


## M. ROBINSON ELEMENTARY SCHOOL

4321 Westfield Village Drive, Katy, TX 77449

Phone: 281-855-1240 FAX: 281-855-0740

Email: [m.robinson@cfisd.net](mailto:m.robinson@cfisd.net)

**School Hours: 8:15 a.m.- 3:40 p.m. School Colors: Brick Red, Royal Blue, & Gold School Mascot: Lion**

 <https://www.facebook.com/MRobinsonElem/>

 @MRobinsonElem

**Receive School Messenger Text "Y" to 67587, opt in today for SMS notifications.**

### ARRIVAL AND DEPARTURES

**EARLY ARRIVAL:** *Safety is our top priority.* Therefore, children will not be allowed to arrive at M. Robinson before 7:50 a.m. Club Rewind is a before/after school program on our campus. For information call 281-807-8900.

**ARRIVAL:** Students may enter building at 7:50 a.m. Students eating breakfast at school should pick up their breakfast from the cafeteria before going to class. All other students may enter the building and report to their classroom at 7:50 a.m.

**DEPARTURE:** Any changes in your child's after school transportation must be received in writing **before 2:30 p.m.** Parent or legal guardian will send via email [m.robinson@cfisd.net](mailto:m.robinson@cfisd.net) with a copy of your ID, stating the time of pick-up. We will make every effort to have the child in the office at the designated time. To avoid the end of day rush, students leaving early should be picked up prior to 2:30 p.m. ***\*Phone transportation changes will NOT be accepted.\****

**TRANSPORTATION INFORMATION:** Should be current and consistent for the safety of your child. Please make sure the front office has the **most current contact numbers** on file.

**Lunch Visits** – We will not have lunch visitors this year. This decision was made for the following reasons. The capacity of our cafeteria is limited. When we have too many people in that location, safety is a concern. Too many visitors overstimulate some of our students. Many students struggle with separation at the end of lunch. This creates difficulty returning to the classroom and back to learning.

**\*Please note we are planning multiple opportunities for families to be involved in their child's education. No lunch or snack drop-offs will be taken. If your child forgets to bring his/her lunch to school, they will get a lunch from the school as we cannot guarantee that staff will be able to deliver lunches.**

**CLASSROOM VISITS:** Appointments are required and must be set up with the Assistant Principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The Principal must approve any other persons observing.

**PLAYGROUND:** For safety reasons, visitors will not be allowed on the playground during the school day (8:15 am - 3:40 pm).

**ATTENDANCE:** Attendance is taken at 9:30 a.m. Please send a note if your child is absent from school. Please read the CFISD Handbook/Student Code of Conduct provided online for further information.

**TARDIES:** Students arriving to class after 8:15 a.m. are tardy. Tardy slips will be issued from the office. Students arriving after 8:15 must be signed in by a parent inside the rotunda. Students who are habitually late (10 minutes or more) may receive a court warning letter.

**EARLY DEPARTURE:** Parent or legal guardian will send via email [m.robinson@cfisd.net](mailto:m.robinson@cfisd.net) with a copy of your ID, stating the time of pick-up. We will make every effort to have the child in the office at the designated time. The person picking the child up from school must show their identification and be listed on the child's Emergency Card. Students waiting longer than 20 minutes will be sent back to class for academic instruction.

### CHANGE OF PHONE NUMBER OR ADDRESS

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child. In case of emergency, it is vital that we are able to contact you.

### WHO CAN HELP YOU?

|   |                   |              |
|---|-------------------|--------------|
| Homeroom Teacher                        | First Contact     | 281-855-1240 |
| Nurse                                   | Anna Rabadan      | 832-214-2020 |
| Librarian                               | Ann Nowak         | 281-855-2844 |
| Cafeteria Manager                       | Nancy Orozco      | 281-855-4560 |
| Attendance Secretary                    | Yasnay Estevez    | 281-855-4831 |
| Administrative Secretary                | Fabiola Manriquez | 281-855-1240 |
| Principal Secretary                     | Eva Chiapas       | 281-855-4814 |
| Asst. Principal (LS, 2, 4, 5, Resource) | Daniela Blair     | 281-855-1240 |
| Asst. Principal (ECSE, PK, KG, 1, 3)    | Julia Zuniga      | 281-855-1240 |
| Principal                               | Rocio Braley      | 281-855-4816 |

**BUS RIDERS:** Riding the bus to and from school is the safest and most convenient mode of transportation. Students may only ride their assigned bus, and all students must have their student ID. It is the practice of CFISD that no Pre-K or Kindergarten student will be dropped off at a bus stop unless a responsible caretaker is there to receive them. When a caretaker is not available, the child may be brought back to school and the parent will be called to pick up the child from school. A bus badge will be issued (free of charge) to each M. Robinson student. They use the badge to scan on and off the bus. If they lose their badge, they will be required to purchase a new badge at the front desk. The cost of the replacement badge is \$5.00. To register your student's badge, to receive text alerts when they scan their bus card, please go to [www.cfisd.net](http://www.cfisd.net), Parents & Students > Transportation > Student ID Program > Parent Portal.

