Teachers are available before school, during their planning period and after school. Designated parent/teacher conferences are scheduled twice during the school year. **We ask that parents make appointments 48 hours in advance and wait for teacher confirmation.**

CLASSROOM BLOGS

Each classroom has its own designated blog that is linked from the password protected side of the Roberts website. The classroom teacher will provide the web address at the beginning of the school year. Teachers vary in their use of the classroom blog; however, all teachers use it as a primary means of communication about what's going on in the classroom. Teachers usually post twice a month. Most teachers will send an email alerting you to a blog update.

CURRICULUM INFORMATION NIGHT

In the fall of each school year, parents are invited to a parents only Curriculum Information Night. The purpose of the event is to provide parents with an overview of curriculum, how the teacher differentiates instruction for all students and the classroom procedures. Curriculum Information Night also gives parents the opportunity to sign up for classroom-based volunteer positions. The date and time of this event will be announced in the Tuesday Folder and on the school website.

BREAKFAST, LUNCH, AND SNACKS

Breakfast

Breakfast is available Monday-Friday from 7:30 a.m. to 8:10 a.m. in the café and is free of charge to all students. Breakfast and lunch menus are published monthly and sent home via the Tuesday folder and can be accessed through the HISD website. HISD Cafeteria Guidelines must be followed (listed below).

Lunch

Your child's lunch period depends on his/her grade level. The lunch period may begin as early as 10:40 a.m. and as late as 12:30 p.m. Students may bring lunch from home or purchase a lunch from the cafeteria. The HISD lunch menu is distributed monthly in the Tuesday Folder and is on the HISD website. To purchase lunch, a student may pay with cash daily, pre-pay (in the cafeteria), or pay with a credit card online at www.parentonline.net. Lunchroom volunteers are on duty to assist students but it is best if students are able to independently open all the items in their packed lunches. Water fountains are located in the cafeteria for student use. Microwaves are not available for student use. A list of non-allowable foods are listed below.

Parents are always welcome to visit their child during his/her lunch period. All parents must sign in at the Reception Office and receive a visitor's badge. Parents who wish to visit during lunch should use a folding chair as all seats at the table are utilized for students. Parent may only eat with their child. No siblings, relatives or friends may be pulled from other tables. Parents must adhere to the scheduled lunch times and exit the café after the lunch period has concluded.

Lunchroom volunteers are always needed (and greatly appreciated)! To volunteer, please contact the Lunchroom Volunteer Chair.

Snacks

Depending on the time of the class's lunch period, your child's teacher may ask that you pack a light snack for your child to be eaten mid-morning or mid-afternoon. Your child's teacher will let you know about snacks at the beginning of the school year.

HISD Cafeteria Guidelines:

- **Food cannot be shared (siblings may not eat off of each others plates).**
- Outside food can only be brought for *your* child.
- Food may not be taken out of the cafeteria.
- **Under no circumstances are parents and/or guardians allowed to eat off a child's plate.**

Non-allowable Foods

Students are **not allowed** to bring the following food items to school:

- Soft drinks/Soda
- Items packaged in glass containers

DRESS CODE

While there are no school uniforms at Roberts, students are required to wear clothing that is age-appropriate and not offensive (e.g., no shirts with offensive phrases or pictures, no extremely short skirts and dresses, no make-up or lip stick/colored lip gloss). Tennis shoes and socks are required on the days when your child has P.E. as an ancillary class. Red Roberts t-shirts are required for all field trips.

FIELD TRIPS

Field trips will be arranged by the grade level/team as an extension of the school's curriculum and instruction. Permission forms for field trips are sent home in the Tuesday Folder a few weeks before a scheduled field trip. In order for your child to participate you must sign and return the form. Students are always required to wear the Roberts red t-shirt on field trip days and may be instructed to bring a sack lunch (as opposed to lunch in a non-disposable lunch box) on the trip. Check the permission form for details. Parent chaperones are often needed for field trips. If you would like to serve as a chaperone, contact your child's teacher or the classroom parent.

