

McROBERTS ELEMENTARY SCHOOL

Mission

The Polly Ann McRoberts community is dedicated to facilitating academic excellence throughout our diverse learning population in a secure and nurturing environment.

Vision

The students, faculty, staff, parents, and community members of McRoberts Elementary School form a partnership committed to creating an environment where children are safe, nurtured, and empowered to reach their full potential as productive members of society. Students surpass the acquisition of basic skills to achieve a life-long love of learning: students understand their responsibility in the learning process and actively participate. Faculty and staff establish high expectations to motivate and challenge the students while maintaining an atmosphere of respect, support, and enthusiasm. The McRoberts community is united in this vision to promote mutual respect for and support of our diverse roles in the educational process.

This handbook is organized in alphabetical order for your convenience.



Absences

According to Texas Law, Education Code 21.041 19TAC16.65 ©. FDD (Local), a student may not be given credit for a class/subject if the student does not attend school at least 90% of the required 177 days during a year, unless the school Attendance Committee gives credit due to extenuating circumstances. The Board shall establish guidelines for determining what constitutes extenuating circumstances and shall establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances. The Board may establish alternative ways for students with unexcused absences to make up work or regain credit. This policy does not affect a student's right to excused absences to observe religious holy days.

One of the state's criteria for judging the effectiveness of our school each year is the attendance rate of our students. It is imperative that students attend school every day of the school year. Good attendance is very important for a child to succeed in school. Every effort should be made to schedule appointments before or after school.

Although Pre-Kindergarten and Kindergarten are not compulsory per state law, once a child is enrolled in a public school, all attendance guidelines are fully enforced.

Attendance is taken each day at 10:00 a.m. Your child must be in the building at 10:00 a.m. to be considered present. If a student begins classes and leaves the building prior to 10:00 to go to the doctor, the student can be counted present for compulsory attendance purposes if a note from a health care professional is provided when the student returns to school.

When a student is absent, the school must be contacted by a parent or guardian to inform the school of the absence. **The school must receive EITHER a call on the day of the absence or a note within five (5) days of an absence.** If a note is not received within five (5) days of an absence, the absence will be considered **unexcused**. The note **must include** the following information:

- Teacher's name
- Child's **first** and **last** name
- Date(s) of absence
- Reason for absence
- Signature of the parent/guardian

Unexcused Absences – New state guidelines have been established to address unexcused absences. A parent must be notified if a student has been absent from school, without excuse three (3) days or parts of days within a four-week period. A parent is subject to prosecution and fine under Section 25.093 if a student fails to attend school without a legitimate excuse.

If a student is absent without excuse for 10 or more days or parts of days within a six-month period, or is absent on three or more days or parts of days within a four-week period, the student and the student's parent or guardian shall be referred to a municipal court for prosecution for failure to attend school (TEC 25.093 and 25.094). In addition to absences, five (5) accumulated tardies are equivalent to one (1) unexcused absence.

Personal Illness – Katy ISD Board Policy FSS (LOCAL) states when a student's absences for personal illness exceeds five (5) days, or a total of eight (8) days in a six-month period, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's future absences. Future absences or late arrivals by your child should be accompanied by a doctor's note or the school nurse may be contacted to determine whether the nature of the illness will be considered excused.

Students are in violation of this policy if they are absent from school 10 or more days or parts of days in a six-month period regardless of whether the absences are excused or unexcused.

Approved extenuating circumstances include the following:

- Religious holiday
- Personal illness
- Medical appointment
- Family illness
- Death in the immediate family
- Natural disaster

The parent/guardian should check with the teacher to determine if a long-term absence would affect the child's school progress and grades. The parent/guardian **must submit a written request to the principal 2 days prior to the absence if the reason is one other than those listed above.** For an extended absence, make-up work will be provided to students upon their RETURN to school following the absence.

Reporting an Absence- To report an absence, parents are requested to phone the school office prior to 10:00 a.m.

Make-Up Work – Following the absence, students will be required to make up all work missed. An additional day for each day missed will be allowed. For example, a student who misses three days will be given three extra days upon return to complete missed assignments. Work may be requested before 10:00 a.m. on the day of the absence. Please be aware that not all make-up work can be sent home. The teacher will decide what make-up work can be completed at home and what will need to be made up during the school day.

Tardies – If a student enters the building after the 8:20 a.m. bell, the parent **must** come into the school to sign-in the student and record the time of arrival. Any student

who has accumulated fifteen (15) tardies in a four (4) week period will be referred to the district's attendance officer. **Five (5) tardies equal one absence.**

Partial Day Absences – If a student is to leave school during the day, a note must be presented to the teacher in the morning stating the reason and the time the student will be picked up. It must be signed by the parent/guardian. The note **must** also include:

- Teacher's name
- Child's **first** and **last** name
- Reason for leaving early
- Signature of parent/guardian

A parent/guardian must present a photo I.D. before a student can be released from class to leave the building. A copy of the ID will be made. The name of the person checking the student out must be listed as a contact person on the enrollment card.

All students **MUST** be signed out through the office. A parent/guardian **MAY NOT** go to the classroom to get his/her child. The student will be called to the front office when the parent/guardian comes to the office and signs the student out on the signature card. The student will meet the parent in the front office foyer area. **Students will not be called out of the classroom ahead of time.** If a parent/guardian is contacted by the nurse to pick up a child because of illness, he/she must also sign the student out.

A doctor's note must be presented upon the student's return to school in order for the partial day to be excused.

Parents are encouraged to review the Discipline Management Plan and Student Code of Conduct for further attendance guidelines.

Attendance Awards



An **exemplary attendance** award may be earned under the following conditions:

1. Zero absences; (absences from natural disasters or uncontrollable factors will not be counted, if officially designated as excused by the Superintendent of Katy ISD, i.e., weather conditions, etc.;
2. No more than four tardies or early check-outs (after the 10:00 a.m. attendance bell).

