

Judson W. Robinson, Jr. Elementary School



12425 Woodforest Boulevard
Houston, Texas 77013
Telephone 713-450-7108 Fax 713-450-7129
Tracy Cooper, Principal

Dear Robinson Parents:

The 2009-2010 school year is going to be an awesome one for students at Robinson Elementary School. Our focus is on your children. We want a safe and secure environment for them. We want them to learn everything their grade level requires and succeed on the Stanford/Aprena and TAKS tests. We also want them to enjoy coming to school.

Important information about how Robinson operates and what we expect from every student is found in this Parent-Student Handbook. Please read it together with your sons and daughters. We have added and changed a few things this year. Make sure you pay special attention to the following sections:

- The Robinson School Calendar
- Mission Statement
- Parent Involvement
- New Dismissal Procedures
- Reading 180 Lab
- Raptor Bucks
- After School Program
(Running Club, Science Club, Tutorials)
- Student Activities
(Always contingent on conduct, grades, passing state standardized test, teacher recommendations & final administrator approval.)

When you are finished reading the handbook, please make sure you tear out the last page. Sign and date it and send it back to school with your child. Feel free to call if you have any questions regarding the contents of this manual. Our number is (713) 450-7108. We are really looking forward to a terrific year. Student achievement is our number one priority. Both the Robinson staff and I are committed to excellence - *Each Day, Each Minute, and for Each Child.*

Go Raptors!

Tracy Cooper
Principal

Judson W. Robinson, JR Elementary School
2009 - 2010 School Year
Parent - Student Handbook

It is the policy of Robinson Elementary School and the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities

ARRIVAL OF STUDENTS

All students should be dropped off and picked up on the Woodforest Blvd. side of the building in the front of the school.

- **The earliest students should arrive at school should be 7:10 AM**
 - **STUDENTS ARE NOT SUPERVISED PRIOR TO THIS TIME.**
- Breakfast is served starting at 7:10 AM
- Students will be dismissed from the cafeteria and directed to their appropriate grade level pod for supervision

ATTENDANCE

In order to meet attendance standards, a student is required to attend school no less than 90% of the days classes are offered. **(Senate Bill I).**

Please note that student attendance may also affect a student's promotion to the next grade level, since there is a limit of eight unexcused absences during the school year.

- **A student is considered absent for classroom purposes if he/she is not in attendance by 9:30 AM**
 - An exception to this rule is if a student is on an official school project at 9:30 AM he/she will not be considered absent
 - Students with medical appointments who are out of class at 9:30 AM he/she will not be considered absent provided they are in attendance at some time during the school day
 - For the second exception, parent must provide official verification of the child's official medical appointment
- 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 or out of school 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 five or more consecutive days.**
- **If the teacher does not receive a note from the parent within three days of the student returning to school, the absence is counted as unexcused.**
- Students with excessive absences will be visited by the Attendance Officer.
- **Parents who do not comply with the attendance policies of the school may be subject to legal sanctions.**

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 the teacher, principal, or superintendent."**

- Students with unexcused absences may also be given the opportunity to make up work if the teachers agrees to assign and grade additional work

PRE-KN STUDENT ATENDANCE

PreKN students with eight or more unexcused absences will be withdrawn from the program.

BENCHMARK TEST

Students will take Benchmark test at the end of each nine week grading period in grades 2 – 5 to enable teachers and parents to measure academic growth.

BUILDING SECURITY

The following procedures are in effect daily:

- All students must report to the cafeteria upon arrival. Please be advised that there is no adult supervision for students who arrive prior to 7:10 a.m.

- All visitors, including parents, must report to the office to sign-in before visiting classrooms, cafeteria or school personnel. Visitors must wear a nametag and report to the office to sign-out before leaving the building.
- 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. **Request to pick up a child before the end of the school day must be made in writing.** A form is provided for this request in the office. Teachers will not release students to anyone without a copy of this form granting approval for early release.
- Students must always carry a hall pass.
- **“Code Red”** procedures will go into effect during emergencies.
 - **Shelter-in-Place**
- The building and grounds will be monitored by members of the school security team.
- **HISD POLICE** will be used in emergency situations.
- Classroom doors will be locked when not in use.
- A **"Rainy Day Emergency Plan"** must be on file for each student.
 - Please advise your child’s teacher of changes to phone numbers and contact information **in case of an emergency**

BUS CONDUCT

The following rules have been established in order to ensure the safety of all HISD students who ride their buses:

- Orderly behavior is required on all HISD buses.
- Students are to remain seated and facing forward when the bus is in motion.
- Students must talk quietly and make no unnecessary noise while on the bus.
- Students must not talk to the driver unless it is necessary.
- Students must keep their heads and arms inside the bus.

