



River Oaks Elementary School
New Family Handbook
2009-2010

River Oaks Elementary
2008 Kirby Dr.
Houston, TX 77019

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1. Contact Information

River Oaks Elementary School

713-942-1460

713-942-1463 Fax

Website address: es.houstonisd.org/riveroaks

PTO website address: www.riveroakspto.org

Principal: Kelly McBride (kmcbride@houstonisd.org)

2. PTO (Parent Teacher Organization)

Every parent and teacher at ROE is automatically a member of the ROE PTO. There are no dues or fees to become a member. PTO Board meetings are held the second Wednesday of each month at 6:00pm, unless rescheduled by Board vote. Any parent is welcome to come to the meetings to gain information on the topics discussed. There are two General PTO Meetings for all members of the PTO held each year, one in the Fall and one in the Spring. Specific dates for these meetings are listed in Section 3 of this handbook.

PTO Board

President: Diane Cimino

Past President: Debra Kenna

Vice President: Frances Moore-Jones

Secretary: Kristin Helfand

Treasurer: Sandra Ahlhorn

Budget & Finance: Liz Palmer

School Life Chair: Jennifer McCormick

Ways & Means Chair: Ann Guerra

Volunteer Coordinators: Isabella Alcaniz & Sara Bloome

After School Program (ASP) Representative: Jodie Haney

Grade Representatives:

5th: Teri Peterson & Wendy Sides

4th: Melissa Morris & Alice Chen

3rd: Maryann Mueller & Cassandra McZeal

2nd: Janann Pittman & Nguyet Vo

1st: Meredith Maierson & Linda Elmer

Kindergarten: To Be Elected (beginning of school year)

Fundraising/Activity Chairpersons

Directory: Rick and Lilian Wannall

Sally Foster: Laura Fertak

Fun Run: Natalie Cordova

Fall Frenzy Auction: Sally Lechin

Bookfair: Maryann Mueller and Mary Chang

Carnival: Linda Elmer

Affinity Programs: 1st Grade Reps

ROE On-Line Store: Rick and Lilian Wannall

School Supplies: Anju Varadhachary

Hospitality: Teri Gerber

Teacher Appreciation: Holly Shilstone

SPIRIT Store: Janine Cashin

Greensheet: Ann Hester and Sandy Shaw

Marquee: Rhonda Lipper

Webmaster: Paul Mueller

Field Day: OPEN

Odyssey of the Mind: Sarah Slemmons

Yearbook: OPEN

3. Proposed School Calendar

Fall Semester:

August 20, 2009...5:30pm-7:00pm Meet & Greet

August 24, 2009...First day of school / Parent Coffee

August 31, 2009...Sally Foster Fundraiser sales start

September 7, 2009...Labor Day, student holiday

September 3, 2009...PTO Volunteer Orientation

September 9, 2009...PTO Board Meeting

September 21, 2009...Sally Foster Fundraiser sales end

September 28, 2009...Fall Holiday, Student Holiday

October 3, 2009...FUN RUN

October 14, 2009...PTO Board Meeting

October 14, 2009...PTO Fall General Meeting

October 19, 2009...Sally Foster Fundraiser delivery

November 6, 2009...FALL FRENZY Auction Party

November 11, 2009...PTO Board Meeting

November 25-27, 2009...Thanksgiving break, student holiday

December 9, 2009...PTO Board Meeting

December 18, 2009...Last day of first semester

December 19, 2009-Jan. 4, 2010...Winter break, student holiday

Spring Semester:

January 5, 2010...First day of second semester

January 13, 2010...PTO Board Meeting

January 15, 2010...PTO Volunteer Orientation

January 18, 2010...Martin Luther King, Jr. Day, student holiday

January 30, 2010...Yearbook sales begin

Calendar continued...