Arrival and Dismissal

ARRIVAL

The 8:10 a.m. bell allows the students to enter their classroom. Prior to that time, students must wait in the gym. Students may arrive between 7:50 and 8:10 a.m. Staff will **NOT** be available to supervise students prior to this time. Only staff members may be in the hallways before 8:10 a.m. unless a conference has been previously scheduled with a teacher. If a conference has been scheduled, parents/guardians must check in at the front office. The office staff will contact the teacher and then the parents/guardians may proceed to the classroom or conference room. **Per Katy ISD, parents MAY NOT walk students to their classrooms in the morning.**

Students arriving by bus will enter the building through the gym doors. Students who are **bike riders** or **walkers** are to enter the building through the west entrance (side door) **only with the exception of students crossing Fry Road, who may enter thru the gym. All Bike riders must wear a helmet. Skateboards and scooters are not allowed as a means of transportation to or from school.** Students arriving by car are to be dropped off at the west entrance (side door) **only**. Parents/guardians are asked to remain in their cars and to please stay in line so their child can be dropped off at the curb. This is to ensure the safety of all students so they are not walking unescorted in the parking lot.

Car Dismissal

If you chose to drive to pick up your child/ren, please join in the car line that forms at our west entrance and remain in your car. Students who are picked up by parent vehicles will wait in the school building. **Parents must have a colored car rider tag** stating their child(ren)'s name(s).

DO NOT attempt to park your car and ask your children to come to you across the busy school driveways. This is a serious hazard, and we cannot allow children to do this. Teachers will help transfer your children to your car in the safest manner possible. We will do our very best to have the car line move as quickly as possible.

If you have school business to attend to at this time of day, please feel free to park and come inside the building; however, you must find a legal parking place. We ask that you not block either of our driveways by parallel parking on the front or side of the building. Please observe the legal painted crosswalk areas for your driveway crossing.

Parents/guardians must stay in their cars and not walk across the parking lot to pick up their children. It is

extremely unsafe to walk between cars that may be moving. Staff on duty will help students into the daycare vans and parent/guardian vehicles.



Walkers

Morning walkers are asked to walk on the west end sidewalk all the way to the building or avoid crossing traffic lanes in the driveway. This is a must to ensure student safety. With the car rider dismissal procedures, we believe that dismissal will run much smoother and faster. If a parent walks to school to pick up their child/ren, they will meet their child/ren at the crossing guard post. Their child/ren will walk out with the staff on duty and are considered walkers. They will need a signed parent permission walker form.

Our primary concern is that we keep all our children safe during dismissal. Your patience and positive attitude with allowing these measures of security for all of our children is greatly appreciated!

Bus Dismissal



Students are loaded onto the buses at 3:40 to avoid sitting on the buses when it is too hot or too cold. **Students may not be taken off the bus by parents. In the event of a family emergency, parents must go to the office, show identification and ask the office staff to sign out their child/ren.** The office staff will then walkie-talkie the staff on bus duty to release your child to the front office.

TRAFFIC PATTERN

ASBESTOS MANAGEMENT PLAN

The District is committed to providing a safe environment for workers, building occupants, students, parents and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. A copy of the District's Management plan is available in the administrative office at each school site which contains friable and/or non-friable asbestos containing building materials (ACBM). This plan is available for inspections during normal business hours.

Bacterial Meningitis

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

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:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

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).

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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 web sites for the Centers for Disease Control and Prevention: www.cdc.gov/ and the Texas Department of Health: www.dshs.state.tx.us/.

Birthdays

KISD Board policy does NOT allow the dissemination of birthday invitations in the school setting.

Balloons and flowers should not be delivered at school because they are not allowed on the buses and are a distraction in the school environment.



Birthday Treats

If you plan to send a treat for your child's birthday, we ask you follow these simple guidelines:

- 1) **All birthday treats will be served during recess in the classroom.**
- 2) **Please contact your child's teacher to find out how many treats to send and if there are any allergies in the classroom (EX: peanuts, flour, etc.).**
- 3) **In order to prevent multiple treats on one day, please notify the teacher a few days in advance of the day you would like to send a birthday treat.**
- 4) **Please contact your child's teacher if you would like to schedule an alternative treat day if your child's birthday falls on a holiday or during the summer.**
- 5) **Please send individual-sized treats such as cupcakes or cookies.**
- 6) **Drinks, party items, gift bags or balloons are not permitted.**
- 7) **You are encouraged to send healthy treats.**

Please note that **only** parents or grandparents may provide a treat for each child on the occasion of their child's/grandchild's birthday. Thank you for your cooperation!

Book Orders

If you and your child decide to order books from a book club order form that is sent home, **please send a check made out to the book club.** Teachers do not keep cash in the classroom.

Breakfast

Breakfast is served daily from 7:50-8:10 a.m. In our effort to help children arrive to class on time, students who arrive after 8:10 a.m. will not be permitted to eat breakfast in the cafeteria. If parents want their child/ren to eat breakfast they are encouraged to arrive by 7:50 a.m. The student breakfast is .75¢.

BUS

IS YOUR CHILD SCHOOL BUS READY?

If your child knows these facts, your child is bus ready:

- First and last name
- Home address
- Emergency telephone number
- First and last name(s) of the parents(s)
- Can remember this rule, "If unsure of his/her bus stop, tell the bus driver and **do not** leave the bus."

Students may only ride their designated bus unless they have a note signed by their parent/guardian to ride another bus. A change of transportation is then given to the student.

Students may only get off at their designated bus stop unless they have a note signed by the parent/guardian. This note is then given to the bus driver.