- Students must not litter inside of the bus or throw anything out of the window.
- Fighting will not be tolerated, and will result in a bus suspension, for a length of time determined by the principal.

Infractions of the above rules or any other disciplinary infraction will be brought to the attention of the parents. Continual abuse of bus privileges will result in bus suspensions and/or the denial of transportation.

CAFETERIA RULES (Breakfast and Lunch)

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. **Food fights will result in suspension from school.**

The cafeteria following rules are in effect daily:

- Use your inside voice
- Walk at all times
- Clean up your area
- Follow directions given by cafeteria monitors
- Keep your hands, feet, and objects to yourself
- Treat others in the way you wish to be treated

Please note: microwaves will not be accessible for student lunches. Parents should therefore plan their child's lunch without the need for warming of food.

CALENDAR FOR THE SCHOOL YEAR

The 2009 - 2010 calendar is included for your convenience. Please take note of holidays. **Monthly calendars will be sent home at the beginning of each month.**

August

19th Ice Cream Social for Parents & Students
 24th First Day of School
 27th Early Dismissal Day

September

3rd	Early Dismissal Day
7th	Labor Day Holiday No School
8th	Discipline Assembly Pre-K thru 2nd Grade
10th	Early Dismissal Day
9th	Discipline Assembly 3rd thru 5 th Grade
10 th	Open House @ 6PM Handbooks Issued
15th	Grandparent's Day Luncheon
17th	Early Dismissal Day
24th	Early Dismissal Day
25 th	A.R. Kick Off - Cool School Store Opens
28th	Fall Holiday, No School
29th	Parental Involvement Week
30th	Progress Reports Go Home

October

1 st	Early Dismissal Day
2nd	Choice Dress Day
8th	Early Dismissal Day
12th	RAP/After School Tutorials Begins
15th	Early Dismissal Day
22nd	Early Dismissal Day
29th	Early Dismissal Day - Science Fall Carnival

November

4 th	Report Card Day
5th	Early Dismissal Day
6th	Cool School Store Opens
10th	Individual Student Portraits
12 th	Early Dismissal Day
13 th	Fun Food Friday
18 th	Pre-K Report Cards
24th	Progress Reports to Parents
25 th	Thanksgiving Holiday – No School
26 th	Thanksgiving Holiday – No School
27 th	Thanksgiving Holiday – No School

December

3 rd	Early Dismissal Day
4th	Fun Food Friday
9th	RAP/Tutorials Ends
10th	Early Dismissal Day
16 th	Winter Musical Program - Individual Student Portrait Make-Up
17th	Early Dismissal Day
18 th	Last Day of the 1st Semester
21 st	Winter Holiday – No School
22nd	Winter Holiday – No School
23rd	Winter Holiday – No School
24th	Winter Holiday – No School
25 th	Winter Holiday – No School
28 th	Winter Holiday – No School
29 th	Winter Holiday – No School
30 th	Winter Holiday – No School
31st	Winter Holiday – No School

January

1 st	Winter Holiday – No School
4 th	Teacher Preparation – No School For Students
5 th	First Day of Second Semester
6 th	Discipline Assemble Pk-2
7 th	Early Dismissal Day
8 th	Discipline Assembly 3-5
11 th	RAP/After School Tutorials Begins
13 th	Report Card Day
14 th	Early Dismissal Day
15 th	Cool School Store Opens
18 th	Martin Luther King Holiday – No School
21 st	Early Dismissal Day
28 th	Early Dismissal Day

February

4 th	Early Dismissal Day
8 th	Parental Involvement week
9 th	Progress Reports Go Home
11 th	Early Dismissal Day
12 th	Individual & Class Portraits
15 th	President's Day, No School
18 th	Early Dismissal Day
19 th	Pre-K Grading Period Ends
22 nd	Happy Birthday Principal Cooper!
25 th	Early Dismissal Day
26 th	Black History Program

March

3 rd	TAKS Writing Grades 4 - Pre-K Report Cards
4 th	Early Dismissal Day
5 th	Cool School Store Opens
11 th	Early Dismissal Day
15 th	Spring Break – No School
16 th	Spring Break – No School
17 th	Spring Break – No School
18 th	Spring Break – No School
19 th	Spring Break – No School
25 th	Early Dismissal Day
26 th	TAKS Sleepover
27 th	TAKS Sleepover
31 st	Report Card Day

April

1 st	Early Dismissal Day
2 nd	Spring Holiday School
6 th	TAKS Math – Grade 5
7 th	Grade 5 TAKS Reading
8 th	Early Dismissal Day
9 th	Choice Dress Day
15 th	Early Dismissal Day
22 nd	Early Dismissal Day
26 th	LAT Math Test
27 th	Progress Reports Go Home - Grades 3-4 LAT Reading & TAKS Math