No students will be permitted to go on a trip without written permission on the appropriate form. The signed permission slip and all monies due must be returned to the teacher **no later than three days prior to the scheduled trip.** Students returning permission slips or money after this time will not be allowed to go on field trips. **We reserve the right to deny a child's participation in a field trip or co-curricular activities if his/her conduct (P or U) at school does not merit this privilege.**

Please note that in order to chaperone you must be pre-approved under the HISD Volunteers in Public Schools (VIPS) program. This process takes several weeks, so please see the front office as soon as possible to get the registration process started. We believe that field trips are integral components to learning. Your donations to cover your child's portion of the trip are welcomed.

Chaperones for Field Trips

Assisting teachers with field trips is an integral part of our volunteer program. **All chaperones must be VIPS cleared before going on any field trips.** Adequate adult supervision makes for a pleasant learning experience for all of our students. **All chaperones must ride school buses.**

HISD VIPS PROGRAM

To volunteer within the Houston Independent School District (HISD), you must be registered through the HISD Volunteers in Public Schools (VIPS) program, which runs an annual criminal background check. If you are new to HISD, first register online at <http://www.houstonisd.org/Page/90800>. You will then need to bring proof of identification into the main office at Roberts. **Each year you must update ALL information in the VIPS system and re-submit a copy of your identification.** You may submit a copy of your identification to the reception desk for processing. Please note that this process can take up to six weeks to complete.

USE OF SCHOOL TELEPHONES

Children must have written permission from a teacher to use school telephones. **Children will not be called to the school office to talk to parents.** Emergency messages will be delivered by the principal or designee.

PARENT VOLUNTEERS

We encourage every parent to take an active role in participating in school events and volunteering. The success of our school and your child depends greatly on your service to the school. There are many friendships fostered through participation in school endeavors. Of greater value and importance is for your child to see their parents support their school and its activities in a positive manner.

Roberts would not be the outstanding school it is today without the ongoing support and involvement of dedicated parents who give freely of their time and talents to better our children's learning environment. It is part of our school culture to think of volunteering not as a question of "whether" but "how." For our school, volunteering helps create a cohesive and vibrant school community, which in turn continues to attract a highly professional and dedicated faculty and staff. Check out the website to see all available volunteer opportunities and check back often as new opportunities are always added. Our jobs are organized by grade, class, school-wide, ongoing or event specific. Whatever your time constraints, whatever your particular talents, we know you have something to offer! Remember, even if you only have a little time every once in a while, your time is important and appreciated.

Signing up to Volunteer

On the right side of the home page of our website (www.robertselementary.org) is a button linking to a Sign Up Genius where you can sign up for both school wide and classroom level volunteer opportunities. There are brief descriptions of each volunteer position listed. Once you sign up, you will be contacted by the committee chairperson with more information about specific volunteer activities.

BIRTHDAY CELEBRATIONS

If you would like to distribute treats on your child's birthday, always check with your child's teacher first for a list of acceptable foods and any food allergies that children in the class may have. Parents are allowed to bring pre-packaged individual snacks to celebrate their child's birthday. Items should be brought to the school for distribution no later than 10:30 am. **Birthday cake, hats, balloons or other celebratory items are not allowed.** All celebratory items will be distributed during recess or at the end of the day by the student under the supervision of the classroom teacher.

Invitations to your child's birthday party should not be distributed at school unless the entire class is invited. In this case, invitations can be given to your child's teacher to pass out or they can be brought to the Front Office to be distributed via the Tuesday Folder.

Birthday parties are not allowed to be held during the school day.

MEDICAL CARE AT SCHOOL

Our school clinic is staffed by a full time school nurse who is able to 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.

Immunizations

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

Medication

The school nurse cannot provide any medication to students without the appropriate documentation from the physician. This includes both prescription and over the counter medications. Please visit the clinic for copies of the appropriate paperwork. 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.**

Illness

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 medication) in order to return to school
- Wounds are to be covered at all times at school.
- Lice are considered communicable and all students must be **COMPLETELY** lice free before the student can be permitted back in the classroom.

