ACKNOWLEDGEMENT OF NONDISCRIMINATION
The Houston Independent School District is an equal opportunity employer. It is the policy of HISD not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, gender, veteran status, or political affiliation in its educational or employment programs and activities.

ARRIVAL AND DISMISSAL OF STUDENTS
School Hours 7:30am-2:50pm Parents delivering students to school should use the circular drop-off area near the cafeteria. Pre-K through 1st grade students with no siblings will be dismissed in the front of the school. 2nd-5th grade students & their siblings will be dismissed by the cafeteria. The parking lot is reserved for teachers and staff members. Please do not use this area for parking or dropping off students. Safety of all students and staff is important.

Students should not arrive at school before 7:30 a.m. The starting time for breakfast is 7:40 a.m. Students eat breakfast in the classroom and are supervised by teachers during this time. Students will be dismissed at 2:50 p.m. daily. Students must leave school promptly at dismissal.

ATTENDANCE
In order to meet attendance standards, a student is required to attend school no less than 93% of the day’s classes are offered. A student is absent for classroom purposes if he/she is not in attendance at 9:30 a.m. Exceptions: if a student is on an official school project, he/she is not absent. Students with medical appointments who are out of class at 9:30 a.m. may be counted present, provided they are in attendance at some time during the school day.

Whenever a student is absent, a dated written excuse must be presented to the teacher by the parent. This excuse is due the day the student returns to school after an absence and must be received within three days of the student’s absence. If your child is ill for more than one day, please notify the school regarding the approximate date your child will return. A doctor’s note is required if a student is absent three or more consecutive days due to illness. If the teacher does not receive a note from the parent within three days after the student returns to school, the absence is counted as unexcused. Students who present acceptable excuses for absences will be given the opportunity to make up work. Excuses for absences are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with the permission of the principal, or “any other causes acceptable to teacher, principal, or superintendent.” Students with unexcused absences may also be given the opportunity to make up work if the teacher agrees to assign and grade additional work. Students will receive recognition awards for perfect attendance. In addition, monthly celebrations will be awarded to students each month they receive perfect attendance.
Any student who has 10% or more unexcused days absent will have to attend Summer School to meet promotion requirement due to excessive days absent.

BREAKFAST IN THE CLASSROOM
In our commitment to student wellness and achievement, free breakfast is provided to all students in their classroom. Breakfast arrives at each classroom for students to select their meal of choice. The starting time for breakfast is 7:40 a.m.

BUILDING SECURITY
The following procedures are in effect daily:

1. All students must report to the cafeteria area upon arrival. Please be advised that there is no adult supervision for students who arrive prior to 7:30 a.m.
2. All visitors, including parents, must report to the office to sign-in before visiting classrooms or school personnel. Visitors must wear a name badge and report to the office to sign-out before leaving the building. There are no visitors including parents allowed on campus during testing weeks.
3. Parents must provide the school with information regarding persons authorized to pick up their children from school. Persons picking up students must be prepared to show identification. Requests to pick up a child before the end of the school day must be made in writing unless it is a case of emergency. Teachers will not release students to anyone without a badge granting approval for early release.
4. Students must always carry a hall pass and travel in pairs.
5. Panic bars will remain on several doors throughout the day.
6. Code Red procedures will go into effect during emergencies.
7. Members of the school security team will monitor the building and grounds.
8. HISD POLICE will be called in emergency situations.
9. Classroom doors will be locked when not in use.
10. A “Rainy Day/ Emergency Plan” must be on file for each student.

BULLYING
Engaging in gestures, electronic communication, or a written, verbal or physical act that is reasonably perceived to have the effect of: 1) harming a student physically or emotionally or placing a student in reasonable fear of personal harm, or malicious property damage 2) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of school. Bullying may also be referred to as harassment, teasing or intimidation. A student who believes that he or she is being bullied or teased should report the incident to the principal or classroom teacher.

BUS RIDERS
Bus transportation is provided for certain special education students ONLY.

CAFETERIA RULES
1. Students may pass through the serving line only once each day.
2. Use good table manners.
3. Remain seated.
4. Eat only your lunch. No exchanging of food.
5. Leave your area clean.
6. Raise your hand for assistance.
7. Talk softly to people closest to you.
8. Keep hands, feet and lunch boxes to yourself.
9. Glass bottled soft drinks and chewing gum are not allowed.
10. Staff will not be allowed to microwave food for students.
11. Students must consume their lunch in the cafeteria it is against federal policy to leave the campus with any food items provided by the Federal Lunch Program.

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands to themselves. Classes will sit together at their assigned table(s). Students are allowed to talk quietly and may leave their table only when excused by a cafeteria monitor.

CALENDAR FOR THE SCHOOL YEAR
The 2022-2023 school calendar is included for your convenience. See attachment. Students will not attend school on the following dates:

- Labor Day Holiday September 5, 2022
- Teacher Inservice Day (no students) October 4, 2022
- Fall Holiday October 5, 2022
- Thanksgiving Holiday November 21-25, 2022
- Winter Break December 22, 2022 – January 4, 2023
- Martin Luther King Jr. Day January 16, 2023
- Teacher Inservice Day (no students) February 20, 2023
- Spring Break March 13-17, 2023
- Chavez/Huerta Day March 31, 2023
- Spring Holiday April 7, 2023
- Memorial Day May 29, 2023
- Last Day for students May 31, 2023
- Last Day for teachers June 1, 2023

CHANGE OF ADDRESS OR TELEPHONE NUMBER
It is extremely important that every student maintain an up-to-date address and telephone number on file in the main office. Notify the school immediately if you have a change of address or telephone number during the school year. If your number is not listed correctly in the system a red flag is received.

ROBINSON CELL PHONE POLICY
We recognize that cell phones are a common tool for communication. However, they have recently become a major distraction to the learning environment especially with our upper grade students. We ask that you allow your child to carry a cell phone only if absolutely necessary.