28th TAKS Reading Test
29th Early Dismissal Day - 5th Grade Science Test
30th Grade 5 LAT Science

May

3rd Teacher Appreciation Week
5th Cinco de Mayo Program
6th Early Dismissal Day
7th Cool School Store Opens
12th Perfect Attendance Awards Ceremony
13th Early Dismissal Day
14th Pre-K Promotion Ceremony
20th Early Dismissal Day - Stanford/Aprenda Splash Party
21st 5th Grade Awards 7 Recognition Ceremony
25th Incredible Pizza TAKS Commended Performance
26th End of The Year Class Celebrations
28th Early Dismissal Day– Last Day of School – Report Card Day

The last day of school for students is May 28, 2010

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.

CODE OF STUDENT CONDUCT

The purpose of this *Code of Student Conduct* is to inform all students and parents of HISD's expectations regarding behavior and conduct. Each student will receive a copy of the *Code of Student Conduct* each school year. Please read and discuss the contents of this important document with your child. When you have done so, **you and your child must sign the ACKNOWLEDGEMENT FORM and return it to school**. This form will be placed in each student's cumulative folder and in his/her discipline folder.

This *Code* was developed to protect the rights of all students by:

- Providing a districtwide discipline management plan
- Specifying the behavior that is expected of all students
- Describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct
- Outlining student rights relating to school

CONFERENCES WITH TEACHERS OR ADMINISTRATORS

Parents are encouraged to visit the school whenever their schedule permits. To ensure availability, parents are asked to schedule times for conferences with administrators and /or individual teachers. To schedule an appointment, please contact the appropriate individual at (713) 450-7108.

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, his/her designee will be happy to meet with you.

CORPORAL PUNISHMENT

The Houston Independent School District has banned corporal punishment.

Administrators, teachers and staff members are not permitted to use corporal punishment at Judson W. Robinson, JR Elementary School.

DISCIPLINE MANAGEMENT PLAN

Teachers have the authority and responsibility to maintain discipline in the classroom. Judson Robinson's Discipline Management Plan is outlined on the last pages of this handbook.

DISMISSAL OF STUDENTS

Students will be dismissed at 3:15 PM on Monday, Tuesday, Wednesday and Friday. Students will be dismissed at 12:30 every Thursday. Students must leave the school grounds promptly at dismissal unless special prearranged plans have been made. **Parents are strongly discouraged from picking up their child between 2:45 and 3:15 PM on Monday, Tuesday, Wednesday or Friday and between 12:00 and 12:30 PM on Thursday.** This period of the day is often used to review the daily lessons as well as to assign homework.

A School Crossing Guard is provided to help students cross the street safely. **Please encourage your child to cross at the designated areas.**

Adult Supervision is provided for HISD bus riders until they are picked up daily.

- The JW Robinson, JR EL dismissal procedure is staggered.
 - Bus riders are released first
 - Walkers are released next
 - Carpool students are released last

- All car riders should be picked up in the carpool lane outside of the cafeteria
- **Carpool students who are picked up in the front of the school or on the street will be disciplined for failure to follow school procedures**
- **Parents are asked not to give their child dismissal directives that counter school rules**
- All students in the front (**Pre-K and bus riders only**) and the carpool area are expected to be seated and remain with their teacher. Students who are not in the proper place are subject to disciplinary action.
- Students should be picked up between 3:15 and 3:30 PM. Families who pick students up late repeatedly will receive a warning. **After the warning, their names will be submitted to Children's Protective Services (CPS).**

DONATIONS

School patrons who desire to donate funds, equipment, supplies, materials, etc., must follow the procedure outlined below:

- All donations must be discussed with the principal or her designee prior to the donation.
- A record of all donations shall be maintained by the school secretary, Cardelia Wiseman.
- Monetary donations must be given directly to the school secretary. Receipts will be provided to patrons.
- Teachers and staff members will not accept monetary donations from patrons.
- Teachers and staff members will access donated funds via a procedure outlined in the Judson W. Robinson JR. Elementary School Teacher Handbook.

DRESS CODE FOR STUDENTS

UNIFORMS ARE MANDATORY AT JUDSON W. ROBINSON JR. ELEMENTARY SCHOOL DAILY.