February 10, 2010...PTO Board Meeting

February 15, 2010...President's Day, student holiday

February 22-26, 2010...BOOK FAIR

March 10, 2010...PTO Board Meeting

March 15-19, 2010...Spring Break, student holiday

April 2, 2010...Spring Holiday, student holiday

April 14, 2010...PTO Board Meeting

April 14, 2010...PTO Spring General Meeting

April 17, 2010...CARNIVAL

April 23, 2010...PTO Volunteer Appreciation Breakfast

May 3-7, 2010...Teacher Appreciation Week

May 12, 2010...PTO Board Meeting

May 27, 2010...Last day of school

May 28, 2010...Last day for teachers

TAKS Testing Dates:

January 11-22, 2010...Stanford Kinder

January 19-29, 2010... Stanford 1st-5th

March 3, 2010...TAKS 3rd-5th grades Reading; 4th grade Writing

April 5, 2010...ESL 5th grade Math

April 6, 2010...5th grade Math

April 26, 2010...ESL 3rd & 4th grades Math

April 27, 2010...TAKS 3rd & 4th grades Math

April 27, 2010...ESL 3rd, 4th & 5th grades Reading

April 28, 2010...TAKS 4th grade Reading

April 29, 2010...5th grade Science

April 30, 2010...ESL 5th grade Science

May 18, 2010...TAKS 5th grade Math 2nd attempt

**Remember to have your child get a good night sleep and a good
breakfast!**

4. Daily Schedule/Attendance

Starting the School Day:

School begins Monday-Friday at 7:45am

The front doors are unlocked and student supervision starts at 7:00am. In the morning, Kindergarten, First and Second Grade students are supervised in the cafeteria. Third, Fourth, and Fifth Grade students are supervised outside on the playground beginning at 7:25am, unless it is raining and then they report to the PE Area inside.

The campus gates will be locked at 8:00am and unlocked at 5:30pm. If you are running late in the morning, please come through the circle drive at the front of the school to drop off your child and to receive a tardy slip from the front office.

Tardies:

The first bell rings at 7:40am and the school day begins promptly at 7:45am. Please make sure your child is at school on time. Your child will be counted tardy after the 7:55am tardy bell rings. Excessive tardies may result in your child's transfer being revoked.

Attendance:

Prompt and daily attendance is extremely important to your child's education. In addition, our school's funding is effected by our attendance rate.

Attendance is taken daily at 9:30am. To be counted present for the day, your child must be in the classroom at 9:30am, unless the child returns the same day with a doctor's excuse. In addition, students must be present a minimum of 4 hours each day to be counted present.

Excused Absences:

The only acceptable excuses for excused absences are:

- personal illness or quarantine
- illness or death in the family
- religious holidays
- participation in school activities with the permission of the principal
- weather or road conditions making travel dangerous

(In accordance with Texas Education Code 521.034(f), students shall be excused from attending school for the purposes of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. The school must receive written notification of absences from holy days prior to the day.)

If your child has a doctor's appointment, he/she will not be counted absent if your child returns to school the same day and brings an excuse from the doctor. Written excuses for absences or tardies must be in the school's possession no later than three days after the date of the absence. **Absences without a written note are automatically recorded as unexcused.**

Excessive absences and/or tardies are referred to the attendance personnel within the district office which may result in transfers being revoked.

HISD uses an automated telephone system to alert parents of a child's absence from school. The system asks you to phone the school immediately. If you have already notified the school, you just need to write a note or email to your child's teacher explaining the absence and send it with your child when he/she returns to school. **Regardless of whether you already informed the school of an upcoming absence, you will still receive the automated call.**

Procedures for Leaving Early:

- send a note informing the classroom teacher
- come into the office and sign out your child
- school office personnel will call for your child to meet you in the office
(children will not be called to leave early between 2:45pm and 3:15pm or 12:15pm and 12:45pm on Early Dismissal days due to dismissal procedures)

Multiple occurrences of early release of students are strongly discouraged and will be considered in magnet vanguard transfer renewal the following year.

5. Dismissal Procedures/Parking

School dismissal on Monday, Tuesday, Thursday, and Friday is at 3:15pm
School EARLY dismissal on Wednesday is at 12:45pm

Bus Riders: when called via intercom, students will go directly to the buses to depart.

After School Program (ASP) Participants: students will go directly to their ASP class.

Car Riders in Kindergarten, 1st grade and their older siblings: students will be picked up at Circle Drive in the front of the school.

Car Riders in 2nd, 3rd, 4th and 5th grade: students will be picked up on Avalon at the second gate entering the playground. Carpools must enter from Kirby moving west. Parking for pick up on the south side of Avalon is prohibited. It is dangerous to have your child go between cars for pick up and school staff will prohibit students from doing so.

Walkers: All walkers will go to the Avalon door by Nurse Petner's office (South end of hall). Parents wait outside the doors. School personnel monitor the pick-up.

