



## Bill Roberts Parent and Student Handbook

### Bill Roberts Vision and Mission:

Bill Roberts is a creative, safe and dynamic community of learners that nurtures and educates the whole child. Our high caliber staff, in partnership with our supportive parents, provides students with challenging and innovative learning opportunities through exploring the arts, educating for character, and fostering vigorous thinking – all essential for success in our changing world.

**Please note: if a link does not open below automatically, please copy and paste. Thank you!**

### Gearing Up for the First Day of School

The first day of school for students is Monday, August 21, 2017. We have posted links to the DPS District Calendar, our Roberts Calendar and our Bell Schedule at <http://billroberts.dpsk12.org/welcome/>. Our schedule is:

Monday- Thursday      8:15 a.m. – 3:15 p.m.  
Early Release Friday    8:15 a.m. – 1:00 p.m.

Breakfast is served in the cafeteria for elementary students from 7:45-8:00 a.m. and is free for Bill Roberts students. Middle School students are provided a “grab and go” breakfast after first bell in the Middle School hallway. Except for breakfast, supervision begins at 8:00 a.m. (students are not to be on campus unless they attend Discovery Link before 8:00 a.m.). First bell is at 8:10 a.m. and classes begin promptly at 8:15 a.m.

Please note: ECE students may be signed in beginning at 8:10 a.m. and signed out at 3:10 p.m.

Fridays are “early release days” at Roberts, and ECE-8 students are released at 1:00 p.m. for teacher professional development education. These early release days allow the school to provide support for our teachers with professional development, and allow the teachers to collaborate with colleagues to identify students' strengths and needs and determine strategies to improve student learning as well as teacher instruction. There are enrichments available from 1:00-3:00 p.m., which are communicated at the beginning of each trimester. See below for more information.

### Back to School Events

- **Incoming 6<sup>th</sup> Graders:** Your student is invited to join us for a 6<sup>th</sup> grade shadow day.
- Class rosters will be posted on the school’s front doors approximately one week before the start of school. Class “Meet and Greets” or “Lemonades” will be held the week of August 14<sup>th</sup>. These events provide an opportunity to informally meet teachers before the first day of school. We have tentatively scheduled the Lemonades for the following dates and times but they are subject to

change. **Please check the school website (<http://billroberts.dpsk12.org>) in early August for confirmation:**

- August 15<sup>th</sup>: 1<sup>st</sup> and 2<sup>nd</sup> grades, 4:30-5:30 p.m. - back blacktop
- August 16<sup>th</sup>: Kindergarten, 4:00-5:00 p.m. – outside of the cafeteria
- August 17<sup>th</sup>: 3-5<sup>th</sup> grades, 4:00-5:00 p.m. – outside of the cafeteria
- **Middle School Students: Save the Date - Thursday, August 17 2016.** We are planning a Middle School orientation in the afternoon with students only. A family potluck with fried chicken for all Middle School students and their families will start at 6 p.m. This will give students and parents the chance to informally meet their teacher and one another before the first day of school. We will provide more details on exact times for each grade level as we get closer to the date.
- **“Back to School Nights”** are scheduled for 6 p.m. on both Tuesday, September 5<sup>th</sup> (ECE-2<sup>nd</sup> grade), Wednesday, September 6<sup>th</sup> (3-5<sup>th</sup> grades) and Thursday, September 7<sup>th</sup> (6-8<sup>th</sup>). These evenings provide an opportunity for parents to find out what their child will be learning during the school year, specifics about the curriculum and the teacher’s expectations of the class. Please plan on joining us for these fun and informative events.

#### **Grade Specific Information:**

- **ECE** has an additional three or four staff development days during the year when ONLY ECE students will not have class. To date, September 5<sup>th</sup>, November 6<sup>th</sup> and March 16<sup>th</sup> have been scheduled as No Contact Days. There will be at least one more day in March. Please note that these dates are subject to change by the District, and our teachers will communicate further about additional ECE events throughout the year.
- **Kindergarten:** Kindergarten assessment days are planned for August 25<sup>th</sup> and August 28<sup>th</sup>. There is NO SCHOOL on these days for kindergarten students only, except for the time you sign up for your child to be tested. These are days that your teacher will schedule a 45-minute time slot to assess your child in their Early Literacy Skills. The results determine your child’s abilities and next instructional steps for them. This also allows for differentiated instruction, to monitor students’ needs early in the year.