- **Pants, skort, dress, skirt, jumper, or shorts**
 - Navy Blue or Khaki in color
- **Skort, dress, skirt, jumper, or shorts**

- knee-length is appropriate
- **Shirts or blouses**
 - plain Red, White or Navy
 - tucked in with no decals or writing.
 - Judson W. Robinson, JR EL shirts may be worn at any time.
- **Shoes or tennis shoes**
 - Worn with socks or stockings
 - Black, Brown, Blue or White must be worn at all times

Only the above colors will appropriately meet the dress code requirement. **If a student is not wearing an official uniform he/she will remain in the office until a parent is notified to bring the appropriate attire.** For safety reasons, it will not be appropriate for male students to wear earrings. **No jeans are to be worn at any time. The only exception to this dress code policy; is on “Choice Dress Day”. Parents will be notified in writing of a designated “Choice Dress Day”. For a listing of these dates please refer to the 2009– 2010 school calendar.**

EARLY DISMISSAL DAYS:

Beginning this school year, early dismissal will occur each Thursday at 12:30PM

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 must be made in writing. A form is provided for this request in the office. Teachers will not release students to anyone without this form granting approval for early release. Please refrain from phoning in last minute request for students to leave early, unless there is an emergency. Please do not send a fax or e-mail requesting permission for students to leave early. We may miss this communication if it is not received in advance of the requested date.

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 Judson W. Robinson, JR EL’s plan are kept on file in the main office. A copy will be made available upon request.

FIELD TRIPS

Field trips 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 trips 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. 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 buses. Children under school age may not accompany students on field trips.

FIRE ALARMS

For the safety of all students, Judson W. Robinson, JR EL 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. The emergency signal is transmitted by pulling any alarm located in the building. All alarms were installed to be handicapped accessible, therefore they can be reached by children. 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
- Any student pulling the alarm will be suspended from school for a period not less than three days
- Any student making a false report by calling 911 will be suspended from school for a period not less than three days

FOOD SERVICE

- Breakfast is served from 7:15 - 7:40 AM
- **Breakfast for all students is free**
- Adults pay \$1.70 for breakfast
- **Reduced lunch price is forty cents.**
- All other students must pay \$1.60 for lunch.
- Adults pay \$2.65 for lunch and milk.
- **All parents are encouraged to complete the lunch application**



GIFTED/TALENTED PROGRAM

The Houston Independent School District provides two program options for Gifted and Talented students. JW Robinson, JR EL has the **Vanguard Neighborhood G/T** programs (formerly known as SIGHTS). The Vanguard Neighborhood G/T program is designed to meet the needs of G/T students in grades K-12 at their neighborhood (zoned) schools. This program provides a differentiated curriculum by modifying the depth, complexity, and pacing of the general school program.

The Vanguard Neighborhood G/T program testing window will occur three times during the 2009 – 2010 school year. Specific dates will be forthcoming. However, the testing windows generally occur September, January and May. The purpose of this testing window is to determine if a student meets the **Vanguard Neighborhood G/T** criterion. Please contact the **Assistant Principal at 713-450-7108** regarding programming, applications and assessment questions.

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 daily.

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 and by seeing that assignments are completed.

Judson W. Robinson JR EL's homework policy is as follows:

- No homework will be given on Friday or weekends unless a long term assignment has been given. A reading assignment may be given on the weekends
- Parents will be made aware of long term assignments
- Explanations and due dates will be sent in writing by the teacher
- Parents will be notified if missing homework assignments become habitual
- All homework will be checked; however homework may not be averaged with report card grades unless specified for special projects assigned in writing by the classroom teacher
- Teachers will provide opportunities for students to conduct research activities with materials at school

- Homework folder will be maintained by each student. This folder will contain places for assignments to be written as well as a place for parents to sign daily/weekly
- 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/HONOR ROLL RECOGNITION

The Honor Roll is a very special recognition for academic achievement. Students 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. All Honor Roll students will be honored every nine weeks.

HOURS

The main office hours are 7:15 AM to 4:00 PM Monday through Friday. Student school hours are 7:45 AM to 3:15 PM Monday, Tuesday, Wednesday & Friday. Every Thursday is an Early Dismissal Day. On Early Dismissal Days students will be dismissed at 12:30 PM. All students are considered tardy at 8:00 AM. Students with excessive tardies will be assigned detention. Please refer to the JW Robinson, JR EL Discipline Management Plan. **Students who are picked up habitually late will be referred to Children's Protective Services (CPS).**

INSTRUCTIONAL LEADERSHIP DESIGN TEAM (ILDT)

The Instructional Leadership Design Team was created to discuss key issues at JW Robinson, JR EL. Topics discussed are: budget, curriculum and instruction, parent-community outreach, quality staffing, school climate, facilities management, and school spirit and pride and a host of other topics as the need arises. The committee consists of grade level chairpersons, the special education chair, vertical team members and the administrative staff. The ILDT meets on a monthly basis. The results of the ILDT discussions are recommended to the Shared Decision-Making Committee (SDMC) for consideration.

LOST AND FOUND

All clothing found on the campus will be placed in the lost and found barrels, which are located on the **Custodial Services Office**. Money, jewelry, or any other articles of value are to be submitted to the secretary in the main office. Unclaimed clothing will be donated at the end of each semester.