NOTE: Parents do not enter the building at dismissal and are asked to be patient. School personnel focus on keeping track of all 650 students and their pick-up arrangements - teachers cannot use this time for conferencing.

Car Riders in 2nd, 3rd, 4th, or 5th grades that have a younger sibling in Kindergarten or 1st will be picked up in Circle Drive with their younger sibling or carpool buddy.

All students that are not in the After School Program must be picked up immediately after dismissal. After 3:30pm (Mon, Tues, Thurs, Fri) or 1:00pm (Wed) there will be no adult supervision available for your child. This is potentially a dangerous situation.

Our main concern is your child's safety. Please review the options available to you for after school care. These include HISD bus transportation, After School Classes, or carpools. School personnel will be happy to assist you in making arrangements for your child's after school care.

Parking:

***** Please be courteous to and respectful of our school and our neighbors. Please do not block their driveways, drive on their grass, double park or turn around in the driveways. *****

Parking is available in circle drive and in some areas of Avalon and on the other side of streets at certain times of the day. Please look for signs. Auction reserved parking in Circle Drive is RESERVED. We teach our children integrity in following school policies. We ask that you help us to set an example. These families made large donations to the school for those parking spots and they need to be available at all times. Unauthorized parking can result in your car being ticketed and/or towed.

Traffic is always a problem in the morning and afternoon with children coming from all over the city. There is no parking at all on the south side on Avalon. On the north side of Avalon, parking is not permitted from Kirby drive to the drop-off/pick up areas during the start and end of the school day. Parking is permitted beyond this point on the north side but please do not block the fire hydrant.

Parents parked in circle drive parking spots during drop-off/pick-up will have to wait until the process is over to pull out. If you need to get out, do not park there. Please heed the "No Left Turn" and "No Parking" signs at all times. This helps keep traffic moving more smoothly and is safer for the children. Watch for red fire zones!

The staff parking lot is reserved for staff only and will be controlled parking from 7:00am until 3:30pm. Please do not park in this area or use it as drop off. The delivery area in back is not to be used as a drop-off/pick-up. This is also a fire zone.

Crossing guards are located at Kirby/Avalon and San Felipe/Kirby. Parents are encouraged to utilize the various side streets and crossing areas as traffic and parking can be difficult.

6. Lunch Information/Schedules

Lunch Card Information:

Each student is allotted a lunch card. You may add money to your child's lunch card using CASH at the Meet & Greet or in the cafeteria from the Cafeteria Manager on any school day (before school starts in the morning is preferred). To add money to your child's lunch card using a credit card, you must set up an account online.

Visit <http://www.houstonisd.org/portal/site/FoodServices/> to set up an account.

You will need your child's student identification number to set up an account online.

You can obtain this number at the Meet and Green on August 20th, or you may call the school and ask for it.

The lunch card is an easy way for your child to buy lunch without having to carry cash. When your child's card runs out of money, a note will be sent home with your child. Please check the balance on the card periodically with the cafeteria staff or online; you may have an outstanding balance. Sometimes the notes sent home get misplaced. Money left from one year will be transferred to the next year.

Cost of lunch: (subject to change)

Students: \$1.60

Adults: \$2.65

Students Reduced Lunch: \$0.40

Lunch is served from 10:26am-12:46pm (see schedule below)

Cost of breakfast:

Students: Free

Adults: \$1.70

Breakfast is served from 7:15am-7:40am

The proposed lunch schedule is as follows: (subject to change)

10:26am - 11:00am	Kinder
10:34am - 11:20am	First
10:56am - 11:42am	Third
11:16am - 12:08pm	Fourth
11:42am - 12:26pm	Fifth
12:00pm - 12:46pm	Second

7. Health/Illness Policy

We would love it if all children could be at school everyday, but we know that illness does occur. An ill child needs to be at home. The following symptoms are to help determine when a child should not be brought to school:

- A child has had excessive coughing, fever, vomiting, or diarrhea in the last 24 hours.
- A child's illness is suspected of being contagious.
- A child needs more care than the teacher can give while caring for other students.

A note or e-mail from the child's parent or guardian written to the child's teacher is required for an excused absence.

If a child becomes ill during the day, the nurse will care for that child until a parent or other authorized adult can arrive. All parents must have emergency plans established to care for ill children.

If a child gets hurt during the day, the nurse will make all attempts to inform the parent of any injuries.