Students are allowed to carry cell phones to school, however, phones must be turned off and stored out of sight during school hours unless they are asked by the teacher to bring them as a part of the resources needed for a lesson or technology day.
Phones may not be used to take pictures, play games, or go to social media sites or text during school hours, including recess. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken and locked up in the office until an adult parent or guardian can come to school to retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school.

I am soliciting your support in making certain that students adhere to this policy while at school or while attending school sponsored events. Finally, you may also want to monitor the sites your child is visiting while at home. It is our aim to practice safety first.

**CODE OF STUDENT CONDUCT**

Parents and students may download the *Code of Student Conduct: Your Rights and Responsibilities* or request a hard copy from the school: This book details the expectations for student behavior and the consequences for misbehavior. When you have discussed this with your child, you and your child must sign the **ACKNOWLEDGEMENT FORM** sent home and return it to school. This form will be placed in each student’s cumulative folder.

The administrative staff is charged with maintaining adequate discipline of students in the individual classrooms with assistance from the principal or her designee as needed. Students should be dealt with reasonably, fairly, and with patience, but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into consistent difficulty which might lead to In School Suspension (ISS) or suspension from school in grades 3-5.

The power of school officials (teachers and principal), acting pursuant to school rules is applicable to students behavior on and off campus when relevant to any lawful mission, process or function of the school. The school may prohibit action which impairs, interferes with or obstructs the educational process or function of the school.

Children will not be permitted to attend extra-curricular activities (field trips, assemblies, etc.) if their conduct is unsatisfactory (U). **Parents may opt to attend a Field Trip with their child and assume responsibility for their behavior. You must make this request to the teacher and have cleared the background check through VIPS.** The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils. The teacher is responsible for the conduct of his /her class except in cases where the responsibility has been delegated to others, such as during enrichment classes, lunch, etc. All teachers and staff members are responsible for student conduct in the building and on campus whenever the student’s teacher is not present.

**COMMUNICABLE DISEASES**

To protect students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of the diseases is the following: Chicken Pox, Hepatitis A, Rubella, and Tuberculosis. Further information is provided on Bacterial Meningitis.
Bacterial Meningitis/ WHAT IS MENINGITIS?
Meningitis is an inflammation of the covering the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a serious headache, high temperature, vomiting, and sensitivity to bright lights, neck stiffness or joint pains, and drowsiness of confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

FOR MORE INFORMATION - Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

CONFERENCES WITH TEACHERS OR PRINCIPAL
Parents are encouraged to visit the school whenever their schedule permits. To ensure availability, parents are asked to schedule times for conferences with the principal and /or individual teachers. Please call the school office, at (713) 450-7108, to schedule an appointment. If you have a pressing concern or emergency, don’t hesitate to visit the principal, with or without an appointment. If the principal is unavailable, her designee, Ms. McKinnies, Ms. Harwell (Assistant Principal, Mr. Calix, Ms. Pena, Ms. Small, Ms. Burleson) will be happy to meet with you.

CORPORAL PUNISHMENT
The Houston Independent School District has banned corporal punishment. Teachers and staff members are not permitted to use corporal punishment at Robinson Elementary School.

CURRICULUM
The district’s curriculum makes more specific the Texas Essential Knowledge and Skills (TEKS), the official curriculum of the state of Texas. HISD curriculum provides all teachers with a clear understanding of what their students need to know and be able to do by the end of each grade level and/or course.
A Vertical Alignment Matrix (VAM) is a series of documents that provides a global view of the curriculum for a particular content area by defining the progression of developmental objectives from one grade level to the next.

Vertical Alignment Matrices provide teachers, parents, students, business partners, and the community at large with a wider view of the flow of the district's curriculum (from prekindergarten through grade 12) by outlining what HISD students are expected to learn at each grade level.

**DAILY SCHEDULE**

7:30 am.  •  Campus Opens  
No students should arrive on campus before 7:30 a.m.  
Class and Breakfast in the Classroom begins

7:50 am.  •  Students are late

9:40 am.  •  Official Daily Attendance Time

2:50 pm.  •  Dismissal

**DISCIPLINE MANAGEMENT PLAN**

Teachers have the authority and responsibility to maintain discipline in the classroom. Consequences for discipline will be handled according to the Houston Independent School District Code of Student Conduct. Each teacher will share the discipline management system for their classroom with parents. We practice Restorative Discipline Practices at Robinson Elementary.

**DRESS CODE FOR STUDENTS**

**DRESS CODE IS MANDATORY AT ROBINSON.** Students must wear any solid color shirt: Collar or No Collar. (no decals or excessive writing) and any color pants, knee length shorts, skirts, skorts, or jumpers as appropriate. No torn/ripped jeans. Shoes or tennis shoes must be worn at all times. Students may not wear sandals or flip flops during the regular school year for safety purposes. If a student is not following the dress code he/she will remain in the office until a parent is notified to bring the appropriate attire. If we can’t reach a parent or guardian we will attempt to locate an appropriate uniform for students. School spirit shirts may be worn any day.

**EARLY RELEASE OF STUDENTS**

Parents must provide the school with information regarding persons, authorized to pick up their children from school. Requests to pick up students before the end of the school day should be made in writing. Teachers will not release students to anyone without a form granting approval for early release. Unless it is an emergency, do not call the school after 2:30 pm to ask that students be picked up early. A guardian must sign a student out any time they are picked up before dismissal. Please do not fax a request for a student to be released early unless you telephone the school first.
EDUCATION GOALS
The basic goal of our school is to provide a quality education to every student. This means developing the academic and social skills of each student to the highest possible degree. Specific goals and objectives are outlined in our School Improvement Plan. Copies of Robinson's Plan are in the main office. Copies are available upon request for your perusal. We promote Excellence and set High Expectations for all students.