MEDICATION POLICY/MENINGITIS

Please do not allow your child to bring medicine to school unless you have an official HISD Consent Form completed by a physician. You may obtain this form from our school nurse. **ONLY THE SCHOOL NURSE MAY ADMINISTER MEDICATION!** Please contact **Wanda Venza, School Nurse at 713-450-7108 (EXT. 313)** regarding any questions or information you may need.

Bacterial Meningitis

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of 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 or 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.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal; or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are

spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of person you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstance. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

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.

PARENT -TEACHER ORGANIZATION (PTO)

The PTO is dedicated to helping our school with fundraising, playgrounds, parental involvement, and more. The PTO will be actively involved in supporting our school. All parents are encouraged to become members. Dues will be collected in August and September. Membership dues are \$3.00 for the entire family. For information regarding PTO membership or activities, please contact **Melanie Cole, PTO President at 713-450-7108 (EXT. 322)**.

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 HISD school volunteers will be subject to a background check through Volunteers In Public Schools (VIPS).**

PARENT/VISITOR SIGN IN AND OUT PROCEDURES

Parents and visitors are welcomed on the Robinson Elementary School Campus. **In accordance with HISD procedures, all JW Robinson, JR EL visitors and parents must sign-in at the main office before going further in the school.** All parents are encouraged to observe class during instructional time, but parent-teacher conferences should be scheduled in advance and should be held during the teacher's conference period. All parents and visitors must sign out upon leaving the campus. Students can only be checked out by a legal guardian or by an adult for whom the legal guardian has given written permission (sent in on the proper form at the beginning of the year). If the adult's name, which is attempting to sign a child out, is not recorded on file, the child will not be released. All parents and visitors may be asked to produce a legal form of identification such as a driver's license when they sign-in.

Due to increased enrollment and fire code regulations, after the first two weeks of school, students are to walk to breakfast and class alone. For the safety of all students, parents should meet their children in the designated waiting areas after school.

PRE-TESTS

All students will be given pre-tests during the first month of school. The purpose of the pre-assessments are to assess specific student strengths and weaknesses. For more information regarding assessments, please contact your child's teacher. These tests will cover the major content areas, and their results will enable teachers to address your child's specific needs in a timely manner.

PROGRESS REPORTS TO PARENTS

Notice of Progress will be distributed to parents/legal guardians during the fourth week of each grading period for each student who is failing a subject. In the event you **do not receive** a Notice of Progress please contact your child's teacher. There is no longer a requirement to mail progress reports. Notice of Progress will be sent home by your child. If a student's average falls below 70 after these reports have been sent home, the teacher will send a report home immediately.

PROMOTION STANDARDS

The Houston Independent School District uses three different academic measures to decide if a student will be promoted to the next grade. **Please note that student attendance may also affect a student’s promotion to the next grade level, since there is a limit of eight unexcused absences during the school year.** If the student fails to meet the attendance requirement, the student will be required to attend summer school

Grades 1 - 5

Subject	End of Year Average
Reading	70 or above
Other Language Arts	70 or above
Mathematics	70 or above
Science or Social Studies	70 or above
Overall Average	70 or above

Grades 1 - 2	Grade 3	Grade 4 - 5
High-Frequency Word Test (HFWE) Grade 1: Read Correctly 28/35 Words Grade 2: Read Correctly 48/60 Words	TAKS Reading: Passing Score of 2100	TAKS Reading: Passing Score of 2100 TAKS Math: Passing Score of 2100
Stanford 10/Aprenda 3: Passing Score Grade 1 Standard is K.6 Grade 2 Standard is 1.6	Stanford 10/Aprenda 3: Passing Score Grade 3 Standard is 2.6	Stanford 10/Aprenda 3: Passing Score Grade 4 Standard is 3.6 Grade 5 Standard is 4.1

If the student fails to demonstrate mastery in one of the three academic measures, the student will be required to attend summer school and achieve mastery of the objectives before being promoted.

RAPTOR BUCKS – A School Wide Incentive Program

We are excited this year to introduce Raptor Bucks!

Raptor Bucks look like dollar bills and can be given to students for good conduct and good performance. Every week teachers will receive bucks to give out to students at their discretion. Cafeteria monitors will also be given bucks to pass out for exceptional behavior in the cafeteria. Students will use the Raptor Bucks to buy items out of the new Robinson Cool School Store, which opens every two weeks.

Earning raptor bucks is a privilege and will not be given for merely following school rules. Students are responsible for keeping up with the raptor bucks they earn. The school is not responsible for replacing raptor bucks that are lost or stolen. Students who

are found stealing raptor buck will be dealt with according to the HISD Student Code of Conduct.