**CAR RIDERS:** Parents should stay in the car and line up in the front parking lot. Students will be helped by the staff during drop off and pick up. If a parent needs to come into the building, please park in a designated parking place and check in at the front office. All car riders must have a school issued car tag. See the front desk to obtain or replace a car tag.  
**Students must be picked up at 3:40.**

**BIKE RIDERS and WALKERS:** Busing is provided for all CFISD students. For your child's safety, we recommend all students ride the bus. **Due to 100% busing availability, crossing guards are not provided.** Bike riders must stay on the sidewalks until they arrive at the front door. Children are not to cross through the parking lots or the parent drop-off area. Bike riders must walk their bikes on the school sidewalks to the bike rack.

**INCLEMENT WEATHER:** Inclement weather (heavy rain, thunder/lightning, hail, etc.) will only be determined under severe weather conditions and will be determined at 2:00 pm. Please ensure your child's rainy day transportation plan is on file with the front office.

### Birthdays

- ☺ Student's birthdays are acknowledged at school during the morning announcements.
- ☺ Due to FMNV regulations, cakes, cupcakes, favors, etc., for birthdays or other special occasions are not permitted.
- ☺ Due to the Privacy Act, homeroom lists may not be provided to individuals.
- ☺ Students may not distribute invitations to personal parties at school. We also do not allow the delivery of gifts such as flowers, balloons, cookies, cakes, etc.
- ☺ Parents can purchase cookies for the class three days in advance from the cafeteria. Cookies are sold only on Fridays for fifty cents each cookie. Please contact homeroom teacher and cafeteria manager to purchase cookies.

### Cafeteria

Cafeteria Manager: Nancy Orozco: 281-855-4560

Meal Prices: All student breakfast & lunch: No charge  
Adult: Lunch \$5.00

\*M. Robinson has qualified for free breakfast and lunch for all students through the Community Eligibility Program. Please be sure to fill out the Income Survey Form.

### Personal Items

We ask that students refrain from bringing personal items to school without specific permission from the teacher.

Personal items can be defined as, but not limited to toys, electronic games, trading cards, sports equipment, etc.

**Telecommunication devices must remain in backpacks and must remain turned off during the instructional school day.**

### Student Dress Code

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code. You can find this link on the M. Robinson website.

General guidelines for our M. Robinson students include:

- Shorts must be mid-thigh length or longer and fitted at the waist.
- Tennis shoes or closed toed shoes must be worn in P.E. for safety reasons.
- Hats, scarves, and other head coverings are prohibited with some exceptions approved.
- Students may not wear garments that are tight, loose, sagging, cut, torn, baggy, revealing, spaghetti strap, backless, low cut or short.
- See the Student Handbook for more information.

### When Students Are Sick

When your student is ill, first check the child out through the front office with a valid ID. Then proceed to the nurse's office.

#### **Medication Policy**

Medications will be given to students only after a medication request form has been completed by the parent or guardian. This will be completed in the nurse's office.

**All medicine**, including cough drops, must be brought to the clinic in the original container clearly labeled as to content, the student's name, and directions for time and dosage.

**\*All medication must be brought to the clinic by the parent, guardian, or responsible adult. When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as students may NOT transport medicine to or from school.**

### Code of Conduct

The Code of Conduct is online for you to view. Please visit [www.cfisd.net](http://www.cfisd.net). Please become thoroughly familiar with this very important document and keep it for reference as questions arise.

Make special note of policies regarding Attendance, Bus Transportation, School Issued ID's, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code.

### Emergency School Closures

Emergency school closures will be posted on Facebook and Twitter. CFISD will also send out messages using phone numbers and email addresses from student's file.

Listen to TV Channels 2, 11, 13 or 26  
FM Radio Stations 97.9, 95.7, 100.3, 93.0,  
102.9, 99.1, 107.9  
AM Radio Stations 1010, 740, 940