Notices will be sent home concerning student(s) in the classroom/grade level who have been exposed to communicable diseases such as lice, strep throat, or chicken pox.

Please notify the school nurse if your child has a communicable disease or has been exposed to one.

Allergies:

Parents of children with severe allergies should contact Nurse Petner.

Medications:

If your child needs to take over-the-counter or prescription medicine during the school day, a "Medication Dispensing Form" must be filled out and signed by the parent and the doctor (you can get this form from Nurse Petner). All medications must be in a pharmacy container with the child's name on it or in the case of over-the-counter medicine, in the original identifying box or container.

8. Greensheet/Communications

The River Oaks Elementary Greensheet:

The *Greensheet* is the weekly newsletter that is printed on green paper. It comes out every Tuesday. The *Greensheet* has a calendar of events and a lot of other valuable information about what is happening in and around the school. It is important that you read the *Greensheet* every week. If you have any important school information that should appear in the *Greensheet*, you can email it to Barbarita Reiter at breiter@houstonisd.org for approval. The normal deadline is Monday end of school day for inclusion in that week's *Greensheet*. Items for the *Greensheet* should be school-related and will only be included at the discretion of the school as space permits. It is also easier to input the information if it is received in an electronic format.

You can download the ROE *Greensheet* Newsletter from the links on the ROE Website <http://es.houstonisd.org/riveroakses/> and click on *Greensheet* News.

Other Communications:

There are labeled baskets and lockers located in the Kindergarten wing of the school for PTO events and committees. PTO forms and information flyers can be found in the rounder in front of the lockers. Information can also be dropped off in the front office.

Any communications for ROE staff can be left with the front office staff to be placed in the appropriate mail box.

Every Tuesday, students take home communication folders with school-related and other relevant information. The weekly *Greensheet* newsletter contains the latest news, information and notices for the school community and always goes home via the communication folder. PTO flyers that are to go in the communication folders must be approved by the principal prior to mass distribution.

9. After School Program

ROE parents are very fortunate to have an After School Program (ASP) on our campus! The ASP Packet has all of the classes provided for your child to choose from. Here are a few things you need to know about your ASP:

1. There are 2 registration periods per school year: One for the Fall Semester in the June-August timeframe and one for the Spring Semester in mid November.
2. You may pay for the ASP by check, money order, MasterCard, Visa, Discover or American Express
3. Full-time Extended Day is from 3:15pm - 6:00pm
4. Half-time Extended Day is from 3:15pm - 4:45pm
5. Full-time Mini and Half-time Mini is Extended Day with enrichment classes added (you get \$40 off the price of Extended Day for each class you register your child for).
6. Early Dismissal is included in the price of Extended Day. If you enroll your child only in Occasional Extended Day, you may use your units if you choose.
7. Occasional Extended Day is for families who don't need daily after school care. Days can be purchased in groups of 5 units at a time. Units mean 12:45pm-3:15pm OR 3:15pm-6:00pm.
8. Homework is open to all students enrolled in Full-time/Full-time Mini OR Half-time/Half-time Mini. It is not open to children in Occasional or Early Dismissal Extended Day.
9. Bridge Enrichment provides care for the hour BEFORE a 4:25pm class for those children NOT ENROLLED in Extended Day (Full-time, Full-time Mini, Half-time, Half-time Mini, and Occasional Extended Day). It does not provide supervision after a 4:20pm class is over. Therefore, if you are unable to pick up your child after an enrichment class ends at 5:25pm, you will be assessed a 5-Unit Occasional Card. One unit will provide your child supervision until

6:00pm. After 6:00pm, a fee of \$2.00/minute is assessed. The remaining units are for your use throughout the school year.

10. If your child is enrolled in Extended Day he/she will be outside in supervised play as much as possible. When the weather does not permit being outside (i.e. rain, very cold, ozone alerts) they will be inside in a classroom engaged in a variety of activities (i.e. board games, reading, etc.)
11. After you have registered before the first day of school, your 1st payment is due at the time of Registration. The 2nd and 3rd payments are due on the first Friday of the following 2 months. This is the easiest way to remember: 1st Friday of each month for September, October (Fall Semester); 1st Friday of each month for February, March (Spring Semester). A \$10.00 Late Fee will be assessed if payments are not submitted on the due dates.
12. There is a \$2.00/minute fee assessed for late pickups (after 6:00pm). The total fee is due within 24 hours. The late fee is doubled if payment is not received within 24 hours.