#### **Dress Code**

Bill Roberts does have a dress code, which can be found at <http://billroberts.dpsk12.org/parents/uniforms-spirit-wear/>. We do our best to make adhering to the dress code as easy as possible, however please note that it is strictly enforced. Spirit Wear orders made after May 1, 2017 will be available for pick-up in August before the start of the school year.

- **ECE:** ECE does not have a dress code.

#### **Immunization Records**

If you have not already provided an immunization record or if you have updated it since it was submitted, please provide to us by the first day of school.

#### **Registration and Parent Portal**

- **All students must be registered though DPS in order to attend a DPS school. Online Registration** begins in July, and is completed through the DPS Parent Portal. You will need your student’s DPS ID number to obtain an account. If you are new to DPS, please either e-mail [jennifer\\_kahn@dpsk12.org](mailto:jennifer_kahn@dpsk12.org) or call the front office at 720-424-2640, x0, to obtain your student’s DPS ID number. Once you have the number, please click on this link to get started: <https://myportal.dpsk12.org/pages/GettingStarted.aspx?lang=en>. Registration instructions will be e-mailed 1 week prior to the start of registration, and then again when online registration begins.
- **Computer and Internet Usage** - As part of the DPS Registration process, parents must provide permission for students to access technology at school. We request that all parents provide this

access as students consistently use desktop computers, iPads, Google Chromebooks and the SMART Lab beginning in Kindergarten. The form is part of the registration package noted above. Bill Roberts follows the District policy regarding computer and Internet usage which can be found at: [http://dots.dpsk12.org/stories/storyReader\\$404](http://dots.dpsk12.org/stories/storyReader$404). Additionally, students may not access social networking and/or personal webpages during their time at school. We encourage parents to seek out information regarding use of the Internet and social networking, and make a family decision regarding appropriateness at home.

- **Media Release Form** - Also, as part of registration, you will fill out a Media Release form. Bill Roberts and DPS often post photos on Facebook and in brochures highlighting our students. Occasionally, they could be featured in a news story, although this is rare and at Roberts, we will notify you if the media is coming to our school.

### **School Supplies**

Each grade level has a list of recommended school supplies. The Parent Teacher Association (PTA) at Bill Roberts offers you the opportunity to purchase all the supplies on the list through Edukit, with a portion of the proceeds benefiting the PTA. We will be posting information on ordering as well as the supply lists over the summer. You may view the supply lists as well as Edukit ordering information at: <https://www.edukitinc.com/page.asp?id=15&schoolid=844>. To see each classroom's specific list, please click on "Download Kit Contents".

In addition to school supplies, it is helpful for your child to have a regular or junior sized backpack (not toddler-sized) to bring to and from school. The backpack will be used to carry communications between the school and parents, as well as your student's lunch and anything else he or she may need to bring to school.

### **Other Bobcat Info to Know**

#### **Attendance and Absenteeism**

We believe that attendance is very important in a child's educational journey to provide consistency in learning and classroom routines. We do understand that times arise due to illness and/or personal reasons for which a student must miss school. Please coordinate the days a student will not be in attendance with the classroom teacher so that a child does not fall behind. For all absences, we ask that you contact the Attendance Line at 720-424-2640 by 8 a.m. to notify us of an absence.

Middle School students are strongly discouraged from missing school; students are responsible for collecting missing assignments and notes from missed days. Bill Roberts follows the District policy regarding attendance and absenteeism, which can be found at: <https://www.dpsk12.org/attendance/>. Students should speak to their specific teacher regarding the policy for missed assignments.