Parents MAY NOT pick students up at the bus ramps at the end of the school day.

Bus Rules

1. Speak within a normal voice.
2. Follow directions the first time given.
3. Keep hands, feet and objects to yourself.
4. Remain seated and face forward until it is time to get off at your stop.

Consequences for Bus Behavior

First Bus Safety Report – Conference with a principal

Second Bus Safety Report – Conference with a principal/Bus Probation

Third Bus Safety Report – Bus suspension for the next three (3) days

Fourth Bus Safety Report – Bus suspension for the next ten (10) days

Fifth Bus Safety Report – Bus suspension for the remainder of the semester

Change of Dismissal Procedures

Parents/guardians must send a written note to their student's teacher to inform him/her of any change in the student's established dismissal plan. **IN AN EMERGENCY**, a parent/guardian may fax the school a written note, with the parent's signature, before **3:15 P.M.** to make a change of transportation. A Change of Transportation form will be given to the student's teacher when a change has occurred. **The office will not take phone calls regarding changes in transportation due to not being able to identify the caller.**

Parents who need to pick up their child/ren due to an emergency or unforeseen problem must come into the building and sign the child/ren out before 3:15. Requests made after 3:15 cannot be honored, and the parent will have to meet the child at his/her bus stop or wait in the car line.

Parents of children with **special needs** may discuss the best dismissal procedures for their child/ren with their child/ren's special education teacher.

Changes to Information

Please let us know as soon as possible if there are any changes in phone numbers, addresses or family status. If your child gets sick or hurt, we want to be able to contact you immediately. When there is a change in family status, such as severe illness of a family member, a grandparent passing away or a divorce, these events tend to affect a student's work habits. We would like to be as understanding and supportive as possible.

Clinic



The nursing objective at McRoberts Elementary is twofold:

1. to deliver health care to students who become ill or hurt.
2. to promote personal health care.

24 Hour Rule

Students who demonstrate signs and symptoms of illness or a possible communicable disease should be referred to the school clinic for further assessment. Those with an elevated temperature of 100.4 degrees or above or those who vomit or have diarrhea must be isolated and sent home. The student must be fever free without fever-reducing medication for 24 hours before he/she can be allowed back in school. Those excluded due to vomiting or diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school. (Administrative Regulation FFAD) **The 24 hour period is used as the standard length of time to determine if indeed symptoms have subsided.**

Head Lice

Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp and throughout the hair, you may see very small, rapidly crawling insects about 1/8" long and brown to grayish-white eggs (nits) firmly attached anywhere on the hair strand. Although these nits may look like dandruff, dandruff can easily be removed from the hair while nits are not easily removed.

Students (in elementary school) are screened at the beginning of each semester and (at all grade levels) when symptoms are exhibited.

If live lice are found in your child's hair, use a medicated shampoo for killing lice. You must buy a separate bottle for each member of the family and follow the instructions on that bottle. Contact your school nurse for further instructions. If nits are found, it is recommended that they be manually removed to prevent re-infestation.

Current Administrative policy states that a child found to have live lice may not return to school unless the hair has been treated with the medicated shampoo and the product box and/or bottle has been presented to the school nurse. Your child will be rechecked when he/she returns to school and again in 7-10 days, after second treatment (which is essential in eliminating head lice infestations). Head lice are not a serious medical condition, but needs to have diligent parental cooperation to control.

We encourage parents/guardians to also do checks at home to ensure prevention of infestation. If infestation is found, your child will be sent home to be treated. A second treatment will need to be done in 7 days, and your child will be re-examined by the nurse. The nurse will need to see the child before returning to school.

When a student is identified with an active case of **head lice**, one (1) day (per incident) is allowed as an "excused" absence for the student to be treated. Any additional absences incurred for treatment purposes during the 7-10 day treatment period, OR as a result of not being "nit free" following the treatment period, will be considered "unexcused".

MEDICATIONS can only be dispensed from the clinic. All medicines, prescription and non-prescription, must be in the original containers and properly labeled (dosage, times and student's name). Written instructions to administer the medication must be submitted and signed by the parent/guardian. A physician's signature is also required for medications to be administered at school for more than 15 days.

If a child has a communicable disease, such as chicken pox, strep throat, measles, scabies, head lice or hepatitis, the child must be kept at home, and the school nurse must be notified. Instructions as to the proper procedure for re-admittance into the school can be obtained from the nurse.

Annual screenings include basic vision and hearing screenings. Any student who fails either of the screenings will bring home a referral for further testing.

The nurse will also supplement the health education program by presenting material to the students in the classrooms. Some of the topics discussed will be dental care, communicable diseases, drugs, safety and community and environmental health.

Communication Folders

Student communication folders go home every Tuesday. Please review and remove papers and return the folder on Wednesday. School notices, calendars and newsletters usually are sent home in the communication folders. Kindergarten and first grade send the folders home daily.

Conferences

Parent-teacher conferences are a part of the process of reporting student progress (academic or behavioral) to parents/guardians. At least **one (1) conference per student** is required each year. Additional conferences may be scheduled whenever warranted. Teachers will not be able to confer on a drop-in basis as they must maintain the class schedule and often have other responsibilities during their planning times. **Appointments must be made.** Teachers are not available before or after school unless prior arrangements have been made. **Please do not proceed to the classroom without an appointment.**

Counselor

McRoberts Elementary is fortunate to have a full-time counselor on staff. The counselor has a variety of responsibilities relating directly to the parent/guardian and child.

