



William "Bill" Roberts E-8

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<http://billroberts.dpsk12.org/>

*Secondary Student Handbook 2017-2018*

***Patricia Lea, Principal***

***Erik Cohen, Assistant Principal***

### **William "Bill" Roberts Mission**

*Roberts E-8 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 student 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.*

**Welcome** to the 2017-18 school year at William Roberts E-8! This handbook serves to help each student become successful by outlining the expectations and policies of Bill Roberts E-8, specifically for our Middle School. Both parent/guardians and students should become familiar with **all** of the information in the handbook, and each will need to sign the signature page at the end of the handbook, as well as the separate form. Thank you for your support in making the 2017-18 school year at Bill Roberts the most productive, enriching, and successful year for your student. Should you have any questions about the handbook, please contact the school at 720-424-2640.

*~Roberts staff and administration*

## General School Day Information:

**SPECIALS/ELECTIVES** – Middle School students have the opportunity to choose the specials they want. Students have two different specials each trimester: One class meets M W F; the other meets T TH. The specials classes are PE, Art, Drama, Music, Library/Tech, Dance, Advanced Drama, and Music (band and choir). Students scheduled for PE will be expected to dress out. We are pleased to be offering Spanish and STEM as a core class.

**SCHOOL HOURS** - The school day begins at 8:15 am; ***students are not to be on campus before 8:00 am***. Students remain on the front quad, which has teacher supervision, waiting for teachers to bring them into the school after the first bell. Students are not to be inside of the school (other than “inside start” days due to cold weather) prior to 8:15 am unless they have made arrangements with a staff member and have a **written pass** to present to the office.

***All middle school students at Roberts are welcome to eat a free “grab and go” breakfast served at 8:10.*** Students arriving to school after the second bell at 8:15 am will be considered tardy, and will need to get a tardy slip from the office before entering class. Students are also considered tardy (unexcused) if they are not in class when instruction begins. An unexcused tardy will become part of the student’s attendance record.

At the end of the school day, students **MUST** leave the school grounds within 10 minutes of dismissal time, (M-Th dismissal is 3:15 pm; Friday 1:00 pm) except if they are attending a supervised event or program. Students repeatedly remaining on school grounds beyond the regular school day because they have not been picked up by a parent/guardian will have their names submitted to the Denver Police Department and referred to the Department of Social Services.

If any of the above policies are not followed, administration will request a meeting with the student and parent/guardian to discuss further.

### **ATTENDANCE LINE: 720-424-2649**

Parent/guardians must call the attendance line between the hours of 6:00am and 8:15am to report a student’s absence. If the call has not been made to the attendance line, parent/guardians of absent children will be automatically called on the day of the absence. ***Please be advised that the explanation for an absence left on the attendance line or in a note does not automatically excuse the absence.*** When a parent/guardian needs to take their child out of school during the day, they need to come into the office, sign the register, and ask the secretary to call for the student. We do not call a student down to the office until the parent/guardian is present in the office.

***ABSENCES - The first and most important step in your child’s educational success is making sure that your child attends school and is on time every day in order to meet Bill Roberts’ high expectations.*** The most enriching learning experiences happen within the classroom, and often cannot be replicated for absent students. Please schedule doctor’s appointments after school when possible, or on Friday afternoons. Make-up work cannot take the place of instruction and participation in classroom experiences. It is the student’s responsibility to pick up any work that is missed due to absences and tardies. Work requested before vacations taken during the school year may or may not be given prior to the absence; this is up to the classroom teacher.

Roberts has an attendance and tardy policy in accordance with the Colorado School Attendance Law and Denver Public Schools’ “Denver Plan.” These guidelines allow for roughly 10 absences during the course of a school year. Every month the school reviews student attendance and send letters to parent/guardians for excessive absences. The definition of “excessive” changes throughout the school year based on number of school days but parent/guardians can expect to receive the first letter after 5 absences.

Once a child’s absences have reached a level of concern, which is currently 10 absences/tardies (outside of medical or family emergencies), an attendance contract must be completed with the administration. This will outline attendance expectations as well as the additional requirement of a doctors’ note for any absence of two days or more. If absences are chronic, excessive, unexcused, or otherwise of concern, a child and their family may be referred to truancy court. Excessive tardies and early withdrawals are also subject to truancy law.