If a student must miss school for an appointment, a parent or guardian must sign out (and respectively sign back in) the student at the Main Office. Students will not be released without proper signature.

#### **Before and After School Programs**

Before and After Care is managed through Discovery Link. The Discovery Link program at Bill Roberts will be accepting Discovery Link Registrations from current families for the 2017-2018 school year **April 17 - April 28**. Current families may register on-line. Families that are currently waitlisted or new families can register from **May 8 until May 12 and must register with a paper application that can be downloaded and printed from Discovery Link's website**. Discovery Link personnel will be on-site at Roberts on Tuesday, May 9th and Thursday, May 11th from 3:30-5:30 p.m. Please note: this is a competitive program based on a

first-come, first serve process. If you are interested in enrollment, please reply promptly on the dates noted above. For more information, visit <http://discoverylink.dpsk12.org/register-your-child/>.

Also, a variety of programs are offered that provide after-school enrichment for students. Enrichment programs typically extend the child's day by 45 minutes to 1½ hours, and are designed to provide a fun learning or athletic experience for kids. After School Adventures manages this program and can be found at: [billroberts.dpsk12.org/curriculum/enrichment-after-school/](http://billroberts.dpsk12.org/curriculum/enrichment-after-school/). More information will be communicated on the programs prior to the start of each trimester. Programs usually begin in mid-September. Additionally, on Fridays, our Specials teachers offer Friday clubs from 1-3 p.m. and those opportunities are communicated through Thursday Notes.

There are also several off-site programs that provide bus service to and from Bill Roberts including:

Children's Center: 303-333-1335  
[www.parkhillchildrenscenter.org](http://www.parkhillchildrenscenter.org)

Knowledge Beginnings: 303-329-4405  
[www.knowledgebeginnings.com](http://www.knowledgebeginnings.com)

Primrose: 303-322-7200  
[www.primroseschools.com](http://www.primroseschools.com)

**\*\*Please Note: Students not involved in enrichment, tutoring or sports activities must leave school grounds 15 minutes after dismissal; there is no adult supervision after that time.**

### **Breakfast and Lunch**

Breakfast is free of charge to all students. **ECE-5<sup>th</sup> grade students** may have breakfast in the cafeteria beginning at 7:45 a.m. The breakfast area is supervised. **Middle School students** may pick up breakfast beginning at 8:10 a.m. off the "grab and go" cart in the Middle School hallway near Dr. Cohen's office.

Hot lunch is served in the cafeteria every day for K-8<sup>th</sup> graders; the price is \$1.85 (E-5) and \$2.10 (Middle School 6-8). These prices are subject to change for next year. Due to the high volume and limited time, bringing a sack lunch from home is a great option. If you are interested in hot lunch, your child can bring money each day and pay in the cafeteria, or you can create an account for your child through the website, [www.myschoolbucks.com](http://www.myschoolbucks.com). Please use the drop down menu and select Roberts Elementary, you will need your student's ID#, which can be obtained from the front office, or pay the cafeteria staff directly (cash or check made payable to DPS). Lunch menus are provided at <http://foodservices.dpsk12.org/whatson-menu.php>. Applications for free/reduced lunch are available in the front office or online at <https://www.myschoolapps.com/Application>.

**ECE 4 classes** do eat lunch and can either bring a sack lunch or purchase lunch from the school cafeteria. The lunch is delivered to the student's classroom. The cost is \$1.85 and can be paid in advance through [www.myschoolbucks.com](http://www.myschoolbucks.com) - select Roberts Elementary in the drop down menu. You will need your student's ID# which can be obtained from the Front Office or you can pay the cafeteria staff directly with cash or check made payable to DPS. ECE follows the Headstart menu and you can find the menu at: <http://skcee.dpsk12.org/breakfastlunchsnack/>. ECE full-day students also receive a district-provided snack. Applications for free/reduced lunch are available in the main office or online at <https://www.myschoolapps.com/Application>.

**Kindergarten:** We suggest that kindergarteners bring their lunch from home for at least the first two to four weeks of school, since the process of the cafeteria can be quite overwhelming for most five-year-olds, especially at a time when they are acclimating to the routine.