FIELD TRIPS
Field lessons within our city and to nearby points of interest will be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to community resources. Parents will receive notice of Field lessons in advance of the scheduled trip date and will be asked to sign a permission form. Sometimes a fee may be requested to help defray the cost of transportation or facility use. Parents are encouraged to attend Field Trips with their children if space is available; however, you must have an official HISD background check updated every school year.

Parents will be notified at least three days in advance if a student’s misbehavior prohibits their participation in a field trip, or if it is mandatory for a parent to accompany his/her child due to chronic misbehavior as determined by the classroom teacher. Due to liability issues, only students enrolled in our school will be able to ride HISD buses. Students must be at least four years of age and or enrolled in school to ride HISD buses. Please do not ask for exceptions to this policy.

FIRE ALARMS
For the safety of all students, Robinson Elementary has a school-wide fire alarm system that sends an immediate message to the Houston Fire Department and the Houston Police Department in case of an emergency. Pulling any alarm located in the building transmits the emergency signal. All alarms were installed to be handicapped accessible; therefore, children can reach them. The following rules will be enforced in regard to the alarm system.

Any student pulling the alarm system will be assessed a fine from the Houston Fire Department.

FOOD SERVICE
HISD is committed to providing nutritious, well-balanced breakfasts, lunches, and snacks to help students to perform better in all areas of their lives, including academic achievements. Each of the approximately 230,000 meals served daily by Food Services meets or exceeds the U. S. Department of Agriculture's daily dietary requirements as outlined under the National School Breakfast and Lunch Programs. Robinson offers both free breakfast and lunch to all students. The only requirement is that each parent completes and returns a survey application. These surveys will be sent home on the first day of school. We must have a signed survey for each student. The school’s breakfast program at Robinson begins promptly at 7:40 a.m. Again, both breakfast and lunch for all students is free. Adults pay $2.00 for breakfast and $3.00 for lunch.

GRADING SCALE
A = 100 – 90
B = 89 – 80
C = 79 – 75  
D = 74 – 70  
F = Below 70  

GLOBAL GRADUATE PROFILE  
HISD has worked with representatives from higher education, the local business community, and education organizations to identify the knowledge and skills that a student should possess to graduate from high school fully prepared to pursue additional education or to begin their careers. It was determined that to be successful in the 21st century, students not only need to meet academic standards, but they must also acquire the knowledge and skills to graduate READY FOR THE WORLD:  
Leader  
Responsible Decision-Maker  
Skilled Communicator  
Critical Thinker  
College-Ready Learner  
Adaptable & Productive  

HOMEWORK FOLDER  
A standardized homework folder will be sent home daily. Contact your child’s teacher if your child does not bring the folder with homework on Monday-Thursday.  

HOMEWORK POLICY  
Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning. Parents can help their children by providing a quiet, comfortable place for the student to work, by seeing that assignments are completed, reading to your child 20 minutes each day.  

Robinson School homework policy is as follows:  
1. No homework will be given on Friday or Weekends unless a long-term assignment has been given.  
2. Parents will be made aware of long-term assignments. The teacher will send explanations and due dates in writing.  
3. No written homework will be given on extended holidays.  
4. Parents will be notified if missing homework assignments become habitual.  
5. All homework will be checked; however, homework will not necessarily be averaged with report card grades unless specified for special projects assigned in writing by the classroom teacher.  
6. Teachers will provide opportunities for students to conduct research activities with materials at school if required.
7. Each student will maintain a homework folder. This folder will contain places for assignments to be written as well as a place for parents to sign daily/weekly.

8. Upon returning from an absence, a student will be given one night to complete each homework assignment missed. This will be in addition to any regular nightly homework.

**HONOR ROLL**
The Honor Roll is a very special recognition for academic achievement. Students in grades one through five who make all A’s or no more than two B’s are placed on the Honor Roll. A student must maintain an E or S in conduct to qualify for the Honor Roll.

**HOURS**
The main office hours are 7:30 a.m. to 4:30 p.m. daily. School hours are 7:30 a.m. until 2:50 p.m. daily.

**Inclement Weather Hotline and Emergency Closing of Schools Information**
HISD Procedures for Emergency Closing of Schools and Offices - The superintendent of schools may close schools and offices due to inclement weather or emergencies (e.g. flooding, icy roads, power failures, etc.) HISD instantaneously announces such closings through its telephone and e-mail notification system, School Messenger. This information is also announced on radio and television stations. HISD's superintendent of schools will decide whether to close the school district, and then make an official announcement based on one of two HISD emergency plans:

- **Under Plan A,** all schools and administrative offices are closed.
- **Under Plan B,** all schools are closed, but administrative offices remain open.

**Inclement Weather Hotline**—Call 713-267-1704 for any schedule changes or closures that may occur because of severe weather only.

**IMMUNIZATIONS**

**Frequently Asked Questions on Immunization Requirements for School Admittance**

**Q. What is Provisional Enrollment?**

**A.** Provisional enrollment is a component of the rules adopted by the Texas Department of State Health Services (DSHS) for the minimum immunization requirements for school entry. Provisional enrollment allows a student meeting certain specific criterion to be admitted to school on a temporary basis for up to 30 days. During this 30-day period, the parent is responsible for ensuring that the student receives the necessary vaccine(s) as fast as is medically feasible, and/or providing a complete and current immunization record to the school. Texas schools are also responsible for ensuring that immunization records are sent to requesting Texas schools within the 30-day period.

**Q. What government agency adopts the rules on provisional enrollment?**
Q. Can DSHS adopt rules that would prohibit a student from being admitted into a school?

A. Yes. Admission to a school is not allowed until records are produced showing (1) that the child has been immunized in accordance with the rules; (2) the child has an exemption from immunization requirements on file with the school in accordance with the rules; or (3) that the child is entitled to provisional enrollment.