**Denver Public Schools attendance policy:** [http://www.dpsk12.org/parent\\_handbook/](http://www.dpsk12.org/parent_handbook/)

**TARDIES** - Tardies will only be excused if it is due to a medical issue or a scheduled appointment. These circumstances **MUST** be communicated through the attendance line at 720-424-2649 or by talking with the front office when your child is dropped off.

**BELL SCHEDULE** - The Middle School uses a “flex” schedule that allows students in depth discovery in “block” classes, as well as a higher degree of individualization in shorter (55 minute) class periods. This strategic use of our time combines the benefits of alternating block classes (90 minutes) with traditional class periods (50 minutes) into a hybrid block schedule. The benefits of extended class periods allow teachers more opportunities to implement differentiated instruction strategies. Our schedule provides additional opportunities for remediation, guided practices, and enrichment and extension. A schedule will be sent home with students at the orientation. Additionally, new this year, is the inclusion of Spanish as a core class for grades 7-8. 6<sup>th</sup> grade will take a one-hour intro to Language & Culture class every Friday. Students not taking Spanish will be placed in additional classes targeting specific learning needs of students.

### **DISCIPLINE POLICY:**

**Expectation:** Roberts students will display P.R.O.U.D. behavior at all times.

*P – Prepared: Know where you’re going and know what you need.*

*R – Respect: Treat learning, property, each other, and yourself as valuable and important.*

*O - Outstanding Effort: Do your best, and then do more.*

*U – United Community: We stand together or we fall alone.*

*D - Determined: Never give up.*

Students will be recognized for their P.R.O.U.D. behavior with Golden Tickets, which can be redeemed for various school-wide activities and prizes.

### **Consequences for not adhering to classroom and P.R.O.U.D. policies:**

As educators, we are committed to helping each student reach their highest potential through many learning experiences. Our classrooms are vibrant, active learning environments, and classroom norms are set at the beginning of the year. Students are expected to follow classroom and school norms and rules. Positive, restorative practices will be used, as well as natural consequences and support from parents at home. We strive to have students learn to make positive choices, overall. When the teacher’s efforts are exhausted, administration will become involved. To develop a sense of personal responsibility, the middle school has a system of accountability.

**Infractions** are given when students do not follow expectations or directions. Middle expectations are:

- Come to class on time
- Respect students and teachers
- Use appropriate language
- Follow dress code
- No gum-chewing
- Come to class prepared with homework
- Cell phones turned off and stored in lockers
- Computers charged and brought to school each day
- Computers treated with respect

If students receive an infraction before lunch, they will be given lunch detention the same day.

If students receive an infraction after lunch, they will have lunch detention the following day.

3 infractions in the same day will be a referral/5 infractions in one week will be a referral.

A referral = mandatory parent meeting.

**Refocus:** Students who become either disruptive or disengaged during classroom instruction will be asked to refocus in another classroom if the student is unable to be re-directed. The re-focus process allows students to reflect on the choices they are making. A re-focus involves working through a reflection packet and engaging in a restorative conversation with the teacher before students can re-enter class. A re-focus does not mean an infraction will be given. A re-focus is treated as an opportunity to identify challenges that get in the way of learning and begin to develop the skills necessary to work through those challenges.

**Eligibility:** We seek to balance accountability with positive behavior support. Therefore, we have many events at school and away from school (including short field trips and our end of year trips) for which eligibility is required. Eligibility for students to participate in athletics, extra-curricular activities, dances, end of year activities, etc. will be determined on a weekly basis. To remain eligible for our monthly activities and athletics, students must:

- Maintain a grade of a C or higher in all core classes
- Not have more infractions than number of weeks in the year (20 max for end of year trips)
- Maintain a 90% attendance rate (10 max for end of year trips)
- Be free of any major disciplinary events (fighting, bullying, severe defiance)

**Severe Clause:** Administration will be called to handle significant issues on a one-on-one basis. **We believe that students need to follow the instructions of all school personnel. Acts such as willful disobedience, bullying, destroying school property, physical aggression, lying, spreading rumors, promoting misbehavior or open defiance of proper authority may result in in-school or out-of-school suspension.** For repeated or significant discipline issues, administration will follow district guidelines.

### **Academic Support**

We understand that students learn at different rates and require different levels of support. As educators, we are committed to providing as many opportunities for students to learn as possible. We provide an after-school Academic Prep for students needing additional support during the school day as well as Saturday School throughout the year to assist with students needing a place to work or access to a computer.