RECESS

Recess will be replaced with structured physical activities for a total of 135 minutes weekly.

REPORT CARDS

Report cards are issued following the completion of each nine weeks grading period. 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:

Kdgn – 5th	Pre-K Report Cards
November 19, 2009	(12 weeks cycle)
January 13, 2010	November 18, 2009
March 31, 2010	March 3, 2010
*May 28, 2010	*May 28, 2010

- Asterisks indicate days parents are requested to pick up their child's report card from the teacher.

ROBINSON COOL SCHOOL STORE

The Robinson Cool School Store program will occur in conjunction with the Raptor Buck program. The Robinson Cool School Store contains fun items such as educational toys, pens, stickers, classroom supplies and so forth. The Cool School Store will be open once every two weeks during the lunch hour. Students may not use their own cash to purchase products from the Cool School Store. This is not a fundraiser. Donations from parents and the community are welcomed.

SAFETY ABOVE ALL ELSE

Student safety on our campus and at school-related events is a district core value. The cooperation of students is essential to ensure school safety. Students should follow the rules in the classroom, on the bus and the Student Code of Conduct. Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will

help in meeting medical expenses, in the event of injury to their child. The district/school cannot pay for medical expenses associated with a student's injury.

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 P. T. O. or school fund raisers.

SATURDAY SCHOOL

During the spring semester, Saturday School will occur. The purpose of this program is to give students additional time on the weekend to acquire skills need to pass the TAKS test in writing, reading, math and science. Both breakfast and lunch are provided.

English Classes for bilingual students are also offered on Saturday. Parents desiring to have students learn more English are encouraged to sign their child up for additional instruction. Students who attend English class will also be provided breakfast and lunch. All Saturday classes are free. The hours are from 8:00am to 12:00pm. Students who are habitually picked up late after 12:15pm will be dismissed from Saturday School.

SCHOOL RULES

It is the responsibility of every adult at Judson Robinson School to help students comply with the school rules as printed in the attached Discipline Management Plan.

SCIENCE LAB

Robinson continues to follow HISD's focus on science. As such three science labs (lower, middle and upper) are available for student instruction. Students will be required to participate in the annual school wide science fair. Projects will be done by group or individual according to grade level and will be used as an important part of the science grade during the appropriate 9-week period.

SHARED DECISION MAKING

The Shared Decision-Making Committee (SDMC is comprised of twelve (12) members with voting power. The SDMC is divided into subcommittees. 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 the SDMC, please let the principal know.

Six "Design Teams" are established each school year to make recommendations to the school's elected Shared Decision-Making Committee. The Shared Decision-Making Committee, in turn, makes recommendations to the principal regarding key issues. Judson Robinson's "Design Teams" are: Budget, Curriculum and Instruction, Parent-Community Outreach, Quality Staffing, School Climate and Facilities, and School Spirit and Pride.

SOCIAL WORKER

Robinson Elementary in partnership with Communities in Schools has brought on Linda Prejean as the school's social worker. Her services are available to students and their families by calling the school and setting up an appointment.

STUDENT ACTIVITIES

Robinson Elementary strives to provide a well-rounded educational experience for its students. As such, we offer a number of on campus and off campus activities throughout the school year. On campus activities include events such as Field Day, the Fall Festival, and the TAKS Sleepover. Off campus activities may include out of town trips and in town field trips. Participation in these events is a privilege and is always contingent upon a number of factors. Conduct, grades, preset criteria specific to an event, teacher recommendation and final administrative approval are some of the factors that will be used to determine whether a child is allowed to participate in an event. The school reserves the right to exclude any child from an event if the safety and security of that child, other school children, and school members in general may be compromised.

STUDENT INCENTIVES

Students will receive recognition awards for attendance at the end of each semester based on each 9-week grading cycle.

STUDENT SUPPORT SERVICES

Student safety is our first priority. Along with safety Robinson Elementary is focused on student success. This year we have a number of difference support services that will assist us in making each child succeed.

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 participate 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 his designee for severe offenses. (Fighting, pulling the fire alarm, profanity, stealing, vandalism, non-compliance, and chronic misbehavior).

TAKS COMMENDED/PASS PERFORMANCE

TARDIES

It is very important that students arrive to school on time daily. Students who are tardy for class must report to the main office for an admit slip. After a student receives nine tardies our attendance worker will be assigned to investigate. The District may investigate further and if warranted, shall pursue legal action to enforce the compulsory attendance law. Please see our school discipline plan located at the back of the book for more details regarding tardies.

TESTING CALENDAR

Testing information will be provided with the monthly calendars.