Q. What specific circumstances must a child fall under to qualify for provisional enrollment?

A. Provisional enrollment allows a student to enroll in school under the following situations:

1. Transfer Students - Students transferring from one Texas public or private school to another.
2. Homeless Students - Students who are defined as homeless according to the federal McKinney-Vento Act, 42 U.S.C. §11434a.
3. Students In-Progress - Students who have received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses of each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose(s) is (are) administered.

Q. Can a child without an immunization record be enrolled provisionally if they are not homeless, are not transferring from a Texas school or are not progressing towards obtaining immunizations as fast as is medically feasible?

A. No. The child must obtain the first doses of the required vaccines and then they can be admitted provisionally as long as they are progressing towards receiving the remaining required vaccines as fast as is medically feasible.

Q. What if a child does not have all his or her shots up-to-date prior to starting school?

A. The student will be required to receive the necessary vaccinations in order to enroll or start school. If the student has started the series and is on schedule, he or she can enroll provisionally until it is medically feasible to receive the next vaccine dose.

Q. What if the student is more than a year delinquent for a vaccine? Can this student be allowed to attend school provisionally at the beginning of a new school year?

A. No. If more than the maximum amount of time to receive the next dose has expired, the student cannot attend school until he/she received the required dose.

Q. What do parents or guardians need to show as proof that their child has started the vaccine series needed?
Acceptable documentation of immunizations is any record of immunizations validated by a physician or his/her designee, or public health personnel. The record must show the month, day, and year when each immunization was received.

Q. **Is the conscientious exemption for immunizations valid for two years or five years?**
A. The conscientious exemption is valid for two years.

Q. **The child has no immunizations on file. I did receive a faxed copy of a Texas Religious Exemption dated in 1999. Does this child need a new affidavit?**
A. No. Religious exemptions dated prior to September 1, 2003 are life-long exemptions.

Q. **Where can parents take their children to get the required immunizations?**
A. Parents should contact their children's physician. Alternatively, they can contact their local health department or the nearest DSHS Health Service Regional Office for information.

For more information about immunization requirements go to: [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) or contact the Immunization Branch at (512) 458-7284 or (800) 252-9152.

**LOST AND FOUND**
All clothing found on the campus will be placed in the lost and found area. Money, jewelry, or any other articles of value are to be submitted to the clerk in the main office for retrieval.

**MEDICATION POLICY**
Do not allow your child to bring medicine to school. To give medication at school you must have an official HISD Consent Form completed by a physician. You may obtain this form from our school nurse. **ONLY THE SCHOOL NURSE OR HER DESIGNEE MAY ADMINISTER MEDICATION!**

**OPEN HOUSE**
As a parent/guardian you will have an opportunity to explore your child’s classroom – getting feedback and information about the daily classroom flow, expectations and additional resources if needed for your child. **September 22, 2022 4:00PM-5:00PM**

**PARENT AND COMMUNITY VOLUNTEERS**
Volunteers provide a very important service to our school. They are needed to assist in preparation of materials and are especially needed for extra-curricular activities. Please contact the school if you can share some time to help make our campus a better place for students to learn and grow. **All school volunteers must agree to have HISD conduct a background check each year before volunteering on campus or attending Field Trips.**

**PARENT STUDENT CONNECT: ONLINE ACCESS TO DAILY GRADES, ASSIGNMENTS, PROGRESS REPORTS, AND MORE**
*Parent Student Connect (PSC)*, online service which allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school
calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or if the child is absent or tardy to class.

**Information that PSC provides access to includes:**

- Daily Attendance
- Assignments and Grades
- Progress Reports
- Curriculum Resources
- Parent and Student Resources

To get started, log in or register at [www.houstonisd.org/PSC](http://www.houstonisd.org/PSC).

- Student ID number (HISD)
- Student date of birth
- Last five digits of student’s Social Security number if on file with HISD. If not on file, use the student’s number which can be obtained from the school.

Please note parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file with your school. If you still have difficulty, contact the school or the HISD Help Desk (713) 892-7378; [pscsupport@houstonisd.org](mailto:pscsupport@houstonisd.org). Help Desk hours of operation are 7:00 am– 5:00 p.m., Monday through Friday.

**PARENTAL INVOLVEMENT POLICY**

If students are to be successful, their parents or guardians must be actively involved in their education. Robinson Elementary School developed this policy to describe how we involve parents in the total education of our students. The School Title I Parent Compact is a part of this policy which defines how parents help their children achieve in school, and to ensure that parents with limited English proficiency or disabilities can participate in their children's education. This policy was developed with the assistance and approval of parents of children participating in the Title I program, as well as the Principal, Title I Coordinator, ESL Coordinator, Parent Advisory Council President, Teachers, and Community Members. Please see detailed information on our Parental Involvement Policy attached.

**PORTFOLIOS**

Student portfolios, which contain work samples, photographs, etc., will be maintained for each student. This portfolio of work samples will help determine your child’s strengths and weaknesses in order to plan appropriate class work. Throughout the school year, parents will be invited to review their child’s portfolio, and share their observations with the teacher.

**PRE-TESTS**

All students will be given formative assessments during beginning of school. These tests will cover the major areas, and their results will enable teachers to address your child’s specific needs in a timely manner.
PROFICIENCY TEST
Students will take Middle of the Year formative assessments to enable teachers and parents to measure academic growth and plan for on-going instruction. Summative assessments will be given at the end of the year to measure student’s growth.

PROGRESS REPORT TO PARENTS
Notice of Progress will be distributed to parents/legal guardians after the fourth week of each grading period for each student who is failing a subject. If a student’s average falls below 70 after the scheduled “Notice of Progress” reports have been sent home, the teacher will send a report home immediately and use Grade Speed to alert parents of a drop-in grades.