SCHOOL SUPPLIES

The Roberts School Store is operated by the PTO for the convenience of our school community. The store is located in the cafeteria and is generally open from 7:50 – 8:15 a.m. on Field Trip days. The store sells HISD-approved school supplies, red Roberts t-shirts and hoody jackets, as well as other items such as Roberts bumper stickers, adult-sized Roberts shirts and hoodies.

You may also order school supplies in the spring and summer for the following school year by purchasing them on-line. Pre-purchased supplies will be delivered by the PTO to your child's classroom before the start of school. If you were unable to pre-purchase your child's supplies, a copy of supply lists is available in the front office and on the school website.

eREADERS and ELECTRONIC DEVICES

eReaders are allowed, but students bring them at their own risk. Bringing valuable electronic devices to school is always a risk. School officials cannot be responsible for ensuring the safety of these devices. Any device that distracts from the learning environment will be confiscated, turned in to the office and can be picked up by the parent. Devices with cameras or video recorders are prohibited, unless specific permission has been granted by school administration for use on a school project.

DOGS ON CAMPUS

Dogs are not allowed inside the fenced area of the school grounds during school hours, including the hours when morning and afternoon extended day are in session. If you do bring your dog to school, it must remain on the sidewalk outside the fenced area on a leash and under the direct control of an adult. This rule is to protect the safety of our students and your pet. If you bring your dog onto the school grounds outside of school hours, please be sure to keep your dog on a leash (as per city leash law), clean up after it and please keep your dog out of the mulched areas of the playground.

AFTER CARE AND SPECIALTIES PROGRAM

To accommodate the needs of working parents, Roberts offers two after school options, After School Care and our Specialties Program. The after school program offers hours from 3:20 – 5:45 p.m. Students may participate in a variety of activities such as academic enrichment, fine arts, sports, and other classes. Our Specialties Program is designed for students who show a heightened interest and wish to participate in targeted instruction in the arts, athletics and academics.

Space in our after school care program is limited. Interested parents must enter a lottery each June for the following school year. A wait list is established and as space becomes available you may be offered a spot in the program.

On early dismissal days or the day before a holiday, there is no Extended Day. Notice of these dates, on which there is no Extended Day, will be given in the Front Page and on the school website.

If your child will be absent from either of our after school programs, please let the Front Office know, as attendance is taken. If you need to take your child out early, please come to the Reception Desk to sign out your child.

HISD CONNECT

HISD Connect is an online service which allows registered parents to access a variety of information about their child(ren) such as attendance, class schedules, assignments and grades. If desired, a parent can arrange for a text message or email if a child's grade drops below a pre-set value. More information about HISD Connect, including how to register, may be found at www.houstonisd.org/PSC and through the Front Office.

LOST AND FOUND

The Lost and Found is located just off the cafeteria near the School Store. Please write your child's full name on items as this often will help in having the item returned. Items not retrieved from the Lost and Found are donated to charity three times per year. Notice that the Lost and Found is going to be cleaned out will be in the Front Page and on the Roberts online calendar.

MUSIC LESSONS

Students may sign up at the beginning of each school year for violin or piano lessons which are offered weekly during recess. Students must commit to a full year of lessons and to practice at home. There is a fee for lessons and space is limited; priority is given to continuing students. For more information, look for sign-up sheets in the Tuesday Folder at the beginning of the school year and on the school website.

ANCILLARY CLASSES

Students attend ancillary classes on a rotating schedule. Students are able to attend art, music, Spanish, physical education (P.E.), academic skills lab (computer skills), and science enrichment lab. Your child's teacher will provide an ancillary schedule for the class at the beginning of the school year. If an ancillary falls on a half-day or holiday, that ancillary will be moved to the next full school day on the schedule. On days when students attend P.E., tennis shoes with socks should be worn.