### **Class Placement Process**

We configure and create classrooms for student success. Classroom and grade level teachers make class assignments as they have the most experience with each individual student. Great care is taken to set each and every child for the highest level of academic achievement. Taken into consideration are social/emotional needs, academic competencies, and leadership capabilities. Please trust and honor the process that we have set for assignments.

### **Communication**

Bill Roberts has various means of communication to parents including:

- Teacher websites, e-mails and home folders - these are typically communications directly from teachers or information that needs to go home in hard copy form.
- Campus Messenger messages – this is important information that is applicable to all parents. Every Friday, the Administration distributes a weekly recap of information related to the school through CM. Campus Messenger is also one of the mechanisms used to communicate any emergency information, school closures and must-see information. Please note: school closures and delays are at the discretion of the District. Typically, they are communicated in the early morning (usually by 6:00 a.m.) through the DPS website and Facebook Page, Campus Messenger, Robo-calls, and our Bill Roberts Facebook page.
- Phone Messages – Bill Roberts and the District use Robo-calls on an infrequent basis to communicate very important information.
- Thursday Notes – this is our parent newsletter that provides details on events, programming, fundraising and much more. Please register for Thursday Notes on our website at: <http://billroberts.dpsk12.org/thursday-notes/>
- Facebook – we post multiple times weekly on Facebook including photos of our students in action, district updates, events and much more. Please “Like” us on Facebook: <https://www.facebook.com/William-Bill-Roberts-School-133985296665636/>
- Our website is plentiful with information; please bookmark us: <http://billroberts.dpsk12.org/>

We encourage two-way communication with parents starting at the classroom level. Any questions or issues regarding classroom activities initially should be addressed directly with your student’s classroom teacher. If you are unable to gain an answer to your question or resolve an issue, you are invited to contact the Administration.

### **Conduct and Discipline**

Bill Roberts follows the PROUD behavior (Prepared, Respectful, Outstanding Effort, United Community and Determined) model in encouraging positive behavior from our students. Students are rewarded for PROUD behavior, and it is the foundational support for our learning environment. We follow the DPS Discipline Ladder, which can be found at: [http://webdata.dpsk12.org/policy/pdf/Policy\\_JK-R\\_Attachment\\_C.pdf](http://webdata.dpsk12.org/policy/pdf/Policy_JK-R_Attachment_C.pdf). There may be specific situations where a behavior deviates from this guideline. In that case, disciplinary actions will be referred to the Administration. Bullying behavior is not tolerated at Bill Roberts.

### **Directory**

We maintain several directories for our families on our website as noted below:

- Staff and Teachers: <http://billroberts.dpsk12.org/contact/front-office/>
- PTA: <http://billroberts.dpsk12.org/1261-2/>
- Family Directory (password-protected): <http://billroberts.dpsk12.org/parents/directory/>

## **Emergency Information**

Emergency information is collected through the DPS Registration process, which each family personally enters each year in the DPS Parent Portal before the start of the school year. Please communicate any changes in phone numbers or addresses immediately so that we have the best contacts for you in the event of an emergency.

## **Fire Drills and Lockdowns**

In a serious emergency, school administrators must decide to lock down, lock out, shelter-in-place or evacuate. Practice drills are conducted on a regular basis as required by Denver Public Schools. William Roberts will communicate via Campus Messenger emails, sometimes via Robo-calls and Facebook about current emergency situations that affect the safety of the entire school.

### **Lock Down Procedures:**

**A lock down occurs if a threat is inside or very close to the school.** School administration secures the building and safely shelters all students, staff and visitors INSIDE the school building. A school will go on lock down if a threat is in their building or their neighborhood and endangers the occupants of the school.

- **School business and classroom activities cease**
- **NO** person is allowed to enter or leave the building.
- Facility Manager/Staff lock all exterior doors
- Teachers/Staff lock classroom/work area doors
- Staff and students are **DOWN, QUIET and OUT OF SIGHT**

### **Lock Down Drills:**

Parents will receive an email notification that a Lock Down Drill has taken place. Parents will receive an email and/or phone communication from the school when feasibly possible at the end of a Lock Down.