PROMOTION STANDARDS
The Houston Independent School District (HISD) standards for promotion are based on academic achievement earned through a passing grade of 70% or above, demonstrated achievement on the HISD High Frequency Word Evaluation in grades 1-2 and on the State of Texas Assessment of Academic Readiness (STAAR) in grade 5. Students at all grade levels must also have sufficient attendance to be promoted to the next grade level. In order to have sufficient attendance for promotion a student’s total number of unexcused absences cannot exceed 10% of class meetings.

<table>
<thead>
<tr>
<th>Grades 1 and 2</th>
<th>Grades 3 and 4</th>
<th>Grade 5</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Grades:</td>
<td>State requirement of overall yearly grade-point average of 70 or above and a local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies. Sufficient attendance (unexcused absences must not exceed 10% of class meetings).</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>High Frequency Word Test: Passing Score</td>
<td>STAAR: Passing score (&quot;met standards&quot;) in reading and math on English or Spanish STAAR</td>
</tr>
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RECESS
The State Board of Education adopted a rule which states that students are required to participate in a minimum of either 30 minutes daily or 135 minutes weekly of physical activity. To this end recess must now be replaced with an instructional program that includes TEKS based structured activities.

REPORT CARDS
Report cards are issued following the completion of each nine weeks-grading period for grades PK-5. Please carefully review your child’s progress and contact the school if you have any questions regarding grades. Report Cards will be issued as follows:

Report Cards will be issued as follows:

Grades PK-5 – October 8, 2022, November 18, 2022, January 9, 2023, March 3, 2023, April 20, 2023 and May 31, 2023
RESOLVING PROBLEMS
HISD and Robinson Elementary are grateful for the support we receive from the parents of our students. All HISD employees share with parents the goal of achieving what is best for students. Nevertheless, sometimes parents and school personnel may not agree on a particular issue. In the interest of arriving at a quick, satisfactory solution, it is very important to adhere to the procedures and reporting structures that HISD has in place.

The key to settling any problem is clear and honest communication. If you do not understand or do not agree with an action or a policy that affects your child, the first person to turn to is your child's teacher. Make an appointment to meet with the teacher and discuss the matter. If that does not resolve the problem to your satisfaction or if your concern is with something that involves the whole school, take the issue directly to the principal, who is the chief administrator for the campus.

SAFETY ABOVE ALL ELSE
Student safety on campus and at school related events is a district core value. The cooperation of students is essential to ensure school safety. Students should follow rules in the classroom, in the cafeteria, on the bus, and as listed in the Houston ISD Code of Student Conduct Booklet.

SALE OF ITEMS BY STUDENTS, PARENTS, AND TEACHERS
Students are not allowed to sell candy, etc. to their classmates or teachers during the instructional day. Parents and unauthorized vendors are not to sell items at school or anywhere on the grounds. Likewise, staff members are not to sell candy, pencils, etc., to students during the instructional day. This policy does not apply to the sale of items by the PAC or school fund-raisers.

SCHOOL COLORS AND MASCOT
The Robinson School mascot is a raptor, and the school colors are red, white and blue. We encourage students to identify with these symbols as a representation of our school spirit and pride.

SCHOOL RULES
It is the responsibility of every adult at Robinson School to help students comply with rules as printed in the Houston Independent School District’s Code of Student Conduct.

SHARED DECISION MAKING
The Shared Decision-Making Committee meets on a monthly basis. Selection of SDMC members (parents, community members, teachers, and other school-based staff) is held according to HISD guidelines. If you are interested in serving on this committee, please contact the school principal.

STUDY SKILLS
A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and necessary materials.
2. Listen well and take part in class.
3. Ask questions if you don’t understand.
4. Do your best daily.
5. Plan your day and include time for homework.
6. Set High Goals and strive to achieve them.
SUSPENSIONS
Suspensions from school are given by the principal or her designee for severe or chronic offenses. (Ex: Fighting, pulling the fire alarm, profanity, bullying, assault, stealing, vandalism, non-compliance, and chronic misbehavior).

TARDIES
It is very important that students arrive to school on time daily. Students who are tardy for class must (20 minutes or more) report to the main office for an admit slip.

TESTING
We will inform you when other major assessment tests will be given. If you have additional questions about testing dates you may refer to the testing calendar on the school or HISD website (houstonisd.org) or contact the school at (713) 450-7108.
*Please see detailed information on the attachment Explanation of Assessments.

TEXTBOOKS
Students are responsible for textbooks assigned to them. If a textbook is not returned or paid for the student will not be issued another textbook to take home.

TESTING CALENDAR – STAAR (All test will be taken online)
April 18-28 Reading Grades 3-5
April 25-May 5 Grade 5 Science
May 2-May 12 Math Grades 3-5

TITLE I
Our school has been designated as a school wide Title I campus for the 2022-2023 school year. All parents are asked to review the Title I Compact located as an attachment to this handbook. Parent Advisory Meetings (PAC meetings) are held each month. Please direct your inquiries to Ms. Pena our Title I Coordinator.

GIFTED & TALENTED
HISD’s GT programs serve students who have been identified as potentially gifted or talented in intellectual ability, creativity, or leadership. Students typically study interdisciplinary units that emphasize higher-level-thinking skills, problem-solving, and creativity. The GT program requires testing. You may contact Ms. Pena, GT Coordinator at (713) 450-7108 for more information.

VISITORS
Parents are welcome to make an appointment to visit their child’s classrooms to observe on occasion during the instructional day. Parent conferences are held with the teacher by appointment only. All visitors including parents must report to the main office, sign-in, and wear a visitor’s badge while on the school campus. There are no exceptions to this safety rule.
Title I School Parent Compact
2022-2023

STUDENT PLEDGE
I will strive to:
- Attend school daily unless ill
- Complete classroom/homework assignments
- Be at school on time
- Respect others and their property
- Follow School and class rules

PARENT PLEDGE
I will strive to:
- Make sure my child is at school every day unless he/she is ill
- Get my child to school on time each morning
- Have at least two Parent/Teacher conferences this school year
- Support the Code of Student Conduct
- Read at least 20 minutes each evening with my child
- Provide current information regarding address, phone, etc.