Some of the counselor's major responsibilities are:

1. Develop strategies with teachers and parents/guardians for working with students who exhibit difficulties (emotional, academic or behavioral) that interfere with their learning
2. Serve as consultant and participant in parent conferences
3. Offer parenting groups and other seminars for parents/guardians and teachers
4. Provide short term individual and group counseling
5. Provide referrals for students and families for help with issues outside the scope of an educational setting
6. Coordinate testing and interpret test results
7. Serve as a resource for teachers and parents/guardians on mental health, developmental and behavioral issues

The counselor is available to talk with parents, guardians, teachers, administrators and other professionals about resources, programs and individual or family problems.

Discipline

A positive learning environment is of primary importance in helping students benefit from their school experience. Acceptable and appropriate behavior is expected from all McRoberts' students. Appropriate behavior and established discipline policies are discussed in the classrooms during the first week of school, at orientation and whenever the teacher feels it is warranted. Students exhibiting unacceptable behavior will be disciplined according to KISD school board policy and the McRoberts discipline plan.

McRoberts Elementary is dedicated to providing our children with the safest and most pleasant learning environment possible. The '**Love and Logic**' process is in place at McRoberts: Love allows children to grow through their mistakes. Logic allows children to learn from the consequences of their choices. This discipline plan complies with the Katy Independent School District

Discipline Management Plan and Student Code of Conduct. We recognize that a school-wide plan helps children learn the policies and provides an environment conducive to McRoberts students feeling safe.

As per district POLICY, no knife or knife-like object may be brought to school.

Toys and balls should not come to school unless a teacher requests the item for a lesson or as an incentive. Students may not carry **paging devices** and/or **cell phones**. Students are prohibited from carrying these items on elementary school property, and the item(s) will be confiscated.

The **McRoberts dress code** complies with the Katy ISD dress code. Some highlights are: Students may not wear boxer shorts or pajamas as outerwear. All shorts, skirts, slit-legged attire, and dresses must be no shorter than mid-thigh for students in K-5. Pants, if baggy, must be belted, and no chains may be worn on a student's belt. Biker shorts, cutoffs, and lycra-spandex items are not allowed. Shirts must be tucked in if it is appropriate to that fashion. 'Appropriateness' is defined as follows: Shirts (with or without a collar) if worn on the outside of the pants, must not extend below the bottom of the back pants pocket with the pants worn at the waist. If shirts extend below this length, they will need to be tucked inside the pants or not worn.

We constantly strive to give our McRoberts Elementary students the best education that KISD has to offer. We are confident that you will find our faculty and staff to be of the highest quality. Your support of our efforts is greatly appreciated as we strive to keep our students safe and undistracted in the best educational environment we can provide.

Guiding Principles of Love and Logic

- **Share control**
- **Share thinking and decision making**
- **Apply empathy before delivering consequences**
- **Provide opportunity for building self-concept**

Specials conduct discipline notification:

0-2 White Slips = S
3 White Slips = N
4 or more White Slips = U

*****Severe infractions will result in an immediate office referral.**

Students may be excluded from special programs, special reward activities, and/or class activities if they do not meet behavioral expectations.

After School Detention

After school detention will last from **3:45 p.m. to 4:30 p.m.** on Tuesdays and Thursdays. Students will be brought to the front doors and released at 4:30. Parents will be notified in advance and are responsible for promptly picking up students.

Please read the Katy ISD Discipline Management and Student Code of Conduct booklet and the McRoberts Discipline Plan carefully.

The Dolphin Creed



I WILL

- Do my very best.**
- Only act in a very respectful manner.**
- Learn in a safe environment.**
- Perform to the best of my abilities.**
- Help myself and others to achieve success.**
- Involve my family in my learning experiences.**
- Never say "I can't".**

Dress Code

The development of acceptable standards of personal appearance is considered to be a goal of Katy ISD. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process.

In establishing appropriate standards of school dress, it is not the intention of this school system to attempt to regulate fashion or determine what is or is not in style but rather to encourage grooming standards that are compatible with community expectations.

In order to maintain an orderly environment conducive to the attainment of the educational mission and the purpose of the district, all students shall be required to conform to a reasonable dress and grooming code. The provisions of

the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply.

The following guidelines are examples of expectations and are not limited to those provided in the list. They shall apply to all students during curricular activities.

1. **No article of apparel or hairstyle shall ever be worn which will in any way damage school property, create a safety hazard, or create a distraction.** Hats, caps, headbands, bandanas shall not be worn indoors except in the interest of safety, cleanliness, or with permission of the principal.
2. Clothing that depicts or refers to alcoholic beverages, drugs, nudity, or contains obscene or profane slogans, or other emblems or writing that may reasonably be expected to cause disruption or interference with normal school operations is not allowed.
3. Shirts and blouses are to be tucked in or buttoned in accordance with design and appropriateness. Undershirts, boxer shorts, tank tops, see-through shirts or blouses, or clothing with **spaghetti straps are not acceptable** for school unless worn under other clothing. Pants or slacks must be worn at the waist, belted, if appropriate, and not baggy.
4. Skirts, dresses, and split-legged attire cannot be shorter than mid-thigh for students in grades K-5. Biker shorts, cutoffs, and lycra-spandex items are not allowed.
5. **Shoes shall be worn at all times and should be chosen for safety, health reasons, and for quietness. Platform shoes and sneakers with wheels are not allowed.**
6. **Hair shall be clean, well groomed, out of the eyes and shall not be styled in a distracting way.**
7. Jewelry, including earrings, chains, emblems, etc., which is considered a safety hazard to either the wearer or other students, which may cause damage to school property, or which creates a distraction is not allowed. For safety reasons, press on nails are discouraged.

8. **Jeans and McRoberts T-shirts are recommended on Spirit Day, which is every Friday.**
9. Students may carry backpacks and small carrying cases, but they may not bring a carrying case that is a piece of luggage. There is not enough storage space in the classroom for these items, and if they are left in the classroom, students may fall over them.
10. Art classes may be messy at times. Therefore, parents may choose to dress their children in well-worn clothes on those days or send cover-ups.