### **Shelter-In-Place Procedures for Severe Weather:**

- Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different type of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area. Examples of severe weather are high winds, severe thunder and lightening storms, hail and tornadoes.
- Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to the designated Inside Safe Assembly Locations as necessary. Site Administrator will direct students and staff to take the protective kneeling position if indicated.

### **Evacuation:**

If it is unsafe for students, staff, and visitors to remain inside the building, they will evacuate to designated evacuation locations on campus or off-site. The most common evacuation is a fire drill.

- All students and staff will exit the school and go to designated locations.
- Everyone will remain outside until the "all clear" message is given.
- If student and staff need to leave the school grounds, we will walk or go by bus to our designated off-site emergency evacuation locations.
- Students will be released to parents or guardians who are listed on the emergency card, and have proper ID.
- For more information, visit: <http://riskmanagement.dpsk12.org/parents>

### **In the Event of a School Emergency**

We understand that every parent's first reaction is to come immediately to the school site to make sure their child is safe. In order to increase the chances of all students remaining safe during an emergency, we ask the following of our parents in the event of an emergency:

- **DO** check the DPS webpage for updated information (<http://www.dpsk12.org>)
- **DO** tune into local TV/radio stations for school news alerts.
- **DO** listen for information regarding reunification with your child.
- **DO** contact DPS Communications at 720.423.3414 should you need to talk to someone
- **Refrain** from going to your child's school. This will create traffic congestion hampering the efforts of first responders.
- **Refrain** from calling your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

### **Health and Wellness**

Bill Roberts has a part-time nurse assigned to us who is present at the school one day per week. In addition, we have a nurse health aide that is on-site five days per week. Students in need of medications must have the appropriate forms submitted in order for our staff to dispense medications. Please visit <http://billroberts.dpsk12.org/health-forms/> for more information.

### **Lost and Found**

Our school lost and found is located in the back of our cafeteria and often teachers also have a classroom lost and found area. To prevent losses, please make sure all belongings are labeled with first and last name. We clean out the lost and found several times throughout the year, and left belongings are donated to a local non-profit organization. We will notify parents of donations schedules via Thursday Notes and Campus Messenger. Bill Roberts is not responsible for lost items.

### **Middle School Athletics**

If your student plans to participate in sports, please visit our <http://billroberts.dpsk12.org/curriculum/athletics-2/> page for information on participation. Your students will need an updated annual physical to eligible to participate. There is a \$25 fee per sport and a list of offered sports is available at: <http://billroberts.dpsk12.org/curriculum/athletics-2/>.

### **Middle School Policies and Expectations**

Middle School families will receive a Middle School-specific handbook outlining processes, procedures and expectations at the beginning of the school year. Please refer to this handbook throughout the year for more detailed information.

### **Middle School Program Fee**

There is a small fee to support the Middle School agendas provided to each student as well as various activities throughout the year. The amount of that fee fluctuates, however is typically no more than \$25. The 2017-18 fee amount and due date will be communicated prior to the start of the school year.

### **Personal Technology at School**

All personal devices (cell phones, iPads, Kindle readers, etc.) must be stored during the school day for all grades. We strongly discourage elementary school students from bringing any electronic devices to school unless it is for a teacher-directed activity or celebration; we do not have secure storage. The school is not responsible for lost or stolen items. If it is discovered that a student is using an electronic device during school hours, the device will be stored with an Administrator until release time. Repeat offenses will be handled between an Administrator and a parent/guardian.

### **Parent Involvement at Bill Roberts**

We encourage families to join and become involved with the Bill Roberts PTA. PTA volunteers raise money to support the school, host special events throughout the year, and provide support to teachers and administrators in a variety of ways. Please plan on attending the first meeting on Wednesday, September 13<sup>th</sup> at 6:30 p.m. as this is an excellent way to get involved with your child's school.



