

Robinson Elementary School



Parent Handbook

451 Kirby Drive
Seabrook, Texas 77586

Phone: 281-284-6500

Fax: 281-284-6505

School Hours: 8:00 a.m. to 3:15 p.m.

Bell rings at 8:00 for students to go to class. Tardy bell rings at 8:15

Students WILL NOT be checked out from the office after 2:45 p.m. daily

School Colors: Silver and Forest Green

School Mascot: Rangers

Principal

Yolanda Jones

Assistant Principal

Stacy Brazzel

GENERAL INFORMATION

The front office staff will accept telephone calls starting at 7:45 a.m. The office is open from 7:45 a.m. until 3:45 p.m. each school day.

Arrival

Our school doors open at 7:45 a.m. Breakfast is served from 7:45 to 8:05 a.m. Students are dismissed to their classrooms at 8:00 a.m. Students should always have a book in their backpack to read while they wait for dismissal from the gym at 8:00 a.m. Please encourage your child's independence by having him/her walk to class, the gym, or to the cafeteria for breakfast unassisted.

Dismissal

At the beginning of the school year, teachers will inquire as to whether each student is a walker, a car rider, a bike rider, or a bus rider. If there is a change in the student's usual 'go home' status, a written note must be received by the classroom teacher.

- ***Students will not be allowed to depart from their normal dismissal routine without parent authorization.***
- ***We cannot accept phone calls or faxes for change of 'go home' status due to safety reasons and the inability to verify who the individual is making the request.***
- ***No changes can be made after 2:30 p.m.***

At the end of the school day, students are dismissed as follows:

- Walkers and Bike Riders are dismissed from their classrooms.
- Bus Riders and Day Cares are dismissed from their classrooms to their bus/day care vans on the south side of the building by the gym.
- Car Riders are dismissed from the pickup/drop-off area on the north side of the building to parents in vehicles. Please fill out the window sign and display it all year in the right-hand corner of the dash. This helps us identify the children you need to pick up. If you need an additional copy, please ask your child's teacher. We have extras!
- Inclement weather forms completed by the parents at the beginning of each school year will determine how students will be dismissed when raining or stormy weather conditions exist.

Bus Regulations

All bus eligible students will be assigned a bus and route number at the beginning of the school year by the CCISD transportation department. All students riding the bus must follow the bus rules and regulations as outlined in the District handbook. Any questions concerning bus transportation can be answered through the District's transportation center at 281-284-0600.

Walker Rules

- Students are allowed to walk to school using the sidewalks.
- To ensure safety, a teacher will be walking down the end of the path with the students.
- Duty personnel will be on duty from 7:45 a.m. until 8:15 a.m. and from 3:07 p.m. until 3:30 p.m. to assist students. Duty personnel will be available to assist students.

Bicycle Rules

Students are allowed to ride bicycles to school. All children should wear a bike helmet (state law). Please be sure to provide a **lock** for your child to lock up the bicycle during the school day. Robinson is not responsible for the security of any bicycle at any time.

Here are a few safety guidelines:

1. One rider per bike.
2. Bikes have the right of way on the bike paths. If passing a walker or jogger, please say, "Excuse me" to let them know that you are there.
3. Always use hand signals for stopping and turning.
4. Park your bike in the bike racks that are provided at school, lock it and leave the area and immediately enter the school.
5. When leaving the school at the end of the day, walk your bicycle on campus.
6. Remember to go directly home after school.

Car Riders

- Car riders will be picked up from the **car rider line**.
- Parents will remain in their cars and wait for their student(s) to be called.

SCHOOL SUPPLIES

School supply lists are available in the office and on the Robinson website. New students receive a supply list upon enrolling. Returning students received the list in their final report card at the end of the year. The PTA sells prepackaged school supplies at the end of each school year. Please avoid purchasing "personalized" items as some supplies (e.g. pencils, folders, tissue, baggies, plates, sacks, glue, and erasers) are

pooled in the classroom and kept as inventory throughout the year for all students' use.