If you have any questions about the ASP please contact the Director, Sylvia Ponce de Leon, at 713-529-3507 or by e-mail at ciasp@sbcglobal.net.

10. Parent Involvement

Parents are always welcome in the school, but we also want the campus to be safe and secure. Therefore, no adults may be in the building without having checked in at the front office. A badge must be worn at all times. Don't be offended if a staff member asks you to return to the office for proper identification.

Involvement in School Activities:

ROE offers parents many opportunities to become involved in school life. Regardless of your time availability, there's a task that's right for you. Volunteering provides a great way to learn more about your child, meet other parents, and get to know the school and faculty better while doing a good deed. To volunteer, e-mail Isabella Alcaniz at ialcaniz@uh.edu or Sara Bloome at sbloome@comcast.net. You can also check out the ROE website at <http://es.houstonisd.org/riveroakses/> for a list of events and other volunteer opportunities.

Mandatory Volunteer Registration:

We hope parents feel welcome at ROE at all times. In order to provide safety for our students all volunteers must fill out the Volunteer Registration Form which is located online. After you are an approved volunteer, you will be permitted to volunteer in the school and go on school field trips. In addition to the obvious benefits of your volunteer hours, **many financial grants are awarded to HISD based on your recorded volunteer time!**

Volunteer Registration Form:

There are two steps to becoming an approved volunteer for HISD schools.

Step 1:

HISD volunteers are required to complete the Volunteers in Public Schools (VIPS) online registration @ www.houstonisd.org. Look for the Related Links heading on the right side of the web page and click on the VIPS Login at the bottom of this Related Links section. Click on "I have never used this program. Register me as a new user." Answer the questions to complete your registration and "SAVE".

Step 2:

Your photo identification needs to be copied and turned into the front office. Valid photo identifications are USA issued driver's license or identification, passport, military ID or USA issued resident alien card. Faxed identifications are not acceptable.

Volunteer Hours Binder:

There is a binder at the front office check in window to log your volunteer hours into. Please put your name and your child's name on the form and then record your hours on a daily, weekly or monthly basis. It is not necessary to put the actual time of day you worked but only the amount of hours.

Name Badges:

All visitors must provide their driver's license at the front office to get a badge. Your driver's license number will be registered into our *Raptor* machine and all approved visitors will be provided with a name badge that must be worn in the school at all times. It is very important to always wear this name badge when you are at the school as a volunteer or on school business. Wearing a name badge will facilitate others getting to know you and will enforce security in our school.

Classroom Participation:

Class activities are enriched by parents who are willing to talk about careers, hobbies, cultures, or other interests with the students in the classroom or grade level. Parents are invited to go on field trips, help teachers with projects at school or at home, help with classroom celebrations, or become a Kindergarten reader.

Classroom Visits and Conferences:

If you would like a conference with your child's teacher, please contact her/him to find out the best time for you to meet. Each teacher schedules conferences so there is no disruption of the instructional day.

Problem Resolution:

If a situation arises that causes concern either between the teacher and the child, or between the teacher and the parents, we suggest the following procedure:

- The parent(s) should schedule a conference with the teacher so the concern can be discussed and resolved. A discussion, in private, is generally the easiest and most effective way of dealing with matters of concern.
- If, after the conference, the parent(s) feel the situation is still unresolved, the parent(s) should contact the principal.
- The principal will review the concern, talk with parties involved, review policy, and take additional action, if needed, to resolve the issue.

Room Parents:

Room parents are an **invaluable** member of the classroom. Room parents will do a variety of tasks such as plan classroom celebrations, communicate with parents in the class, help the teacher get volunteers for the classroom, solicit volunteers from the class to work the class booth at the carnival and other PTO events, organize class gifts for the teacher, and most of all keep parents up to date with what is going on in their child's classroom.

Car Drop-Off Volunteers:

As staff members are not yet on duty, parents volunteer with morning "Circle Drive Duty" or "Avalon Drive Duty" anytime between 7:15am and 7:45am, opening doors for students to exit cars and helping with traffic flow. This is a great way to get to know other parents.