Parents can also get involved at the classroom level. Each class will have a Room Parent who facilitates parent participation in the classroom and with school activities throughout the year. Please consider volunteering for this important role of Room Parent.

### **Safety and Security:**

Our campus doors are locked at all times for the safety of our students. Parents, guardians and/or visitors must be admitted after identification and sign in at the Main Office when visiting the campus. Please note, families signing in for Discovery Link must follow their beginning and end of day procedures. Please speak to the DL staff directly. ECE families must always enter and exit through the front main entrance door. We realize that this results in two sign-ins at the Front Office and classroom level, however, please remember that safety for our students and staff is our main priority. We ask that parents review our Safety and Security webpage for more on our Arrival and Dismissal procedures as well as general safety and security found at: <http://billroberts.dpsk12.org/about/safety-security/>

### **Tobacco Free District**

DPS is a tobacco free district. No tobacco products are allowed on school grounds.

### **Transportation**

In order to protect our students' safety, please observe the following traffic rules when dropping off and picking up your child. You must enter the Roberts parking lot from Akron, NOT 22<sup>nd</sup> Ave. The lane closest to the building is reserved solely for school buses. The next lane over is designated as the "Kiss and Go Lane" which is STRICTLY for drop-off/pick-up and moving traffic, with NO PARKING so that the traffic flow can be continuous. If you drive your student to and from school, this is the lane you must use. The first section of the parking lot is specifically for pick-up and drop-off and parking is limited to 10 minutes. Please always use the crosswalks. For the safety of all students, the circular drive by the ECE doors on the west side of the school is closed and NO cars are allowed in this area at start of school and dismissal. **Also, please drive slowly and cautiously on school property, as well as around the perimeter of the school as many children come and go from parked cars alongside the school grounds. Please do NOT use cell phones when driving on or around our campus.**

School bus transportation is available for **Kindergarten through 5<sup>th</sup> grade students** who reside at least **1 mile** from the school and are within our attendance boundaries. School Bus Transportation is available for **Middle School students, grades 6-8** who reside at least **2.5 miles** from the school and are within attendance boundaries. Communication regarding bus transportation and whether your student is eligible comes directly from the DPS Transportation Department and will be available on the Parent Portal. Exception requests are available in the office or through the DPS Parent Portal, but may take several weeks to process and transportation is not guaranteed.

**Bus transportation is not provided for ECE students; parents, guardians or caregivers must sign ECE students in and out every day at the front office and their classroom.**

Students are encouraged to walk or bike to and from school when weather permits. Bikes can be locked on the rack by the playground or at the front of the school. Check out the Boltage program at <http://billroberts.dpsk12.org/boltage/>, which rewards students for walking/biking to school. We love that our families bike/walk/scooter to school and for safety reasons, we simply ask that bikes/scooters/rollerblades/hoverboards/skateboards be walked in and out of the parking lot (no wheels on campus). Once families reach the sidewalk outside of campus, wheel away. Also, dogs are not allowed on the Bill Roberts campus.

### **Tuition**



**Students in ECE and Kindergarten pay tuition per District standards.** Tuition billing is administered centrally through DPS General Accounting Department and is based on the financial information you provided in your choice packet. If there are changes during the year, please get a Change of Status Form from the office. Please also be aware that a \$50 non-refundable registration fee will be included on your first bill. **Please DO NOT SEND PAYMENTS TO THE SCHOOL as we are not involved in the billing and receiving process. For a complete overview of DPS Tuition, please visit:** <http://earlyeducation.dpsk12.org/tuition-and-billing/>.

Direct your questions/payments to:

Denver Public Schools  
Tuition & Billing  
1860 Lincoln St, 11th Floor  
Denver, CO 80203  
720-423-3698

We are excited that you are a part of our Roberts family and look forward to creating a positive partnership with you in your student's educational journey. As always, if you have questions or concerns, please feel free to contact us. Our website at <http://billroberts.dpsk12.org> is a large repository of information, and we encourage you to check it out.