TEXTBOOKS

Students are responsible for textbooks and library books assigned to them. Students must pay for any lost books issued to them. A student who fails to return textbooks forfeits the right to free textbooks or library books until each textbook previously issued but not returned is paid for by the student, parent, or guardian.

If a textbook is not returned or paid for, the school may withhold the student's records but may not prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma.

TITLE 1, PART A PROGRAM

The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum,

proficiency on challenging state academic achievement standards and state academic assessments. JW Robinson, JR EL is implementing a schoolwide program.

The Title I, Part A Program:

- provides opportunities for all children to acquire the knowledge and skills specified in challenging state content and performance standards;
- supplements academic, health, and social services;
- promotes schoolwide reform;
- increases staff development opportunities;
- distributes resources to areas and campuses where needs are the greatest;
- affords parents meaningful opportunities to participate in their children's education, and
- aligns the schools' instructional efforts with those of the state and district.

Please contact the **Assistant Principal at 713-450-7108 (306)** regarding programming and services provided .

TUTORIALS

Robinson Tutorials will begin on October 12, 2009. Students will attend on an invitation only basis. Teachers will determine a child's need for tutorials and request with the parent that a child attends in preparation to meet district promotion standards. A request from the teacher for a student to attend tutorials supercedes all other after school program requests. In other words a child failing reading will be asked to attending reading help and might not be permitted to participate in soccer until reading has been improved. Decisions of this nature will be made on a case by case basis. A snack will be provided for the students and the hours of operation are from 3:30 to 5:00pm. Students habitually picked up later than 5:15pm will be removed from the program.

AFTER SCHOOL PROGRAMS

Robinson Elementary will not hold the After School Achievement Program for the 2009-2010 school year. However, there will be other after school activities available for students including: Running Club, Science Club, Boy Scouts of America, and Safety Patrol. As these and other opportunities for students arise, you will be notified by your child's teacher.

VISITORS

Parents are encouraged to visit classrooms during the instructional day. All visitors must report to the main office, sign-in, and wear a visitor's badge while on the school campus.

Parents may hold a parent-teacher conference during the teacher's conference period or after school. Parents will not be allowed to walk students to class after the first two weeks of school.

WORK SAMPLE PACKET

A representative sample of graded assignments may be sent home weekly by your child's teacher. Please review this work and sign the documentation log. If your child is not bringing home the work sample packet, please contact your child's teacher, the principal, or her designee.

Judson Robinson's Discipline Management Plan

Part I: Discipline Program

Target Areas:

In the 2009-2010 school year, Robinson Elementary will focus on strengthening good student conduct in the following areas: general classroom conduct, conduct on the playground, cafeteria, restroom and hallways.

We will actively work to reduce school uniform violations, class tardies and fighting by putting in place a rigorous school wide discipline management program, and by continuing a student incentive program called Raptor Bucks.

Raptor Bucks look like dollar bills and are given to students for good conduct. Every week teachers will receive bucks to give out to students at their discretion. Cafeteria monitors will also be given bucks to pass out for exceptional behavior in the cafeteria. Students will use the Raptor Bucks to buy items out of the new Robinson Cool School Store, which opens every two weeks. Teachers are encouraged to create a display in their classrooms to help students keep their bucks safely. Lost bucks will not be replaced.

School Rules

1. Students must walk down the right side of the hallway.
2. Students must not talk in the Quiet Zones.
3. Students may talk quietly in the cafeteria as permitted by the monitors.
4. No running will be allowed in the hallways.
5. Students must have the standard Robinson hall pass when outside of class.
6. Students must follow classroom rules.
7. Gum chewing will not be allowed on campus.
8. All students must wear school uniforms.

The school rules will be displayed in every classroom and in the school cafeteria. Each teacher may also post additional classroom specific rules at their discretion.

Part II: Discipline Policies

I. Tardy Policy

Students at Robinson Elementary School are expected to arrive at school on time. Students arriving at 8:00 a.m. are considered tardy and must receive an admittance slip to report to class. The front office will keep track of tardies and inform administration if a student violates the school's tardy policy. Administration will assign the consequence for multiple tardies.

Pre K

Students in the school's PreK program are expected to arrive to school on time. Students arriving to school late will be monitored. On the third tardy, the PreK student will only be admitted to class with a parent/administrator conference. Subsequent tardies will be handled on a one to one bases culminating in detention.

K - 5th Grades

Students in the Kindergarten through 5th grade are allowed 2 tardies before detention is assigned. On the 3rd tardy, detention will be assigned. Students who miss their assigned detention will be reassigned one time. Failure to attend reassigned detention will result in a one-day assignment to the Robinson Student Behavior Center. The following schedule outlines consequences for multiple tardies.