Nature Center Days:

Our Nature Center is a special place where kids can observe indigenous wildlife and plants in an outdoor lab setting. It's around 40,000 sq.ft. in size so ever so often it needs a little 'TLC'. If spending one Saturday morning 3 times a year to help clean out our Nature Center appeals to you, we would love to have your services! The activity usually involves pulling weeds, relaying stone walkways, planting or fertilizing new plants, or adding decorative touches like labels/signs, etc.

Science Fair Judging:

ROE and the Science Lab would love to have your talents as a Science Fair Judge! Interested? It just requires you to have fun viewing kids submitted projects, working with 5-7 other interested parent judges, and 3 hours of your time for the year! The event usually occurs in April. Refreshments are provided too!

Field Trip Chaperone:

Chaperones may be requested by the classroom teacher to assist in the supervision and learning experiences of the students during field trips. Each chaperone must have prior approval through the HISD Volunteer System.

Library Support:

Help in our school library with shelving, cataloging, and various special projects.

11. School Events

Meet and Greet: (August 20 from 5:30pm - 7:00pm)

Thursday before school starts, come up to the school and find out whom your child's teacher will be this year!

Parent Coffee: (August 24th)

On the first day of school, drop off your children then come by the cafeteria for refreshments and to visit with other parents.

Parent Open House: (September)

In mid September there will be two open house nights divided by grade levels (K-2, 3-5). On this evening, the teachers provide an introduction to the curriculum that will be taught in the classroom and how the children will spend their day at school. This is the opportunity for parents to visit the classroom and ask questions.

Fun Run: (October)

The FUN RUN is right on the school's playground! Come join your friends and have a great time participating in the family walk/run, grade level races, partner races and lots of other fun activities like hula-hooping!

Fall Frenzy Auction: (November)

The Fall Frenzy Auction Party is our largest fundraising event of the year. It is a great opportunity to socialize with other ROE Parents and just by purchasing a ticket you have benefited our school. There will be great items to bid on such as parent sponsored "Great Gatherings", teacher sponsored "Socials", valuable merchandise and services, circle-drive parking spaces, sporting event tickets, fabulous vacation homes and more! Games, raffles, good food and music make for a wonderful night out.

Book Fair: (February)

The book fair is a favorite among the ROE Students! It is held at the school for an entire week. Students get the opportunity to shop and teachers select books for their Wish Lists. Grandparents and friends are invited for a special day of enjoying refreshments, shopping and sharing the excitement of reading. The week ends with a family night including food, shopping, events and fun!

Carnival: (April)

The Carnival is the perfect time to come up to the school and enjoy some good old fashion family fun!! There are lots of booths to choose from such as the dunking booth, confetti eggs, face painting, silly string and more. There is a ton of food and drinks, and don't forget about the cake walk!!

Field Day: (May)

All grades will participate in a fun filled half day of athletic activities that highlight and challenge the students' abilities. It's a great chance for parents to be a hands-on volunteer and cheer on their child. Each grade level needs 30 volunteers to help run the games.

School Musical: (May)

Ms. Hicks will choose grade levels to participate in the school musical for the year. Parents will help make costumes. This show is amazing! Don't forget your camera!!

Kindergarten Promotion: (May)

Kindergarteners will wear a green graduation cap and participate in a ceremony at the end of the school year. This is definitely a time to break out the video camera! (You might want to bring some Kleenex too!!)

School Field Trips:

Students will have the opportunity to participate in field trips that enhance their classroom lessons. It is our hope that all students will be able to participate, however, students who are unable to attend will remain on campus in another classroom. To attend field trips, all children must have a signed permission slip that has been turned into the classroom teacher prior to the field trip.

Most school field trips are paid for by the school, however, a few field trips may require a small cost to the student. The classroom teacher will inform you of the date, location, cost and any needs prior to each field trip.

Children represent the school while on field trips. Their appearance and conduct should be exemplary. School staff reserves the right to deny a child's participation in a field trip or extra-curricular activity if his/her conduct does not merit this privilege.

12. Additional School Information

Dress code:

- Head coverings are not permitted. Hats, caps, and dark glasses may not be worn in the building.
 - Shorts, skorts, skirts and dresses worn above the knee must pass the fingertip test (this means the skirt must be below the student's fingertip when her hands are relaxed by her side).
 - All clothing and accessories must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, or drug use, and/or reference to or association with gang activity.
 - All clothing must cover entire mid-riff area, chest, back and top of shoulder area.
 - Pants must be worn at the waist. Students must not wear pants that by design or by the way they are worn create a safety hazard.
 - Suspenders or overall tops must be worn on the shoulders.
 - Accessories/clothing which are considered a safety hazard to self and/or others are unacceptable.
 - No flip-flops are allowed.
 - Shoes must be appropriate footwear for the track.
- Failure to comply with the dress code will result in the students being sent to the principal.