If the principal/assistant principals determine that a student's grooming is not in compliance with the district's dress code, appropriate disciplinary action will be taken. Parents may wish to review the district's handbook, Discipline Management and Student Code of Conduct or Katy ISD Board Policy.

Early Arrival at School

The McRoberts policy allows children to enter the building at 7:50 a.m. The 8:10 bell allows students to go to their classrooms. Prior to this time, students must stay in the gym. **Staff members are not available to supervise students prior to 7:50 a.m. Students who are not in their classrooms at 8:20 are considered tardy.** These students must obtain an admission slip from the front office prior to going to class. Students who arrive late due to the bus being late are not considered tardy.

EARLY DISMISSAL

Early dismissal time for grades K-5 is 12:40
Pre-K times are: AM class – 8:20 - 10:20
PM class – 10:40 – 12:40

Emergencies

Occasionally we have emergencies, such as extreme weather. As always, our first concern is the welfare of the children. Please be assured that all efforts will be made to keep the students safe, sound, and reassured. Please keep in mind that schools are often the safest places during an emergency.

EMERGENCY INFORMATION

It is imperative that the school is able to reach you at home or at work on any given school day. Please be sure you have listed on the enrollment card all emergency numbers and those persons that may pick your child up from school. Please be sure you notify the school office during the year of any changes regarding telephone numbers (home, cell and/or business), as well as changes in addresses.

Foods of Minimal Nutritional Value

Schools are in a powerful position to influence children's lifelong eating habits. To support this role and help combat the childhood obesity crisis, the Texas Department of Agriculture created new nutrition guidelines for public schools participating in the federally funded Child Nutrition Program. This includes the Katy Independent School District.

Parents are not allowed to bring food or drinks to school for anyone other than their own child. This includes lunches and snacks.

Working together, we will promote healthy eating habits for all our students.

Food Service KISD Nutrition Facts

WHAT IS THE TEXAS PUBLIC SCHOOL NUTRITION POLICY AND HOW DOES IT AFFECT ME?

All Texas public schools participating in the federal Child Nutrition Programs such as the National School Lunch Program must comply with these policies. You can access policies for all grade levels at www.squaremeals.com

CAN PARENTS BRING FOOD INTO SCHOOLS?

Parents may bring food and beverage items for their own child only.

CAN PARENTS BRING IN FOOD FOR BIRTHDAY CELEBRATIONS?

Birthday parties may be celebrated with food but not during the breakfast or lunch period. Please check with your school for specific guidelines.

WHAT IS THE KISD DISTRICT POLICY FOR BORROWING FUNDS FOR MEALS?

- The cafeteria will allow an elementary student to “borrow” money for lunch in an emergency situation. This courtesy will not be extended after account balance reaches a cap of -\$15.00.
- If the student wants to borrow money for lunch after the cap is reached, a cheese sandwich and a carton of milk will be given.
- No money for extra food or snacks should ever be borrowed from NFS.
- All negative accounts will receive an automated call until account is paid in full.
- Parents may choose to take advantage of the online service (www.mealpayplus.com) and set up a Low Balance email notification free of charge. You are also able to make convenient deposits directly into your child’s meal account using a credit or check card for a \$2.00 transaction fee.

HOW CAN I STAY INFORMED OF WHAT IS HAPPENING IN THE KISD NUTRITION & FOOD SERVICE DEPARTMENT?

You should look for the Food Service link located on our district supported website. www.katyisd.org/services/foodservices Many frequently asked questions are answered including the following: Can I monitor what my child is purchasing for lunch? How does the Food Service Department handle a medical issue/allergy that affects my child’s food choices?

HOW CAN I APPLY FOR FEDERAL ASSISTANCE FOR REDUCED PRICE OR FREE MEALS?

A Free & Reduced Meal application is included in this first day packet. Please refer to the income guidelines to see if your family would benefit by filling out an application. Last year benefits are good thru September 23 and will terminate unless a new application is turned in & approved prior to this date.

WHAT ARE THE ELEMENTARY MEAL PRICES?

The student breakfast is .75¢ and lunch is \$1.50 (meal includes milk). Adult lunches are available for \$2.25. Your student can purchase an assortment of healthy snacks: 12oz bottled water, baked chips, fresh fruit, baby carrots, yogurt & additional milk.

Homework

Homework addresses two main goals. It helps students to become more responsible and allows parents to become more involved in their child's learning. If you set aside a certain time and place for homework, the routine will become easier. Please review your child's homework. In addition to homework, please read to your child and encourage him/her to read. The following guidelines will be followed concerning homework:

1. Homework does not have to be an extremely long and difficult task. It can simply be taking papers home to be signed or correcting papers with the child.
2. Work that has been introduced and studied in class may be assigned for homework.
3. Drill and written work with math facts or spelling words are beneficial to the child at home.
4. Each grade level has a homework policy that will be shared with students and parents so they will know what to expect.
5. Homework for students who are absent three (3) days or more should be requested before 10:00 a.m. through the school office. Work may then be picked up by 3:40 p.m. at the front office. If the student is absent one or two days, the work can be made up when the student returns to school.

Library/ Learning Resource Center

The library is an important part of the child's learning experience. Many instructional and educational materials are available there. Children have the opportunity to check books out at least every other week during their scheduled class library time. Students should be responsible for caring for their books. **Parents are responsible for any damages.**

Parents are invited to use the library and may check books out anytime during the school day. Parent volunteers are always appreciated in the library. Shelving books, reading to classes and working with students are a few ways to help.

Katy ISD Library Media Center Usage Policy

Katy ISD is pleased that your child will be benefitting from the resources of the district's library media centers. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

When you sign the parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures.