THE IB PROGRAMME

Roberts became an authorized International Baccalaureate Primary Years Programme (IB PYP) World School in 2005. It is very difficult to become an IB school and we are very proud of our school's achievement! Many parents cite the school's IB Programme as one of the main reasons they chose Roberts for their child. 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.

What is IBO?

The International Baccalaureate Organization (IBO) is a nonprofit educational foundation founded in 1968 and based in Geneva, Switzerland with offices worldwide. *There are currently IB PYP schools in 93 countries, with 1000 programs worldwide.*

Working with schools, governments and international organizations, IBO has developed four international education programs (based on grade level) that develop the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. (For more information, visit www.ibo.org.)

To become an IB school, a school must undergo a rigorous qualification process that typically takes over two years to complete, and then continue to meet the IB's stringent requirements and evaluations on an ongoing basis. In addition, the school is required to provide its teachers with continuing IB education.

What is IB PYP?

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. Each year's IB PYP Programme of Inquiry (POI), showing how different grades will explore these six transdisciplinary themes, *is on display in the Center for Inquiry*.

The IB PYP Portfolio

The school maintains an IB portfolio for each student, preserving representative samples of his/her IB work through his/her years at Roberts. Parents are invited to attend a student-led conference each spring (the "Portfolio Picnic") to review the portfolio and the complete portfolio is presented to the parent upon completion of elementary school.

GIFTED AND TALENTED EDUCATION

What does it mean to be a "Neighborhood Vanguard" School?

All HISD schools identify gifted and talented children within their school population and offer them specialized instruction to meet their needs. These students are served through the Neighborhood Vanguard Program.

What are the criteria for determining whether a child is G/T?

The Texas Education Code defines the G/T child as one "who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment. The child also: exhibits high performance capability in an intellectual, creative, or artistic area; possesses an unusual capacity for leadership; or excels in a specific academic area." Students are evaluated on multiple criteria, including ability (CoGAT Abilities Test) and achievement (IOWA) testing, teacher ratings, and grades. At present, approximately 40% of Roberts students are designated G/T.

When is my child evaluated?

All kindergarten students are automatically tested in the fall using an online abilities test (CoGAT) along with the IOWA norm referenced test. Qualified students will receive services with the program beginning later in the spring. Families entering Roberts after kindergarten or whose children did not qualify in the kindergarten year may still have their children considered for the Neighborhood Vanguard program. Please check our website for information regarding the GT testing windows and application deadlines.

What happens if my child is identified as G/T?

Roberts offers its G/T students a differentiated curriculum through the use of the IB PYP planners, workstations, and by modifying the general academic program in depth and complexity within the regular classroom setting. All teachers at Roberts have a minimum of thirty hours of Gifted and Talented professional development and receive an additional six hours of continuing G/T professional development each year.

RESOURCES AT ROBERTS

Social Worker

Ms. Hylton is the school’s social worker. She is available to assist families and their children with a wide variety of concerns such as emotional issues, adjustment problems and sources of stress within the family such as an illness or death. Ms. Hylton is also the Special Education Referral contact person. To schedule an appointment with Ms. Hylton please contact the Front Office.

The Learning Center (Special Education)

Mrs. Salas is the school’s special education teacher and the special education chairperson. Students requiring special education are identified through special education testing and are qualified under TEA’s guidelines. For questions regarding special education instructional programs, please contact Mrs. Salas through the Front Office.

Speech Therapist

HISD employs a part-time speech therapist for Roberts Elementary. The speech therapist works with teachers to identify students with speech needs and provides free speech therapy to those students who qualify under HISD guidelines. Appointments with the speech therapist may be requested through the Front Office.