Facilities and Bathrooms:

There is a work area available for volunteers at the rear of the cafeteria. Training is offered to operate the designated copy machines. The teachers' lounge is reserved for ROE staff only.

Adult bathrooms are located throughout the school. There is one located in the back of the cafeteria in the workroom; one is across the hall from the library and two are located past the rotunda at the beginning of the third through fifth grade wing. For safety reasons, adults will NOT be allowed in student bathrooms at any time.

School Supplies:

All school supplies can be purchased through the PTO by filling out the form received in the Summer Mailer or by purchasing via the ROE on-line Store. Your child will need a backpack that can fit into their locker. Kindergarteners take naps so they will need a nap pad or small blanket/pillow for naptime. Remember their nap items must fit in their locker along with their backpack. Also note that NO ROLLING BACKPACKS are allowed.

SPIRIT Store:

The SPIRIT Store is a great way to make your child feel comfortable and excited about being at ROE! You can buy items such as school t-shirts, mugs, pencils, hair bows, sweat shirts, and a variety of other items. You can purchase items at many school events, or go on-line anytime. The children just love showing their school pride by wearing their ROE gear! Every Friday is spirit day so don't forget that ROE t-shirt!

School phone calls:

If there are any changes in your child's daily routine please let the classroom teacher know in writing as soon as possible. The school telephone is for emergency use only. In the event of an emergency, please contact the front office before 2:30pm, calls after 2:30pm cannot be guaranteed to reach the student.

13. ROE Curriculum Unique Features

International Baccalaureate (IB) Program:

ROE is one of four elementary schools in HISD accredited as an International Baccalaureate (IB) school. The accreditation process is usually a three year journey.

The IB Primary Years Program (IB PYP) is designed for students between 3 and 12 years of age. The program identifies a body of significant knowledge for all students in all cultures in six principal subject areas: language; social studies; math; science & technology; the arts; personal, social and physical education. An authorized PYP school is expected to provide for the teaching of an additional language other than the school's language of instruction in order to support the international perspective of the curriculum. Subject knowledge is also integrated using interdisciplinary themes.

The PYP program depends on committed teaching in the spirit of the inquiry-based curriculum. This in turn requires thorough institutional support. All participating teachers need to engage in an ongoing process of professional development. Opportunities to do so include attendance at regional events and participation in school-based training. Curriculum is structured so that students construct meaning based on prior knowledge and classroom experiences. An inquiry approach is used, resulting in higher-order thinking skills.

More information about IB or PYP can be found on the ROE website; click on "The IBPYP Program at ROE".

Nature Center:

The Nature Center is a wonderful hands-on ecological study area that supports a wide variety of habitats. It was conceived and built by the Class of 1992 following their study of ecosystems in the fall of 1990. With the help of the community and the school, these 3rd graders started digging a pond, which grew quickly to a 1 acre wildlife habitat. The garden was certified as a "Texas Wildscape" by the Texas Parks and Wildlife Non-game and Urban Program in 1994, a contrast with other "manicured" areas.

Special areas in the Nature Center include a pond with a wetland bog, hummingbird garden, butterfly garden, wildflower meadow, fruit trees, tropical area, herb garden, among others. Using mostly native vegetation, these habitats were

created to attract birds, animals, fish, reptiles and insects for children at ROE to observe, study, draw and write about.

There have been many exciting projects that classes and students have done within the Nature Center since it was dedicated in 1992. This unique environment for learning is truly an asset to the school. It will continue to develop and change as the ROE community comes up with new ideas.

Odyssey of the Mind - Grades 2-5

Odyssey of the Mind (OotM) is an international program designed to provide creative problem-solving opportunities for children from Kindergarten to college. ROE has a very strong tradition with OotM and it is one of the more popular extra-curricular activities at our school. OotM teams are generally made up of students in the same grade, coached by parents. Parents also help with judging and running OotM workshops, with some teacher involvement in these areas as well.