PARENT CONFERENCES

Parent/teacher communication is vital in order to provide students with every opportunity for success. All of our teachers are available for scheduled conferences during their individual conference periods, Monday through Friday. We will also schedule meetings/telephone conferences, etc. at other times during the day in order to accommodate everyone's schedule as necessary.

GRADING PROCEDURES

The Clear Creek Independent School District's grading procedures can be found at the CCISD web site.

DISCIPLINE POLICY

Each student is expected to behave in a responsible manner and adhere to the Student Code of Conduct for the Clear Creek Independent School District. Please refer to the CCISD Student Handbook for a complete copy of the Student Code of Conduct at www.ccisd.net Parents will be informed at least weekly of their student's conduct through the Tuesday Folder. If your student is sent to the office you will receive written notification and/or a telephone call from either the principal or the assistant principal.

DRESS CODE

Robinson does not have a standardized dress policy. However, students are expected to adhere to the rules and regulations set forth in the District handbook. Additionally, please label your child's coats, sweaters, hats, helmets, backpacks, gloves, etc. Lost and found items are placed on a rack in the hallway near the cafeteria.

STUDENT CELL PHONE USE

If a student brings a cell phone to school it must be in their backpacks turned off during the school day. Cell phone use during the school day is prohibited.

MESSAGES TO STUDENTS

Messages for your child will be communicated through the office to the teacher during their conference period and/or voice mail. Items dropped off in the office will be delivered to the classroom twice daily only.

SCHOOL NURSE

Jill Hughes is our school nurse. She is a registered nurse and is on duty full-time. First aid for minor injuries is routinely administered in the school clinic, located in the front office.

Throughout the year, many health programs are conducted:

- Vision and Hearing screenings - K, 1st, 3rd, 5th
- Height and weight records - K, 1st, 3rd, 5th
- Dental Health program - 1st
- Immunizations
- Growth and Development Films - 5th grade girls and boys
- Acanthosis Nigricans screening - K, 1st, 3rd, 5th
- Scoliosis screening - 5th grade

Administration of Medications

- **Short-Term**

Elementary school students may not carry medication or administer it to themselves. Prescription medication (10 days or less) must be in the original container, accompanied by a note from the parents. The note must contain the student's full name, the name and strength of the medication and specific directions for administration. Non-prescriptive medication must be brought to the nurse in the original container with a note from the parents. Medication that is

kept at school for longer than ten (10) days requires a physician's note on file.

- **Long-Term**

Parents of elementary school students requiring medications on a long-term basis should be advised of the following:

- Each student must have, on file, a completed medication permission form signed by the parent and the physician prescribing the medication.
- Each student's medication must be supplied in a pharmacy container with label indicating the student's full name, the name, strength, and dosage of medication, specific directions for administration, and the name of the physician prescribing the medication.

Illnesses

Please keep your child home if any of the following symptoms are exhibited:

- Temperature of 100 degrees or more. Please note that your child must be free of fever without medication for 24 hours prior to returning to school.
- Vomiting
- Diarrhea
- Pink eye
- Rashes, other than poison ivy
- Impetigo

Parents of a student with a communicable disease are asked to inform the school nurse or office staff, so that other exposed students can be alerted. Additionally, a student with certain diseases are not allowed to attend school when the disease is contagious. These diseases include, but are not limited to scabies, impetigo contagious, ringworm of the scalp, infectious forms of conjunctivitis, and pediculosis.

Absences/Tardies

Parent(s)/guardian(s) are responsible for student attendance. When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence, and the date of the absence. **The note must be received within 3 days in order for the absence to be marked as excused.**

Students are required to check in at the front office when tardy for school. All CCISD students in grades K-5 will be marked tardy if they are not **in their classrooms by the time the bell rings at 8:15 AM.** Further information about student attendance is available in the CCISD Student Handbook at www.ccisd.net

Parents are required to accompany their child(ren) into the office after the tardy bell and to check them out prior to dismissal or for late pick up.