TEACHER PLEDGE
I will strive to:
- Provide a variety of learning experiences that will address student academic needs student strengths, and student learning styles.
- Utilize the HISD curriculum
- Respect cultural backgrounds of all students, parents, and community members
- Continue to participate in staff development activities to enhance my professional growth.

SCHOOL PLEDGE
I will strive to:
- Provide a safe positive learning environment.
- Provide enrichment activities that will help students improve skills in the areas of oral and written communication, conflict, resolution, and interpersonal relationships.
- Provide parents with knowledge of academic standards
- Provide materials or trainings for parents on academic objectives
Compacto de Escuela y Padres
2022-2023

Juramento del estudiante
Me esforzará en:
● Asistir todos los días a la escuela.
● Completar los trabajos en la escuela y hacer las asignaciones.
● Llegar a tiempo a clases
● Respetar a los demás y su propiedad
● Seguir las reglas de la escuela y el aula.

Juramento del padre/madre
Me esforzará en:
● Asegurarme que mi hijo/hija asista a la escuela todos los días.
● Llevar a mi hijo a la escuela a tiempo.
● Tener conferencias con el maestro durante el año escolar.
● Apoyar el Código de Conducta del Estudiante.
● Leer al menos 20 minutos cada tarde con mi hijo/hija.
● Proveer la información actual en cuanto a la dirección, el teléfono, etc.

Juramento del maestro/maestro
Me esforzará en:
● Proveer una variedad de experiencias educativas que ayudaran con las necesidades académicas del estudiante, sus fortalezas, y métodos de aprendizaje.
● Utilizaré estrategias del Clear y los Cinco Estándares de Pedagogía Efectiva.
● Respetaré la diversidad cultural de todos los estudiantes, padres y miembros de la comunidad.
● Continuaré participando en actividades como parte de mi crecimiento profesional

Juramento de la escuela
Me esforzará en:
● Proveer un ambiente más seguro y positivo.
● Proveer actividades de enriquecimiento que ayudaran a los estudiantes a mejorar sus habilidades y conocimiento práctico; en áreas de comunicación oral y escrita, conflicto, resolución, y relaciones
● Inter-personales.
● Proveer a los padres los métodos para entender los conocimientos del estándar académico.
● Proveer a los padres entrenamiento para el entendimiento de objetivos academic.
ROBINSON ELEMENTARY SCHOOL
PARENT and FAMILY ENGAGEMENT POLICY

Policy Involvement
Each year, usually in September, parents of all children who participate in the Title I or other federal programs are invited to a series of meetings. Meetings are held on several different days and times, and parents have a choice of which to attend. At the meetings we discuss Title I Policy, its requirements, and the rights and benefits to parents of children involved. We encourage parents of Title I students to attend these meetings and allow them to bring their child/children to the meetings. Parents can be involved in the planning, review, and improvement of Title I programs, including contributing to this parental involvement policy, and are invited to attend Parent Advisory Council (PAC) meetings, PTO meetings as well as participate as members of the SDMC (Shared Decision Making Committee).

Program Involvement
PAC meetings are held four times throughout the year, we give parents information about our Title I programs, including (science, reading, math, computer lab, extended day tutorials etc.) In these meetings we will also discuss the HISD curriculum, our expectations for students, and how we measure student performance. We explain how each individual child and our school as a whole are doing on state tests such as the STAAR, TPRI and High Frequency Words. We encourage parents to attend parent/teacher conferences to discuss their child's progress.

School-Parent Compact
The School-Parent Compact was developed jointly with parents of participating Title I students and explains how parents, school staff, and the student will all share responsibility for each student's academic success. Parent-teacher conferences are held annually, during which time the compact is discussed as to how it relates to their child’s academics. In addition, progress reports are sent home once every nine weeks period and parents are given an opportunity to volunteer, participate and become involved in their child's learning. Our compact is a part of the Parent-Student Handbook.

Building Capacity for Involvement
It is part of Robinson Elementary School's role to teach parents how to help their children increase academic rigor. One way this is done is by assisting parents of children being served in understanding the TEKS, STAAR, and the district’s and school’s assessments, how to monitor a child’s progress, and work with the teachers to improve achievement of their children, keeping abreast of scientific research and the HISD curriculum. Parents are given information about testing and curriculum via the school handbook and the classroom teacher.

Parent Training and Involvement
Family Nights are held to show parents how they can work at home to help their children, and how to be involved in decision-making about the education of their children. Materials and trainings are provided, such as (Family Literacy Tapes, Family Night activities in core subject areas, training for parents through the HISD PAC, PTO, Special Education Office, information regarding assistance available from outside agencies, etc.)
Training is also given to teachers and other staff members. School staff members are taught the importance of involving parents as partners, utilizing programs for parents, and building ties between home and school.

Our school strives to coordinate parental involvement activities among the different programs available on our campus. Shared parental involvement activities are sponsored for Title I, Gifted & Talented, Special Education and Title III ESL programs.

Community-based organizations and businesses are encouraged to sponsor activities involving parents, school and community. We solicit support from local businesses, specific social agencies, civic clubs, etc.

**Accessibility**

Participation and involvement of all parents is important. Information related to student achievement, school performance, school and parent programs, meetings and other opportunities for participation is sent home in the home language whenever possible. Some of the standard information sent home in Spanish includes (School-Parent Compact, report cards, school profiles, student test results, etc.).