The library media centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child's choice of library materials. Self selection is encouraged. Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

LOST and FOUND

Please mark all items of clothing and supplies with your child's first and last name and homeroom teacher. Student clothing and supplies without names will be placed in the lost and found, located in the school gym. Students and parents are welcome to look there for lost articles. Jewelry, money and glasses will be placed in the office.

Lunch Visitors

As new issues have been raised, it has been necessary to add another safety precaution during lunch. **Since parents/guardians are the only persons who have a**

right to access their child or to authorize access by a person other than an employee, the district now requires that parents provide written permission for each immediate family member to which the parent has extended lunch privileges. Only the student and his/her visitor may sit at the designated Parents' table.

Lunch Payment

Students are encouraged to pre-pay for their lunches by the week or the month. Pre-payment may be made by cash or check on the first day of the week or month. The monthly cost is printed on the menu if you wish to pay on a monthly basis.

Lunch is \$1.25 per day. Breakfast is .75. Parents/guardians whose last name is different than their child's should write the child's name on the check, along with the child's lunch number.

Applications for the free or reduced lunch program are available in the school office.

Students who forget their lunch or lunch money will be provided a cheese sandwich and milk from the cafeteria. Students will not be allowed to call home for lunch money. **Children will not be called out of class before lunch time to pick up a lunch in the office.**

Parents/guardians, nonschool-ages siblings, and grandparents (with written parental permission) are welcome to come and eat lunch with their child/ren.

McRoberts sells breakfast every school day.

Starting on May 1, 2007, Katy ISD implemented a new online-based payment system that allows you to make deposits into your child's meal account via the web at www.mealpayplus.com. There is a link to the MealpayPlus website on our campus homepage, as well as on the food services page on the district website.

The MealpayPlus prepayment system allows you to make a payment to your child's meal account with a credit card (Visa, Master Card or Discover) or a bank check card that has a VISA or Master Card logo.

For your convenience, and at no charge, low balance e-mail reminders can be set up to remind you when your child's balance reaches a certain limit. There is no charge for viewing your student's balance, purchase history, or to set up low balance reminder e-mails. You will need to register as a user using the alphanumeric Katy ISD identification number for your child. You can locate this number at the top of the student report card.

The Wallet and Auto Replenish feature allows you to set a low balance amount that will automatically replenish your

child's account from your credit card. A \$2.00 charge is added when making deposits on MealpayPlus. The \$2.00 charge includes the entire family when making a deposit (maximum transaction of \$200), not just a single child.

Money deposited into MealpayPlus is posted to account within minutes under normal operating conditions. You can set your low balance e-mail reminder early enough for funds not to fully deplete.

Security is a priority with MealpayPlus. The data is encrypted at 128 bit encryption and VISA's protocol for its CISP/Cardholder Information Security program is followed, which is VISA's highest security certification. While we believe MealpayPlus is an easy and convenient way for you to deposit money into your child's meal account, you still have the option of pre-paying for meals by sending either cash or a check payable to KISD Food Service.

If you do have problems or payment processing questions, you can call MealpayPlus directly at 1-800-859-6508 between the hours of 9:00 am - 6:00 pm EST. After hours, you will be asked to leave your number, and you will be called the next business day. You can also e-mail questions to Support@Mealpay.com.

Medicine at School



MEDICATIONS can only be dispensed from the clinic. All medicines, prescription and non-prescription, must be in the original container and properly labeled (dosage, times and student's name). Written instructions to administer the medication must be submitted and signed by the parent/guardian. A physician's signature is also required for medications to be administered at school for more than 15 days.

MESSAGES AT SCHOOL

Please ask the office to give a message to your child **only in case of an emergency**. We prefer to interrupt classes as seldom as possible. **Children may not be called to the phone.**

Minute of Silence



Each KISD school begins each day with a minute of silence for the students to reflect on their day's activities. Students are asked to be seated and silent during this time.

Parent Education

Katy ISD, the McRoberts PTA and PME offer a wide variety of opportunities for parents to learn new skills and to gather with other parents to discuss important parenting topics. Information about learning opportunities is sent home with all students on a regular basis.

Parent Teacher Association (PTA)

McRoberts Elementary has a membership drive at the beginning of the year. Dues for membership are announced every fall. Parents are encouraged to become active in the PTA and will be notified of the PTA functions and meetings. The PTA sponsors fund raising activities to support the school. Purchases for the school include teaching materials, playground equipment, and scholarships for teachers, teacher appreciation gifts and food, guest speakers, student parties, etc. An appropriations committee makes recommendations regarding the expenditures of dollars generated by the PTA.

Research indicates that active, positive, parental involvement supports student achievement. One of the KISD goals is to focus on increasing parental involvement.

Parties

There are two school parties per year. Room parents along with the teacher's guidance are responsible for organizing the parties. One of the parties is scheduled prior to the winter holidays; the other is scheduled around February 14. The Room Chairperson is a member of the PTA executive board.

Pest Management

Integrated Pest Management (IPM)

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the

use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child (ren)'s school assignment area may contact the District's IPM Coordinator at 281-396-2503.

Playground Rules



1. Walk in the vicinity of the playground equipment.
2. Go down the slide one at a time, feet first, in a seated position.
3. Pass through the tube slide and do not climb on the outside of the tube.
4. Always remember to go around, not under, the equipment.
5. Stay clear of the bottom of the slide.
6. Hang in an upright, vertical position only on rings and pull-up bars.
7. Rocks, sand and other objects are not to be thrown on the playground.
8. Only climb on the outside of the corkscrew ladder.
9. Stay clear of the swing area when others are swinging.
10. Swing one at a time and in a seated position.
11. Stop the swing before getting off.
12. Do not jump from any equipment.
13. Karate and gymnastics at school are permitted only under direct supervision of the physical education teachers.
14. No football.
15. Freeze and look at your teacher when hearing one (1) whistle;
Two (2) whistles – resume play;
Three (3) whistles – line up to go inside.
16. Respect the equipment and everyone's right to use it.