****Students may not be checked out through the office after 2:45 p.m. Please refrain from putting the office staff in a situation that would require them to break a district procedure.***

CAFETERIA

Breakfast and Lunch

Breakfast is available each morning from 7:45 a.m. to 8:05 a.m. Lunch is served from 10:30 a.m. to 1:00 p.m. Students may either bring a lunch from home or buy one from school. If your child will be buying breakfast or lunch from school, it is best to deposit money weekly or monthly to your child's breakfast/lunch account. Checks should be payable to Robinson Elementary.

Parents are always welcome to come and eat with their child. Please limit the number of times you come to eat with your

child because lunch time is an opportunity for your child to learn and develop necessary social skills and relationships with their peers. Parent accompanied lunches should be special and valued.

Specific tables are reserved for parents and their child/children only. This insures that you and your child will enjoy this special lunch together. Please DO NOT sit at the class tables due to limited space.

Due to safety reasons, parents are asked to return to the office after lunch is over. Recess is a special time for all of our students to play and socialize with their peers.

SNACKS, TREATS, AND BIRTHDAYS

With teacher permission, students may bring a healthy snack to school. Birthdays are announced daily on the morning announcements. Students go to the office after announcements to receive their birthday pencil. Birthday party invitations may not be given out in the classroom unless each child is being given one. No other type of invitation can be distributed, i.e. parties that involve money making opportunities.

Birthday nutritional snacks are to be given out after lunch is over, either outside or in the classroom; as per the direction of the teacher. They may NOT be shared/eaten in the cafeteria. Flowers and balloons cannot be delivered to a student during the school day.

CLASSROOM PARTIES

Classroom parties are authorized by the district for specific occasions, and take place during the last hour of school or as determined by the grade level. These parties are organized by the room parent(s) with guidance from each of the grade level chairs.

WEATHER INFORMATION

If threatening weather causes school to start late or to be cancelled, announcements will be made over local radio, the district website (www.ccisd.net) and the local television stations. If school must be closed while classes are in session, the school district will monitor the situation, and students will stay at school until it is safe to transport them home.

PTA

Parent volunteers are an integral part of our success at Robinson Elementary linking the home and school. Varied programs and volunteer opportunities are available to allow parents to participate in their child's learning. PTA, the faculty, and the staff hopes you will consider volunteering at Robinson Elementary.

Membership

All parents, grandparents, and friends of the family can be a member. You do not have to live in the school district or have a child attending Robinson to be a member. Sign up today to help our children and our school! Membership in the PTA allows you a voice in many of the decisions that affect our students and school.

A Look into Robinson Elementary

Safety Patrol

Serving on the Robinson Safety Patrol is an honored position. The patrol plays a key role in maintaining safety around campus both before and after school.

Qualities considered necessary include leadership, cooperation, reliability, responsibility, and excellent conduct.

Science Fair

All students are invited to participate in a school wide science fair. Science fair projects show the results of independent projects using the scientific method. All students earn a participation ribbon and certificate. Projects in grades 4 and 5 are judged and earn ribbons for first through fifth place.

4th Grade Space Days

Parents and community members are invited to share their experiences and expertise regarding space. Students participate in hands on activities such as rocket building and launching, space mission simulation, patch design, mission problem solving and communication. On occasion, students have experienced a visit from an astronaut and even the space rover.

Art

The students at Robinson Elementary design, develop, and create original works of art. They work on both two and three-dimensional projects. These include design, drawing, painting, printmaking, and sculpture. Students observe natural and man-made objects. They are also encouraged to create from memory and imagination. Students are taught to appreciate and understand the history and culture associated with both past and contemporary works of art.