WHO TO CONTACT

School Nurse	Ms. Felder	sfelder1@houstonisd.org
Registrar	Mrs. Walji	awalji@houstonisd.org
After – Care / Specialties	Mrs. Niksch	mniksch@houstonisd.org
Reception	Mrs. Brown Mrs. VanRavensway	bbrown25@houstonisd.org rvan@houstonisd.org
School Secretary/Admin. Asst.	Mrs. Marroquin	mmarroqu@houstonisd.org

FORMS OF COMMUNICATION

Tuesday Folders

At the beginning of the year every student is given a “Tuesday Folders” which is sent home each Tuesday. Tuesday Folders are our primary way to communicate with parents. Each folder contains the school newsletter, fliers about upcoming activities and fundraisers, information about volunteer opportunities student work and student conduct for the week. After emptying the folder, parents are required to sign the inside and return it to the classroom with their child. Parents should also use the Tuesday Folder as a way to send items back to the teacher and/or PTO.

In order to reduce waste, fliers and forms in the Tuesday Folder will only be sent home once; thereafter, you can access them via school website. Extra copies of forms and fliers are also available in the Front Office. If you have multiple children, your oldest child will receive all the forms and your younger children will have the letter “S” (for “sibling) written on the label of their Tuesday folders next to their names, indicating they will only receive child specific flyers/ forms.

Newsletters

The school’s newsletter is published weekly and provides a quick overview of upcoming events. It is also posted on the school website.

The 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. From the home page you can access current Tuesday Folder forms and fliers, your child’s teacher bio, email and blog link. Also on the home page is a button linking to a sign up form for school volunteer opportunities.

Parent Teacher Organization (PTO) Meetings

General PTO meetings are OPEN TO ALL PARENTS AND GUARDIANS and are held the first Friday of the month beginning at 8:10 a.m. 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.

School Calendar

The School Calendar is found on the school website and provides important dates for the coming school year.

The Marquee

Important reminders are posted on the school's digital marquee which is located on the corner of Greenbriar Drive and Swift Street. Birthday announcement spots are sold via the PTO Auction.

Shared Decision Making Committee (SDMC)

The Shared Decision Making Committee (SDMC) is an advisory group composed of classroom teachers (4), professional staff members (2), non-professional staff member (1), parents (2), community members (2), a business partner (1), and the principal. School based members are selected by vote. Parents, community members and the business partner are selected by the principal. The PTO President and President-Elect serve as parents on the committee.

The SDMC provides input and suggestions on a wide variety of issues affecting the school during monthly meetings. Please contact the principal via email if you are interested in having a particular issue put on an upcoming SDMC meeting agenda.

Fundraising at Roberts

Fundraising at Roberts is critical to the success of the school. Parents, friends, and the community give money, time, and talent to provide essential support for the programs that make our school so successful. Roberts is one of a handful of public elementary schools in Houston that **does not** qualify for Title I funding. Title I funding is federal money for schools in which 40% or more of students come from low-income families. Without Title I funds, Roberts must rely heavily on money generated from parents and friends.

Property owners pay taxes that help support the public school system. Renters help “pay” for property taxes through their rent. With the recent state budget cuts and more possible in the future, fundraising is more important than ever. The concept of raising private money to help support public school is nothing new, but at Roberts, we try to make it fun and something everyone can participate in throughout the school year.

When you give to Roberts through our fundraisers, you are helping to provide for:

Educational Materials: PTO funds are used to supplement educational programs and materials used by teachers in all content areas. Without this support, teachers would be forced to use materials provided by the District exclusively.

Technology: The PTO supports updating technology for all grade levels. HISD does not have the funding to support replacements and upgrades on a consistent basis. As a non-Title One campus, much of the federal government funding is not available to us. The use of computers, Smartboards and other technology helps our students develop critical thinking and keep pace with our changing world.

Professional Development: PTO funds help supplement our teachers’ continuing education. This includes extensive teacher training to maintain our IB program.

Fine Arts Enrichment: PTO funds supplement our visual and performing fine arts program. PTO funds cannot pay for teacher salaries, but the funds can pay for other necessary programs and supplies.

School Event Support: We work hard to balance our fundraising events and free community building events. The International Festival and Community Nights are two of the largest free events supported by the PTO.

School Maintenance: Our wonderful school is over 75 years old and is the heart of our neighborhood. PTO funds enhance and beautify the building and grounds and keep our school a safe and pleasant learning environment.

How do I help?