Due to safety concerns, Pre-kindergarten and Kindergarten children are not allowed to hang on the horizontal bars or monkey bars (6 feet 8 inches in height).

Principals

The Principal and Assistant Principals are involved in all aspects of the educational processes that create an effective school. The Principal/Assistant Principals are always pleased to meet with parents when a Principal-Parent Conference would benefit the student or to discuss any educational issues. **Parents should always discuss academic or behavioral problems with the student's teacher before contacting the Principal/Assistant Principals.** In most instances, a conference with the classroom teacher will provide answers or clear up concerns since it is the teacher who knows the student best.

Progress Reports

Progress reports are sent home during the middle of the six (6) weeks grading period. This will let you know if extra effort at home and communication with the teacher will be of vital importance to your child's academic achievement. Please sign and return it so the teacher knows you have seen it and are aware of the student's academic progress.

Proof of Residence

Any student attending McRoberts Elementary and living with another McRoberts attendance zone family will be required to fill out a new Proof of Residence affidavit each new school year. A current utility bill (gas, electric, or water) with the homeowner's name on it, must accompany the affidavit.

Falsification of information is a federal offense.

RAPTOR

You will be asked to present one of the following forms of identification in order to gain entry to the campus beyond the front desk:

Valid Drivers License (any state)

State-Issued I.D. Card

Work Visa

Green Card

Your license or identification card will be scanned. Once cleared, you will be issued a visitor's badge, which **must** be worn while you are on campus. Upon your departure, the visitor's badge must be returned to the front office.

Safe Use of Repellants

- Always follow the label recommendations.
- Apply to exposed skin and clothing. Do not apply under clothing or over cuts, wounds, or irritated skin.
- Look for repellants that have DEET (N, N-diethyl-m-toluamide) for the best protection against mosquitoes.
- After returning indoors, wash treated skin with soap and water.
- Apply to face by putting repellant on hands and rubbing it carefully over the face.

KATY ISD PROCEDURES FOR INSECT REPELLANT USE DURING SCHOOL HOURS

- Concerned parents are strongly encouraged to use a repellant on their child before they leave for school, especially younger children who may have difficulty applying the repellant safely.
- No repellant sprays or lotions will be provided by or applied by school personnel during the school day.
- Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on or wristband type of repellant for use by their child. (Sprays pose the risk of accidental exposure and will not be allowed.)
- Parents should instruct their child in the proper use and application of an acceptable repellant, since it will be retained in the child's possession (backpack, etc.) for use when going outside for activities or practices.
- Students with physical limitations that make it impossible to self-apply a repellant will need to bring a parent note from home along with the repellant.

Efforts will be on-going through Maintenance and Operations to prevent standing water and tall grass in play and practice areas. Please contact your child's campus nurse if you have any questions.

Note: Additional Information on the previous topics as well as those listed below can be found on the Health Services link of the KISD website:

http://www.katvisd.org/curriculum/health_services.htm

Safety Patrol

The safety patrol is composed of a trained group of 5th grade students organized to promote safety in and around the school. These students are chosen through teacher recommendations and by submitting an application to the school counselor as to why they would like to be a safety patrol member. These students are to be recognized as models of good citizenship at McRoberts Elementary. All students should be instructed to respect and obey the safety patrol members in matters of school safety.

Safety and Security

The safety and security of all children, staff members, and parents is of utmost importance. Specific policies and procedures will be maintained to ensure student and staff safety. The security plan for McRoberts Elementary includes:

1. All doors other than the front doors will be locked at all times.
2. **All visitors must enter, register, and exit at the front office.**
3. Students will be supervised at all times.
4. No students are released to any adults directly from the classrooms – only through the school office. Students must be signed out at the front office.
5. **Parents/Guardians must be prepared to show the proper photo ID before a student is released.**

Due to safety as well as confidentiality, pictures of students may not be taken other than a parent or guardian taking pictures of his/ her own child(ren) or at a public event, such as an awards ceremony. Picture taking and videotaping are prohibited in hallways and classroom (See Video, Voice Recorders and Cameras)

School Pictures/Yearbook



Individual and class school pictures will be taken during the year. Individual picture retakes are taken for new students and for students who were absent. Your checks should be made directly to the photography studio. Yearbooks may also be ordered and purchased during the year. Parents will be notified in advance of the date and the price.

School Song

(Lyrics by Pat Chandler)
Sung to the tune "The Irish Fight Song"

We are McRoberts family.
We work together in harmony.
Clear the way for our success, 'cause we're working hard
to do our best.
Our mascot dolphin is very cool,
Just like the people here in our school.
Time for work and time for play,
We will make the best of every day.
Blue, white and gray are the colors of the sea.
That's why we wear them proudly, you and me.
Our McRoberts is the place to wear a big smile upon your
face.

M-C-R-O-B-E-R-T-S YES!

SEVERE WEATHER DISMISSAL GUIDELINES

Rainy Day Plan - Occasionally, we have severe weather during the school day. When this occurs, many children become quite concerned about how they are to get home. Please instruct your child's teacher in writing as to what your child should do on days when it is raining or there is a severe weather condition. **The teacher needs to have your child's rainy day plan in writing before the first rainy day. This is most important, as severe weather often occurs without warning.** Please have a rainy day plan on file with the teacher rather than trying to make a last minute change. **Rainy days or severe weather days at dismissal are hectic; last minute changes increase the chances for errors.**

If weather is unsettled at 3:15 PM, a decision is made as to whether it is safe or unsafe for the students. Students are told via intercom to follow their "Rainy Day Plan" if at 3:15 PM, the following weather conditions exist:

1. Raining hard
2. Lightning or thunder in the area
3. Katy area under watch/warning determined by the National Weather Service
4. Sleet or icy conditions exist

Once a rainy day plan is called, children must follow their rainy day plan regardless of how hard it is raining or even if it stops. It is either a rainy day or a regular day, nothing in between.