#### *Academic Prep*

From Monday through Thursday, Ms. Knowles will provide a supervised study hall from 3:15-4:00 p.m. for students who either need additional help with work, would like to have a quiet place to complete homework or have been assigned by a teacher or administrator to attend. If the latter is the case, parents will be informed via phone that their student must stay for Academic Prep.

#### *Saturday School*

Saturday school is provided for a number of reasons. Some students will be assigned to attend by the administration or teachers as a disciplinary measure for behavioral issues or if work is missing. Other students may choose to attend to complete missing assignments or to use a computer. In all circumstances, it is a good way for students to progress academically when they need further assistance in any class.

### **Make-up Work Policy**

In the event of an absence, students are to collect all makeup work from each of their academic teachers when they return to school. Upon receiving their makeup work, students will have one week to complete their assignment(s). After one week, without an approved extension from the teacher, the work will receive zero credit. If students miss an assignment for any other reason, they may make up the work for 70% credit if it is submitted within one week after its

original due date. No work will be accepted after one week passed its original deadline without first arranging an extension or plan with the teacher. Building time management skills, with the habit of meeting deadlines, is an important part of later success in high school, college, and career.

Work missed due to an absence, including tests and quizzes, will only be made up before or after school.

### **General Information about Roberts Middle School:**

**ACADEMIC HONESTY** - Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the district policy and school policy and will not be tolerated. Parent/guardians will be notified and academic sanctions related to the infraction may be imposed.

**BICYCLES/SKATEBOARDS/SCOOTERS** - All bikes brought to school must be locked and stored in the fenced bicycle rack area. Bicycle riders of all ages MUST walk bikes while on campus and observe regular traffic rules and regulations. Skateboards/scooters may not be ridden on school grounds and must be stored in lockers during the school day. Students are encouraged to participate in the “Boltage” incentive program for walkers and bicyclists, promoting walking/biking/skateboarding to school. Prizes are awarded monthly. In addition, all students are to respect the property of others, and are to leave the bikes/scooters in the bike racks alone at recess.

**BUS RULES AND REGULATIONS** – Denver Public Schools now requires all riders to have a bus pass. See <http://transportation.dpsk12.org/> for more information. At the beginning of the school year, students and parent/guardians will receive a copy of the bus rules and regulations, which students are expected to follow without incident. Students may only ride their assigned bus. The bus driver, the transportation department, or administration, may revoke the privilege of bus transportation if safety or discipline becomes an issue. As per DPS policy, middle school students (grades 6-8) must reside 2.5 miles or more away from school in order to qualify for bussing. However, a parent/guardian may request an Exception Form through the DPS Transportation department (when there is room on the bus). In the event that a student needs to ride a different bus home, a note signed by that student’s parent must be presented to the front office prior to dismissal, in order to grant permission for the rider. Students cannot board a different bus without a permission form signed by parents and front office/administration.

Please make sure that your classroom teacher knows the schedule of where your child is to go after dismissal.

**CELL PHONES – ELECTRONIC DEVICES** - All student personal electronic devices, including cell phones, headphones, and iPods, shall not be seen, used, nor heard during the instructional school day, once students have entered the building, unless it is supervised by a teacher. Students are not allowed to carry their phones during the day, and will need to place their devices in their lockers during the day. There will be occasions when cell phones are used for instruction. Students will only be allowed to have their phones out in that particular class. If the student needs to contact parents, they can use the classroom or office phone, with permission. Should this policy be violated, the electronic device shall be collected by an adult; upon the first offense it will be handed back at the end of the day with a warning. Subsequent offenses will result in the device being held by an administrator until a parent/guardian comes to school to retrieve it. Bill Roberts and DPS are not responsible for lost or damaged electronic equipment that is brought to school.

**COMMITTEES FOR PARENTS** – Roberts works hand in hand with parent support in making our school great. There are many different committees that parents can be a part of, and more coming this year. Join up with the Middle School Advisory Committee, Watch D.O.G.S. (Dads of Great Students), PTA, PR and Communications, Collaborative School Committee, Wellness Committee, just to name a few. Check with the front office for more information.

**COMMUNICATION** – There are 4 main sources of information regarding school. *Each teacher has a classroom website* that is linked to the school’s website. These can be reached by clicking on the teacher’s name on the school’s site. It is important you view these sites regularly for all important class information. *The Bill Roberts ECE-8 website* will include all events, calendar updates, policies and links to individual classroom websites. The school’s website is <http://billroberts.dpsk12.org>. The school, and the teachers, are using electronic communication as much as possible. **The school and classroom websites will be our primary mode of communication.** The PTA also sends out a *Thursday Notes electronic newsletter* for the whole school – be sure to sign up for the weekly mailing list at [billrobertspta.com](http://billrobertspta.com).