We ensure the ability of parents with disabilities to participate by providing handicapped access to (all buildings, some specific buildings, classrooms and buildings where meetings are held, etc.).
Primaria Robinson
Para la
POLIZA DE COMPROMISO DE PADRES Y FAMILIA

Póliza de Involucramiento
Cada año, usualmente en septiembre, invitamos a los padres de todos los estudiantes que participan en el programa de Título I, Parte A, u otros programas federales a una serie de reuniones. Las reuniones son diferentes días y horas, y tienen elección de cuando asistir. En estas reuniones, discutimos la ley del Título I, Parte A, los requisitos, derechos y beneficios a los padres y a los estudiantes involucrados. Animamos a los padres a asistir a las reuniones y si es necesario, traer a sus hijos. Les explicamos cómo los padres pueden formar parte de la planificación, revisión y mejoramiento del programa de Título I, Parte A, incluyendo su contribución a esta póliza de involucramiento de padres. Están invitados a asistir a las reuniones de PAC, PTO y como miembros del SDMC (El Comité de Decisiones Compartidas en la Escuela).

Involucramiento del Programa:
Hay cuatro reuniones del PAC. Damos a los padres información de nuestro programa de Título I, Parte A incluyendo ciencias, lectura y matemáticas, tecnología y tutorías (durante el día, después de clases, y los sábados). Les describimos y explicamos el currículo, las expectativas de los estudiantes y su progreso. Les explicamos cómo cada individuo y la escuela salen en los exámenes estatales como el STAAR y otros exámenes como el IOWA, TPRI/Tejas LEE, y Evaluaciones de Palabras de Alta Frecuencia. Tenemos conferencias de padres para discutir el progreso de su hijo/a.

Acuerdo entre Estudiante-Padres-Escuela:
El acuerdo entre Estudiante-Padres-Escuela fue desarrollado junto con los padres de los estudiantes participando en el programa de Título I, Parte A y explica como el estudiante, los padres, y el personal de la escuela comparten la responsabilidad para el éxito académico del estudiante. Tenemos conferencias una vez al año, en ese tiempo se discute el acuerdo y como se relaciona al estudio del niño/a. Adicionalmente, se envían notificaciones de progreso cada nueve semanas; los padres tienen oportunidad para ser voluntarios, participar, y estar envueltos en el aprendizaje de sus hijos. Nuestro acuerdo forma parte del Manual de Estudiantes-Padres.

Capacidad para Involucramiento:
Es parte del papel de la escuela Pleasantville enseñarles a los padres como ayudarles a sus hijos a aumentar el rigor académico. Una manera que se logra esto es explicándoles los objetivos, expectativas, y exámenes del distrito y escuela, como las leyes de la educación. Los padres reciben información de metas del distrito, el estado y la nación, requisitos del Título I, Parte A, contenido y normas de las destrezas y conocimientos (TEKS/STAAR) y el plan de mejoramiento.
Entrenamiento e Involucramiento de Padres:
Las presentaciones son diseñadas para informarles a los padres si su hijo/a está progresando, como los padres pueden trabajar con los maestros para ayudarles a sus hijos, y como estar involucrados en las decisiones que afectan la educación de sus hijos. Materiales y

Entrenamientos, tales como la Apretura Escolar, Noche Familiar de Literatura, Ciencias, y Matemáticas, e información sobre agencias de apoyo fuera de la escuela, se ofrecen para ayudarle a los padres brindar ayuda a sus hijos. Además se ofrecen clases de alfabetización para la primaria y secundaria (Instituto de México), Aprende a Leer (canal 8), clases para padres, clases de inglés y clases de computación o computadoras (Comunidades en las Escuelas).

Entrenamiento también se ofrece a los maestros y otro personal. Se les enseña la importancia de involucrar a los padres y como hacer las conexiones entre la escuela y el hogar.

Nuestra escuela se esfuerza en coordinar las actividades de involucramiento para que los padres puedan participar en todas.

Animamos la participación de los padres en las actividades desarrolladas entre la escuela y negocios patrocinadores. Los negocios y organizaciones de la comunidad son informados de las oportunidades para trabajar con los padres.

Acceso:
Participación e involucramiento de todos los padres es importante. Información relacionada con hazañas de los estudiantes, desempeño de la escuela, programas para los padres y la escuela, reuniones y otras oportunidades para participación es enviada a la casa en inglés y en español. Alguna información de costumbre incluye la Póliza de Involucramiento de Padres, el acuerdo entre Estudiante-Padres-Escuela, notificación de progreso, calificaciones, y notas o anuncios.

Aseguramos que los padres con discapacidades puedan participar, proporcionándoles acceso a los edificios donde hay reuniones o conferencias.
EXPLANATION OF CURRICULUM

The State Board of Education has adopted a new curriculum for all Texas schools — the Texas Essential Knowledge and Skills (TEKS). These learning standards will help ensure that all students meet the challenges that they will face as global graduates.

- Each student must become a more effective reader.
- Each student will have to know and apply more complex mathematics.
- Each student needs to develop a stronger understanding of science concepts, especially in biology, chemistry, and physics.
- Each student must master social studies skills and content necessary to be a responsible adult citizen.
- Each student must master a wider range of technology.

The Texas Essential Knowledge and Skills identify what Texas students should know and be able to do at every grade and in every course in the foundation and enrichment areas as they move successfully through our public schools.

What Do We Want Students to Know and Be Able to Do?
For students in the Houston Independent School District, the answer is found in the curriculum documents developed by the Curriculum, Instruction, and Assessment Department. Each document provides specific information and serves a specific purpose. Currently, our teachers reference these curriculum documents when planning instruction and writing lesson plans.

The Houston Independent School District is dedicated to “Every Student, Every Day” having a plan that will challenge and address the needs of ALL students to meet the high academic standards as outlined in the TEKS. The HISD curriculum is an instructional planning tool for teachers. It clarifies what is to be taught and assessed. The curriculum includes all of the TEKS requirements and it provides clearly defined “Power Objectives” so “Every Student Every Day” has consistent access to a world-class curriculum to help ALL students in the District succeed.