As you can see from the list above, PTO fundraising is truly important to the daily work of Roberts Elementary. The school has several major fundraisers throughout the year. We encourage you to become involved with all of them! The dates for each are listed in the PTO School Calendar, but here is a quick overview:

100% PTO - Culture of Giving: This membership drive is the first fundraiser you will encounter at Roberts during the school year. It takes place at the beginning of the year and is simply an opportunity for everyone involved at Roberts – parents, guardians, grandparents, staff, teachers and community – to contribute money to the school. Classes “compete” against each other. The membership drive helps the PTO support events that occur later in the year and is essential to our fundraising. It typically raises greater than \$70,000 and the amount has gone up over the past few years. Please give what you can – this is great way to feel invested in your child’s school. We encourage 100% participation!

Book Fair: Roberts hosts two book fairs each year during which children and their families can purchase books, with a portion of the proceeds going directly to the school. Both are at Barnes and Noble on Holcombe. They are each two days, usually in November and May, and nearby restaurants also donate some of their proceeds from families eating there during the book fair. Watch the newsletter and website calendar for the dates; you can attend in person or shop online using a special code. These are also great opportunities to purchase books for the library and classrooms.

Fun Run: Every child at Roberts has the opportunity to participate in the Fun Run in the fall, usually held in late October or early November. It’s a great way for every child to help support the school. The fundraising portion runs two weeks and culminates with a fun run during school hours. It’s a great event for the kids and easy for extended family to support Roberts with the capability to pledge and give online.

Roberts Auction: The Roberts Auction is held in early spring. The Auction takes place in the evening and is for adults only! Dress up, socialize with other parents and friends of the school, and bid on fun parties, trips, gift certificates and lots of other items. The Auction typically generates more than \$60,000 in revenue. All parents are encouraged to lend their time and money to the auction.

Roberts Carnival: The final, major fundraiser is the year-end Carnival held on the last day of school. The entire Roberts community comes together for this event. Children and their families enjoy food, games and fun in celebration of the close of another successful school year. This event raises around \$15,000 for the school.

Other smaller opportunities to support the school throughout the year include:

Box Tops for Education: Collect Box Tops off participating brand packaging. This is a GREAT way for grandparents to support the school, especially if they don't live in Houston. Kids love Box Tops because they might win a prize for collecting them. Watch the Front Page newsletter and the website for collection times.

Class funds: At the beginning of the year, you will receive a request from the room parent to provide some funding for the classroom fund. The classroom fund helps support the teacher in the classroom, provide for classroom specific needs, class parties, and celebrate teacher birthdays. This fund is different from the 100% PTO Membership Drive, but is also collected at the beginning of the year.

Contributions from Randall's, Kroger, Target, Central Market, Pottery Barn Kids and Office Depot. Always carry your shopper cards and make sure the donation is directed to Roberts. Instructions about these cards will be in a Tuesday folder at the beginning of the year and always on the school website.

Throughout the year, your child will bring home opportunities to support Roberts through the purchase of t-shirts for the specific events, yearbooks, and other items.

Volunteering at Roberts: How do you want to pitch in?

Roberts would not be the outstanding school it is today without the ongoing support and involvement of dedicated parents who give freely of their time and talents to better our children's learning environment. It is part of our school culture to think of volunteering not as a question of "whether" but "how." For our school, volunteering helps create a cohesive and vibrant school community, which in turn continues to attract a highly professional and dedicated faculty and staff. Checkout the website to see all available volunteer opportunities and check back often as new opportunities are always added. Our jobs are organized by grade, class, school-wide, ongoing or event specific. Whatever your time constraints, whatever your particular talents, we know you have something to offer!

PTO Volunteer Sign Up

On the right side of the home page of our website (www.robertselementary.org) is a button linking to a sign up form where you can sign up for both school wide and classroom level volunteer opportunities. There are brief descriptions of each volunteer position listed. Once you sign up, you will be contacted by the committee chairperson with more information about specific volunteer activities.