Occasionally we will send **an email or text blast** to remind parents/guardians of important events or upcoming meetings, or to advise families of important school news. It is very important for families to have an email address where communication can be sent. Please make sure the office and each teacher has your email address and phone number for communication purposes. Coaches will also use these systems for communication about team sports.

**DRESS CODE** - William Roberts School strives to create an environment that is academic, safe and respectful for all students with the focus clearly on learning. In order to strongly encourage this environment, Roberts has established a school-wide uniform dress code to indicate the student's desire for success. All students will dress in the required attire from the start of the school day until the end of the school day. It is the parent/guardian's responsibility to ensure compliance with the dress code.

**The faculty and staff of Bill Roberts reserve the sole right to interpret and enforce the student dress code.** Students who violate the dress code will be required to take off the clothing item (if appropriate), or change into a provided article of clothing, or be sent home to change. The decision to call home is solely determined by Roberts administration. *School uniforms worn in 2015-16 are acceptable for 2017-18, providing it meets the requirements listed below.*

**General Daily Requirements for Uniforms:**

*Shirts: Solid collared shirts in black, white, burgundy/maroon, and grey (not heather grey)*

*Polos – short and long sleeve*

*Button-down shirts – solid colors*

*Must be worn under sweaters, sweatshirts (not hoodies), vests, and jackets*

*Pants/Bottoms: Black, Navy, Khaki*

*Skirt/shorts length no shorter than 3" above the knee; no knit pencil skirts or mini skirts*

*Denim, blue or other colors, is not allowed. (Colored denim still has the five-pocket style of jeans)*

**Leggings or "yoga pants" are permitted only if they are black and go below the knee.**

*Jumpers/Dresses: Solid colors; Black, Navy, Khaki*

*Length no shorter than 3" above the knee; Leggings and tights can be worn underneath.*

*Sweaters/Jackets/Vests: Solid colors; Black, Navy, Khaki, Grey, Burgundy/Maroon; Hoodies are acceptable so long as the hood is not on.*

*Shoes: Closed-toe only; no sandals or flip-flops; boots are acceptable; no slippers (soft soles)*

**\*\*Middle School students may wear spirit wear tops (purchased through Bill Roberts) any day of the week (t-shirts, sweatshirts, and hoodies); provided they are paired with appropriate pants/bottoms.\*\***

**ADDITIONAL GUIDELINES:**

- Students may wear jackets and/or sweatshirts outside at lunch as weather conditions warrant.
- Students should wear the appropriate clothing with modesty and in a neat, clean fashion.
- No vulgar symbols or language, dangling belts or hats, chains, gang-related attire (including jewelry), gloves, sagging, or drawings/words drawn on skin or clothing at any time.
- Hats, sunglasses, and head coverings, except for health or religious purposes, are not allowed to be worn in the building at any time. This includes the hoods of hoodie sweatshirts.
- Clothing, jewelry, or appearances determined to be distracting to the learning environment will not be permitted.

**DRESS DOWN** - Students may earn dress down passes throughout the year by turning in 20 gold tickets. Keep in mind, that even with a dress down pass, current policies on decency (short skirts/shorts, tank tops, sagging pants, etc.) are still enforced.

**EARLY RELEASE FRIDAYS** - The Bill Roberts parent/guardian community continues to support an Early Release each Friday at 1:00 pm, to support focused teacher professional development. It is the expectation that all teachers are life-

long learners committed to expanding their knowledge and planning for instruction through best practices, and Fridays allow us to develop and work together to learn common best practices. Students cannot stay on campus after 1:15 pm unless they are registered in an enrichment class---**no exceptions**.

**EMERGENCY/VITAL INFORMATION** - An Emergency Information Form is kept on file in the office. Please notify the school office if there is any change in address, telephone number, email address, place of employment, health issues, or emergency contact person so that we may be in contact with you at any time necessary. It is very important for the safety and well-being of your child that you keep this information current. When a parent/guardian or responsible adult cannot be contacted, the school may call the Denver Police and/or Office of Social Services for help with the situation.