At Robinson Elementary School we believe in a rigorous curriculum and therefore have chosen to integrate the Vanguard curriculum framework with TEKS in our program for a more comprehensive inquiry –based approach to teaching and learning.

The Houston Independent School District is committed to helping every child acquire the vital skill of reading, beginning as early in life as possible. In fact, it is our goal for all students to be able to read at grade level by the end of first grade. Therefore, it is essential to lay a strong foundation for reading in the early childhood grades.
Early detection of limited reading skills will assist teachers in providing appropriate instruction to ensure reading success for future grades.

Implementation of Reading Intervention:

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<thead>
<tr>
<th>When</th>
<th>How</th>
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<tbody>
<tr>
<td>During reading class</td>
<td>Individual reading instruction</td>
</tr>
<tr>
<td>During the school day</td>
<td>Reading Interventionist pull outs</td>
</tr>
<tr>
<td>After school tutorials</td>
<td>Small reading groups</td>
</tr>
<tr>
<td></td>
<td>Additional reading time</td>
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We will collaborate with you to on how to help your child at home.

Thank you for your support in working with us to give your child the best possible education.
Robinson Elementary School
2022-2023

EXPLANATION OF ASSESSMENTS

High-Frequency Word Evaluation Overview
As part of current promotion requirements, students in first and second grade must successfully read aloud words from the High-Frequency Word Evaluation (HFWE).
Parents play an important role in helping their children become good readers; they are encouraged to read to their children and to have their children read to them daily. Additionally, parents can use flashcards and have students recognize high-frequency words in books and in the environment.

The State of Texas Assessments of Academic Readiness (STAAR)
Assessment Model (The Test will be online)
The state assessments will continue to be based on the Texas Essential Knowledge and Skills (TEKS), the standards designed to prepare students to succeed in college and careers and to compete globally. However, consistent with a growing national consensus regarding the need to provide a more clearly articulated education program that focuses on fewer skills and addresses those skills in a deeper manner, the Texas Education Agency (TEA) is implementing an assessment model for the STAAR tests for elementary, middle, and high school.

The majority of the STAAR assessments will test content students studied that year, as opposed to testing content studied over multiple years. Doing so will strengthen the alignment between what is taught and what is tested for a given course of study. While STAAR mathematics, reading, writing, and social studies assessments in grades 3–8 will continue to address only those TEKS taught in the given subject and grade, the content of other STAAR assessments will change in the following ways.

The science assessments for grades 5 and 8 will continue to address TEKS from multiple grade levels, these tests will focus on the science TEKS for those respective grades. The science assessments at these two grades will emphasize the 5th and 8th grade curriculum standards that best prepare students for the next grade or course; in addition, these assessments will include curriculum standards from two lower grades (i.e., grades 3 and 4 or grades 6 and 7) that support students’ success on future science assessments. In contrast, the current Texas Assessment of Knowledge and Skills (TAKS) assessments uniformly address TEKS from multiple grade levels without any specific emphasis.

By focusing on the TEKS that are most critical to assess, STAAR will better measure the academic performance of students as they progress from elementary to middle to high school. Based on educator committee recommendations, TEA has identified for each grade or course a set of knowledge and skills drawn from the TEKS eligible to be assessed and emphasized this set of knowledge and skills, called readiness standards, on the assessments. The remaining
knowledge and skills are considered supporting standards and will be assessed, though not emphasized.

Readiness standards have the following characteristics:
• They are essential for success in the current grade or course.
• They are important for preparedness for the next grade or course.
• They support college and career readiness.
• They necessitate in-depth instruction.
• They address broad and deep ideas.

Supporting standards have the following characteristics:
• Although introduced in the current grade or course, they may be emphasized in a subsequent year.
• Although reinforced in the current grade or course, they may be emphasized in a previous year.
• They play a role in preparing students for the next grade or course but not a central role.
• They address more narrowly defined ideas.

TEA is also implementing a number of test items that should serve to test knowledge and skills in a deeper way.
• Tests will contain a greater number of items that have a higher cognitive complexity level.
• Items will be developed to more closely match the cognitive complexity level evident in the TEKS.
• In reading, greater emphasis will be given to critical analysis than to literal understanding.

In writing, students will be required to write an essay.
• In social studies, science, and mathematics, process skills will be assessed in context, not in isolation, which will allow for a more integrated and authentic assessment of these content areas.
• In science and mathematics, the number of open-ended (griddable) items have increased to allow students more opportunity to derive an answer independently.

IOWA - The IOWA is a norm-referenced achievement battery test. It measures students’ achievement in reading, language arts, mathematics, science, and social science. The IOWA assesses skills based on the second –half of a given school year and the first-half of the next school year. This test will only be used to as part of the screening process in grades K and 5 to assess students for Gifted and Talented potential.

STAAR Alternate - The Texas Education Agency (TEA) has developed the State of Texas Assessments of Academic Readiness Alternate (STAAR™ Alternate) to meet the federal requirements mandated under the Elementary and Secondary Education Act (ESEA), a federal education law previously known as No Child Left Behind. STAAR Alternate is designed for the purpose of assessing special education students in grades 3–8 and high school that have significant cognitive abilities.

TELPAS - In response to the federal testing requirements of the No Child Left Behind Act of 2001 (NCLB), the Texas Education Agency (TEA) developed an assessment system called TELPAS.
This system has been designed to assess the progress that limited English proficient (LEP) students make in learning the English language.

The domain of reading in Grades 3-12 is assessed through TELPAS Reading. Together, TEPLAS Reading and HR (Holistic Rating) provide performance data used to fulfill reporting requirements.

TELPAS Reading and HR (Holistic Rating) are to be administered to all LEP students, including LEP students who do not participate in a bilingual or English as a second language (ESL) program because of a parental denial, until they are no longer LEP.

To find out more about state assessments go to the Texas Education Agency website at www.tea.state.tx.us/student.assessment or contact your child's teacher.