Music

Kindergarten through fifth grade music students at Robinson can look forward to singing, playing instruments, dancing, performing, and many other fun and interesting ways of learning to see, hear,

read, play and appreciate music. Students in the 4th and 5th grades can also join the Robinson Elementary Choir.

Physical Education

Our coaching staff believes that all students benefit from physical activity. They strive to promote the importance of lifetime physical activity through a fitness-based program at Robinson Elementary. The physical education program offers a variety of opportunities for the students to participate in fitness-based activities in order to promote and value the joy of physical activities.

Counseling

The foundation of the counseling program at Robinson Elementary is to insure that all students achieve academic, social, and emotional success. Preventative, developmental programs are implemented to maximize the personal growth of all students, to enhance the school climate, and to help students build a bridge to the future.

Dyslexia

Robinson Elementary has a full time dyslexia specialist for students who meet the eligibility requirements for services. If you have any questions regarding dyslexia, please contact our Assistant Principal or your child's teacher.

Gifted and Talented

Clear Creek ISD's program for gifted and talented students is designed to serve students who demonstrate significantly above-average achievement or potential in the areas of general intellectual ability, specific subject matter aptitude, and creative/productive thinking skills. Selection is based on the following criteria: cognitive skill tests, professional recommendations, and classroom performance. Nominations are accepted from teachers, parents, students, and administrators. The referral must be submitted in writing to Robinson's Advanced

Academic Specialist. The referral deadline for students in grades 1 - 12 is October 1 of each calendar year. All kindergarten students are screened during the first semester for possible testing. The deadline for accepting referrals for students in kindergarten is December 1 of each calendar year.

Special Education

Students who are identified with an area of disability which qualify for special education will be provided services at Robinson Elementary. If you have any questions regarding any special education program, please contact our Special Education Team Leader or the Assistant Principal

Library

Our librarian will be teaching lessons to assist all of our students with reading literacy, information acquisition, information literacy, and technology applications. The librarian coordinates with all of the teachers to assist all of the students to become life-long learners through literacy and technology.

Book Fair

Robinson hosts two book fairs annually. These book fairs provide opportunities for our students, parents, and community members to examine the latest and best children's literature during one fun-filled, exciting week each semester. Proceeds enable the library to expand their literacy programs.

Kinder Feast

This traditional event is usually held on the Tuesday before the fall holiday break, 1:30-2:30 in the cafeteria. Kindergarten students perform songs and poems for families. Families join the students for a feast of snack foods (turkey, cheese, fruit, juice, pie).

Kindergarten End-of-Year Program

This program is held on the last Tuesday of the year in the gym and cafeteria. Kindergarten students perform songs with a small reception in the cafeteria afterward. Cupcakes or cookies and punch are served by the kindergarten teachers.

Robinson Student Leadership

Student Leadership is an organization for upper elementary grade students. Students are encouraged to make good behavior choices and to learn vital skills that will prepare them for advanced leadership roles later on in their lives. These students are role models for the entire school so it is vital that they show great qualities. Student Leadership presents a unique opportunity for these young students to learn organization, leadership, and teamwork skills based on various service projects throughout the year.

Master Gardeners Club

Junior Master Gardeners is a Gardening Program that was established when Robinson opened its doors in 2006. The club is open to 4th and 5th graders. The meetings were held on the first and third Tuesdays of the month. An area Master Gardener comes once a month and does a lesson with the group. At the beginning of each year a letter is sent out to the students asking if they would like to join. Membership is limited to 20 students annually and the fee is \$15.00

Chess Club

The Robinson Chess Club offers students the opportunity to learn and play chess with other Robinson students from the Beginner to the Advanced level. Volunteer chess coaches will teach the Beginners how to set up the board, basic chess piece movements, and some game strategy. The coaches will provide game strategy for the intermediate and advanced players.

All students who participate regularly will receive a trophy at the

end of the year party. For those wishing to participate, an end of the year tournament will be offered for the Beginners, Intermediate, and Advanced levels with trophies awarded to the winners.