Tornado Watch/ Warning - **If the school is notified by KISD Officials that there is a tornado warning, no**

students will be released under any circumstance from the building until the "all clear" notice is received from the KISD Administration or the KISD Police Department.

Please help us to keep all students safe in an emergency by cooperating with this policy. In severe weather conditions, students are much safer in the school building than in a vehicle of any type. Parents are welcome to seek shelter in the school until the watch/ warning is lifted. They will not, however, be allowed to take their child (ren) out of the building until the watch/ warning is lifted.

Student Success Initiative

In 1997, the State Legislature created the Texas Reading Initiative which was designed to help all children read on grade level by the end of third grade. Two years later, lawmakers passed the *Student Success Initiative*, which required third grade students to pass the Texas Assessment of Knowledge and Skills (TAKS) in reading to be promoted to the fourth grade. This segment of the *Student Success Initiative* was implemented in 2003.

In 2005, the next phase of the Student Success Initiative began. This means that fifth grade students must pass the **reading AND math** portions of TAKS to be promoted to the sixth grade.

Third grade students have three opportunities to pass the reading portion of the TAKS, and fifth grade students have three opportunities to pass the reading and math portions of the TAKS. Parents will be notified if their child does not pass a TAKS test that is required for promotion.

Spirit Day

Students are encouraged to wear the school colors **BLUE, WHITE, and GRAY** or a McRoberts T-shirt on Fridays.

Student Council

McRoberts Elementary has a Student Council whose representatives are volunteers from fourth (4th) and fifth (5th) grades who meet the PME guidelines for behavior and academic grades. The Student Council sponsors various service projects throughout the year.

Students must maintain a 75 or above in all core subjects and an "S" in conduct and responsibility. Grades are based on the **first six- week period of the year.**

Supplies

Supply lists for each grade level are available in the office. Supply lists are also sent home in the last report card of the year. It may be necessary to replace supplies throughout the year. Parents will be notified of items needed.

Teachers' Hours

Teachers are on duty from 7:55 a.m. to 3:55 p.m.

Telephone Use

Students must have teacher permission in order to use the phone. Phone use must be limited to emergencies only. The McRoberts telephone number is (281) 237-2000. The fax number is (281) 644-1580.

Toys

Toys should never be brought to school. Toys include electronic games, skateboards, yo-yos, compact disc players, trading cards or anything that may interrupt teaching or the learning process.

Video Voice Recorders and Cameras

Due to confidentiality issues related to directory information and to the Family Educational Rights and Privacy Act (FERPA), visitors may not use video recorders, voice recorders, or cameras unless it is a performance open to the public or during a private conference with permission by an administrator.

Public events are those events that occur when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. a talent show performed after the end of the school day). If the event is during the instructional day (i.e. classroom or grade-level performances), students are considered a "captured" audience and directory information and FERPA rules apply. This is true even if parents are invited to observe.

Visitors

Visitors are always welcome at McRoberts. **For security reasons, all visitors must register and put on an ID at the front office before proceeding to other parts of the building. All visitors will be asked to show picture ID before entering the building.** Visitors must also sign out before leaving the campus. Parent volunteers, PTA officers, etc. must also sign in at the office and wear a volunteer nametag before proceeding to their assigned areas. Teachers are expected to direct anyone not wearing a volunteer or visitor tag to go directly to the office.

For security reasons, all school doors are locked from the outside except for the front entrance door. Throughout the school day, all visitors are to enter and exit through the front door only.

Parents are welcome to visit in their children's classrooms after the first two weeks of school and before the last two weeks of school **after making prior arrangements with the teacher.** Visits need to be limited to one (1) hour. If a classroom has a substitute or the principal is observing in the class, you will be asked to select another day to visit the classroom. It is most important that regular classroom activities continue at all times. If you need to confer with the teacher, you will need to make an appointment for a later time and day when he/she does not have students. Please do not bring other children with you when you plan to visit in the classroom. Parents are asked to abide by McRoberts procedures when they are visiting the building.

Each child's safety is one of the top concerns in the school setting. Due to the number of people that enter a campus on a given day and safety concerns in monitoring those individuals in the building, lunch visitors at elementary campuses are limited to parents, nonschool-age siblings, and grandparents with parental permission. As new issues have been raised in the past couple of years, it has been necessary to add another safety precaution. **Since parents/guardians are the only persons who have a right to access their child or to authorize access by a person other than an employee, the district now requires that parents provide written permission for each immediate family member to which the parent has extended lunch privileges. Only the student and his/her visitor may sit at the designated Parents' table.**

Volunteers

Volunteers are a great asset to our school. There are many needs for volunteers at PME. A volunteer orientation meeting is held each year to describe the ways that volunteers can be of assistance. Feel free to call the school office anytime during the year if you would be interested in serving as a school volunteer.

Volunteers can be of assistance in areas such as tutoring students, reading to a class, mentoring students and putting up bulletin boards.

Website

www.katyisd.org
click on Campuses
click on McRoberts

Withdrawals

If your child must be withdrawn from school during the year, please give advance notice of at least two (2) days to allow time to prepare the documentation. All records must be cleared, and all charges (if any) must be paid. When the student is enrolled in the other school, our office will send the health and scholastic records upon request from the receiving school. In order to forward counseling or Special Education records, we must have a Release of Confidential Information form signed by the parent/guardian.