**EXPERIENTIAL TRIPS – Fundraising and Planning ahead:** Our commitment toward challenging students at all academic levels has led us to develop trips taken outside of the regular classroom that serve to support our students in their social and academic growth, as well as enhance the curriculum. The trips, such as the 6<sup>th</sup> grade outdoor adventure excursion, 7<sup>th</sup> grade Snow Mountain Ranch overnight trip and the 8<sup>th</sup> grade trip are an integral part of our philosophy through support of the student’s self-advocacy, the interdependence of working as a team, and the need to understand the responsibility in taking care of each other and the world. These trips are considered privileges, and students must remain eligible to participate.

It is our goal that **all** students participate in the class trips. Our school has limited funds to contribute toward the costs. The majority of the fundraising is the responsibility of the parent/guardians. To financially provide for your child to participate in these events, your commitment in using a **King Soopers card** (front-loaded gift card) is necessary, or we also offer the option of letting parent/guardians fund their child’s trip entirely outright. The King Soopers cards allow you to fundraise for your child every time you buy groceries; please contact the school if you need help with this. 5% of every dollar you spend at King Soopers goes into your family’s account specifically, and can accumulate through the years. Your support is appreciated in making these important events happen for our students. Get started on using a King Soopers card today! <http://www.billrobertspta.com/fundraising/king-soopers-gift-card/>

**Eligibility** –Students are considered ineligible if they have one or more failing grades in their core classes and/or have earned more than 3 infractions in a week.

**EXTRA-CURRICULAR ACTIVITIES** - Students at Roberts have the opportunity to explore a wide variety of activities outside of the classroom. The 2017-18 offerings could include: Girls on the Run, Student Council, Yearbook, Destination Imagination, drama productions, Talent Show, Spelling Bee, Art Club, School Store, etc.

- **ATHLETICS** – Roberts participates in the DPS MS Prep League in many sports, including cross country, softball, soccer, basketball, baseball, volleyball, and flag football. All sports are open to all 7<sup>th</sup> and 8<sup>th</sup> graders, and some sports are open to 6<sup>th</sup> graders. Our middle school athletes enjoy having the support of elementary students at their games. Schedules are available on the school’s website and calendar.

**FOOD SERVICES - Breakfast** – Breakfast is available at **no charge** to all students each morning at William Roberts E-8 School. Breakfast is only available to middle school students on the “grab and go” cart. Middle school students are not to be in the cafeteria in the morning. **Lunch Program** – hot lunches, including milk can be purchased for \$1.85 for middle school students (prices subject to change). Lunches may be purchased weekly or monthly by sending cash or writing a check made out to “William Robert’s School Cafeteria,” or payments may be made by credit card or debit card to [www.mylunchmoney.com](http://www.mylunchmoney.com). All students use their student ID number as their lunch account. **Free or reduced-priced meals** - available to students who qualify based on family size and income. Forms are distributed to parent/guardians each fall, and families can choose to apply online any time during the school year. More information on food services can be found here: <http://enterprisemanagement.dpsk12.org/food-services/>

**HOMEWORK** - Homework is a consistent and purposeful extension of school learning. Teachers will inform students of any assigned work, and parent/guardians are encouraged to **check and sign the student’s agenda** for daily homework information; students are expected to write all homework in their agendas. It is the student’s responsibility to ask for clarification concerning the assignment when writing it into the agenda, and parents can support their child getting into this habit. Responsibility for completing and submitting homework lies with the student. Students will be required to make up any missed assignments. Part of the consistent homework policy at Roberts is to have every student read for a

minimum of 30 minutes each night, in addition to completing the homework of other content areas. Your teachers will advise you on what to expect for specific content areas.

**ACADEMIC PREP and STUDY HALL** - Each day ends with 45 minutes of Academic Prep for students who were not prepared with homework that day. It also serves as a place for students to stay and work, have access to teachers, and use a computer. Study hall allows students the opportunity to forgo one special and take a study hall period. Often, the decision to place students in study hall is collaborative with parents involved. We recognize that our students have many obligations outside of school. We want to respect these commitments, while maintaining our high expectations for academic achievement.

Students are expected to complete homework as assigned. Students who are unable to consistently complete homework will be assigned to Academic Prep.

**TECHNOLOGY** - We are fortunate at Roberts to have a 1:2 student to chromebook ratio in the middle school. That means students are able to access and work with technology on a regular basis. That also means that we have to take care of our equipment. Students will receive an acceptable use policy to review and sign during the first week of school that governs student use of school computers and the Internet, including email, instant messaging, and social networks.