HISD VIPS Program

To volunteer within the Houston Independent School District (HISD), you must be registered through the HISD Volunteers in Public Schools (VIPS) program, which runs an annual criminal background check. If you are new to HISD, first register online at <http://www.houstonisd.org/Page/90800>. Then bring proof of identification into the main office at Roberts. Each year you must re-apply online and submit a copy of your driver's license to reception.

Event Driven Volunteer Jobs:

100% PTO Membership: Jobs include keeping records of donations, data entry, generating and distributing receipts and thank you letters, organizing a party for the prize-winning classroom. Planning and volunteers needed during September.

Auction: Oversees acquisitions, advertising, invitations, ticket sales, underwriting, food and drinks, decorations, and other tasks. Jobs vary and include leading a group of volunteers, picking up donated items, data entry, and set up and tear down the day of the auction. Plan and work on this event from November- March.

Book Fair: Duties can include set up, publicity, organizing refreshments for family night, decorating, working checkout, accepting book dedications, and helping customers select books. The book fair will occur two times a year at a book store - usually November and May.

Carnival: Organizes various functions of the event, such as classroom booths, scheduling rides and booths, publicity, sponsors, food and t-shirt ordering and distribution. Jobs range from leading a group of volunteers, organizing your class booth, and working an hour the day of the event. Plan and work on this event from February- May.

Directory: Organizes and coordinates the timely production and distribution of the school directory. Obtains directory ads. Collects directory information, formats the information and has it printed by early October. Jobs vary from soliciting sponsors, proof reading, and data entry. Volunteers needed from August- October.

International Festival: Largest community event. Work with parents from various countries to put on a showcase of Roberts' international flavor for one Friday in October. In past years over 40 countries have been represented. Job include: Country specific booths, outdoor stage and performers coordinator, class presentations. Work on this event from September- October.

Ongoing Volunteer Jobs:

Newsletter: The school newsletter is published weekly and provides a quick overview of upcoming events. Help with writing and submission of pictures.

Hospitality: Organizes refreshments for the various meetings and functions at the school. Jobs on an as needed basis.

International Garden: Maintains the garden with the support of parents, students and the community. Organize classroom planting and harvesting days. Monthly garden liaison days for parents. Coordinate large seasonal pruning and clean outs.

Library: Library volunteers re-shelve books, maintain the books, and help children to select books for checkout. This job can be a set schedule for you.

Lunchroom: Lunchroom volunteers work during the lunch hours walking around the lunchroom assisting children and helping to maintain order in the lunchroom. This can be a set schedule for you based on your availability.

PADRES: Promoting active dads at Roberts Elementary School, this is our dads club that is open to all Roberts dads. The PADRES organize and run the Roberts Campout each fall, provide setup support to our events, hold 2-4 work days at school to complete school needed projects. Contact the PADRES committee chairs to receive email updates.

Room Parents: Helps to coordinate and communicate classroom activities. Works with the teacher and parents on winter and end of school parties. Maintains an email list of all parents in the class and distributes information throughout the year. Collects a classroom fund to be used for parties, class auction project and teacher gifts. Can be broken into three smaller jobs with one head room parent and two assistant room parents.

Staff Appreciation: Periodically throughout out the year a different grade or combination of grades sponsor a lunch for the entire staff (see dates on the Roberts website calendar.) Jobs include: coordinating your grade lunch, bringing in a dish for luncheon, set up and clean up.

Tuesday Folder Parent: Collects all copied forms and flyers from the workroom and fills the students Tuesday folders. You can do your class(es) or a grade level's folders. This is a set schedule with work to be done on Tuesdays between 10 a.m. and 2 p.m.

Welcome: Working with Room Parent to provide any help to new incoming families. Volunteers needed to help with language transitions, additional tutoring, medical center and or area information. On an as needed basis.

Work Room: Organizes and serves as part of a committee to copy, laminate, and generally assist teachers in making handouts that they need for their students. Copies all forms and flyers for the Tuesday folders. Training is provided. Hours and dates are flexible, can be a set schedule.