Tardies	Discipline assignment
3 tardies	1 detention assignment
6 tardies	1 detention assignment
9 tardies	1 detention assignment and truancy notice
12 tardies	1 day assignment to SBC
15 tardies	2 day assignment to SBC
18 tardies	3 day assignment to SBC
21 tardies	1 day suspension
24 tardies	2 day suspension
27 tardies	3 day suspension
30 tardies	Disciplinary Hearing with Principal

II. Uniform Policy Violations

The Robinson school uniform policy is the responsibility of the entire school. When a student violates the uniform policy, the following procedure should be applied.

Step I Keep student in the classroom and document uniform violation in yellow discipline folder.

Step 2 Call parents for a change of clothes. Teacher or paraprofessional can make phone call.

Step 3 Send student to the nurse's office for a school uniform only if parent is unable to bring a change of clothes.

After 3rd violation, write discipline card. Send student with the discipline card and yellow folder to administrator for discipline assignment. New students will be given 2 weeks to adhere to the school uniform policy.

Uniform Violations	Discipline Assignment
3 uniform violations	1 detention assignment
6 uniform violations	1 day assignment to SBC
9 uniform violations	2-day assignment to SBC
12 uniform violations	3-day assignment to SBC
15 uniform violations	suspension

Part III. Discipline Procedures

Responding to Student Misconduct

Robinson staff will follow the HISD Student Code of Conduct in determining what level an offense is and in responding to student offenses. All teachers (core and ancillary) are responsible for regular parent communication regarding student conduct.

Level I	Team/Teacher Timeout Team/Teacher detention - 24-hour notice must be given Team/Teacher Extended Timeout Teacher must make Parent Contact
Repeated Level I Level II Offenses	Warning letter and student conference Warning letter and parent conference (Assigned by Administrator only) School Extended Timeout (during ancillary only) School Detention Student Behavior Center
Level III	Suspension Students no longer have hearing rights to appeal a suspension. (Senate Bill I)

Documenting Student Misconduct

Teachers will receive a yellow folder for each student. The folder is the student's discipline folder. These folders will become part of the permanent student file and can be audited. The teacher will document all student misbehavior and show evidence of parent contact via the "Notice of Disciplinary Action by the Teacher" form.

Once the student has three Level I behavior violations documented in the discipline folder, and the teacher has documented three occasions on which parents have been contacted, the student should be sent to the office.

The discipline folder will be kept in the classroom, and will accompany the student when he/she is sent to the office. Discipline folders will be returned to the classroom teacher with an accompanying note regarding the resolution of the problem. A copy of the discipline notice will be sent to the parent.

Removing a Student

A teacher may remove a student from a classroom if that student repeatedly interferes with the teacher's ability to effectively communicate with students. The child may not be returned to the class over the teacher's objection unless a Placement Review Committee determines that it is the best or only alternative available.

Every school shall establish a three member Placement Review Committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and makes recommendations to the district regarding readmission of the student.

Please Note: The teacher refusing to re-admit the student may not serve on the committee.

Robinson Elementary School
Parent-Student Handbook
Acknowledgment Form

I have read the Parent-Student Handbook and discussed it with my son and/or daughter. My child and I accept responsibility for its content including the school discipline program, the school calendar and dismissal procedures.

I am aware that school begins at 7:45AM and dismisses at 3:15 PM on Monday, Tuesday, Wednesday & Friday. I am also aware that every Thursday is Early Dismissal and school will dismiss at 12:30PM on Early Dismissal Days. I will pick my child up from school in a timely manner.

Finally I am aware of the school uniform:

Tops: Navy Blue, Red or White with Collar. Tops must be tucked in. No writing permitted.

Bottoms: Navy Blue or Khaki Pants (no jeans!) Belts must be worn.

Alternatives: Knee-length Skorts, Shorts and Jumpers in Navy Blue or Khaki can be worn.

Parent Signature

Date

Student Name

Grade

Title I School/Parent Compact 2009-2010

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 **CLEAR** and the HISD Model lessons.
- 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 inter-personal relationships.
- Provide parents with knowledge of academic standards
- Provide awareness training for parents on academic objectives

Parent Signature

Date

Student Name

Grade

Mission Statement

The Robinson Elementary School Mission Statement was drafted in Spring 2006. We believe that it is a living document and is open to input from everyone in our community. Please feel free to give your thoughts about the school mission statement in the section below.

The mission of Robinson Elementary is to create a safe learning environment where collaboration between students, staff, parents, and community results in high academic achievement as measured by state and national standards and exemplary performance. We commit to meeting the academic, physical, emotional, and social needs of every student through a comprehensive plan to ensure this outcome.

Comments: _____ The school mission statement represents what I want for my child (or children) at Robinson.

_____ The school mission statement can be improved by changing: _____

Parent Name _____ Student Name _____