**INCLEMENT WEATHER INFORMATION** - As a general rule, students will be outside before school and during lunch break if the temperature is above 18 degrees, including wind chill and with consideration for rain and snow conditions. An "inside start" morning will have signage outside of the school, and students are to enter the building: K – to classrooms; Grades 1-2 – to cafeteria; Grades 3 and up – in the gym. Students must dress accordingly on bad weather days, since they may be sent outside for recess.

**LOST AND FOUND** - Large found items are kept in the big box in the cafeteria. Small items such as keys, glasses, and jewelry are kept in the Main Office. Clothing items that are not claimed will be donated to a charity monthly.

**MEDICATIONS AT SCHOOL AND THE SCHOOL NURSE** - All medications must be stored in the nurse's office. Prescription medications **must** be brought to school in the original container with the doctor's instructions for dispensing the drug. Over-the-counter medications are **NOT ALLOWED AT SCHOOL** unless it is given to the nurse with a doctor's note and a DPS Medication Release form is on file. Students are not allowed to self-medicate or to share medications with other students. Self-medicating and/or sharing medications with other students will result in disciplinary action, per DPS policy. At the end of the year all medications supplied to the nurse need to be picked up or they will be disposed of. The district does not allow schools to store medications over the summer.

William Roberts E-8 has a certified school nurse here one day a week and a nurse's aide here four days a week. When students are sent to the nurse's office, students are quickly assessed and parent/guardians are contacted as necessary. If you have any questions please call 720-424-2650.

**PARENT-TEACHER ASSOCIATION** – The Roberts parent community is a vibrant group of parents who help the school in a variety of ways. We encourage you to visit their website and become part of this active group: [billrobertspta.com](http://billrobertspta.com).

Bill Roberts Middle School also has an Advisory Committee, made up of parents, teachers, and administrators. The Advisory Committee works collaboratively to ensure the middle school experience is rich, robust, and challenging for our students.

**PERSONAL BELONGINGS** – Students will use their lockers to store their coats and backpacks. Do not let your child bring valuable – both monetary or emotional – items to school. We do our best to monitor the hallways, but things sometimes go missing. Toys, in general, are not to be brought to school.

**RACIAL/SEXUAL HARASSMENT** - The Board of Education and Bill Roberts' administration believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the Board prohibits the harassment of students through conduct or communications of any kind, including electronic communications. It is the policy of the Board that complaints are investigated and offending individuals are



dealt with in accordance with State law and District policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the Office of Legal Counsel. If students feel harassed or bullied in any way, they should report this to any adult in the building.

**AGENDA/PLANNER FEES** - Every year 6<sup>th</sup>-8<sup>th</sup> grade students will be required to purchase an agenda/planner from the school, at a cost of \$8. Purchases must be made no later than the first week of school. It is important for your student to have their agenda so they can begin to use it in class.

**VISITORS** - Denver Public Schools policy states that **all visitors MUST sign in at the front office and obtain a Visitor's Pass**. For the safety of all students, no visitor can visit classrooms without a Visitor's Pass. The only approved visitors allowed in classrooms are parent/guardians and adult volunteers who have been pre-approved. Administration reserves the right to deny visitors. Student classroom guests are not allowed, except during administrative approved programs.

**VOLUNTEERING** – We welcome your help in making our students successful at Bill Roberts, and volunteers are very appreciated. Teachers love having the extra hands and help; we also have ways to use volunteers who don't feel comfortable in the classroom. We have a need for classroom helpers, library helpers, crosswalk attendants in the mornings and afternoons, copying helpers, and many more areas of need. Please contact your child's teacher or the front office to volunteer.

We encourage students and families to go through this handbook, so that everyone can be aware of how we strive to make students successful. Read it through together, and then please sign it together on this page, so that your child knows you are supporting their daily efforts, too. Any of the above information provided is subject to change at the discretion of administration. If you have any questions, please reach out to your teacher, or to any administrator for further clarification and discussion. An additional packet of information relating to our attendance, grading, and communication policy will be reviewed and given out at back to school night.

Thank you for your support.

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**SIGNATURES:**

*We have read the Bill Roberts Student Handbook for 2017-18. We realize that it does not contain all of the information needed for the school year, but that the information here does pertain to helping students become successful students. **By signing this agreement, we agree to comply with the policies and expectations of Bill Roberts E-8 School.***

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_