ROE OotM is a volunteer program. Although we will assist parents, children and coaches in creating teams, parents are ultimately responsible for finding a team for their child. Network....network....network! The number of children we serve is contingent upon the number of parents who volunteer to coach. The only way to guarantee a spot on a team for your child is to coach!

Teams are composed of five to seven members. Coaches must be at least 18 years old. Teams hold meetings after school and on weekends. Parents and coaches are responsible for establishing meeting times and locations.

ROE is limited to 15 Division 1 teams (3rd to 5th grade). In the past, ROE has been able to have as many Primary teams (K thru 2nd grade) as we wanted. We are assuming this will continue. Although the Primary Problem is open to K-2nd grade, we encourage parents to wait till 2nd grade!

For more information, contact our Michele Dahlquist or check out www.odysseyofthemind.com.

14. The ROE On-Line STORE

The STORE is a special section of our PTO website. You access it through its ROE Store link in the navigation page or by typing in our home page:

<https://www.riveroakspto.org/theroestore>.

There is an area with sensitive information which can only be accessed with a secure login. This includes After School Program registration, ordering PTO services, purchasing fundraising or spirit school items. Orders placed online can be paid by credit card as you order or by check within 48 hours. In the secure area you can also review order history, update your directory information and access electronic class directories. Most parent business is conducted through the ROE Store.

However, you do not need to be logged in to browse the informational section which includes articles posted by the PTO regarding upcoming events and announcements, or parent Forum postings in categories such as Family Activities (updated weekly), Day Camps and more. You can even browse the Shopping section but you need to login to place items in your shopping cart.

Every ROE parent, and faculty or staff member, is welcome to access our secure website. Accounts are subject to review and approval at PTO discretion.

Split household parents should create two separate accounts to enter directory information for each household and keep their orders separate. However the primary guardian is responsible for After School Program registration and payment.

Getting started:

The st^ROE

To create a user account, click "Register New User" (top right corner of maximized screen). Follow the instructions on screen. The email address that you save in your profile is used by the system to send you replacement passwords (it is very important to keep this updated). It is also used for PTO broadcasts.

To get more information on the ROE On-Line STORE, visit our web site (address above) and click on Store FAQs ("Frequently Asked Questions").

15. School Directory Information

School Directory:

A school directory is printed every year at ROE. The Directory is organized into grade levels and then by classes. For each child the following information can be found: parent name, address, 1-2 phone numbers, 2 parent email addresses. For split households there will be a separate second listing. Parents provide this information online and implicitly authorize publication within the school. If you do not want your contact information in the directory, you can decline and then only the child and parent names will be published. Emails are often used for PTO and class communications, as well as for ROE Store billing.

Personal information is not mandatory. Information gathered for the directory is strictly intended to be used for school-related matters. Please be respectful of the privacy and purpose of the lists. A privacy policy that complies with HIPPA rules can be found on the ROE Store website.

THE ONLY WAY to ensure that your child is included in the school directory, is to fill out the on-line forms located at the ROE Store website by the end of August, even if you do not know your teachers name yet. If you are a new parent, you need to create your own account first to access the secure directory area. Your information will be retained and your child, from K through 5th grade, will be automatically updated to the next higher grade. Start here:

<https://www.riveroakspto.org/theroestore> and read Store FAQs ("Frequently Asked Questions").

Do I have a login and password?

All River Oaks parents, Faculty and Staff who had an account in a previous academic year will retain that account from year to year.

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I'm new to ROE. When should I create my login?

If you are new to River Oaks Elementary, you should create an account as soon as possible. You should create your login as soon as you know that your child will be attending River Oaks. You don't have to wait for the new academic year, or anything else.

Do not wait until the school year starts. Registration for After School Program begins way before the school session, and you miss out on classes that get full if you wait.

You must have an account (a login) at the store to register for After School Program sessions, so be sure to create your login as early as possible. See [How to Register Online](#) for more details on registering for the After Schol Program.

Parents who do not have access to a computer can call the Wannall Family at (713) 524-4522 for assistance.

Spirit Ads:

Spirit ads for the Directory are available too! Children LOVE to see their name in print and LOVE to look for their ad in the directory. There are a variety of sizes and prices of the ads you can purchase and they are well worth the money! Spirit and Business ad revenue, covers the cost of publishing the directory as a free service to the ROE community.

Please refer to the online instructions and help pages regarding purchase, design and delivery of ads.

16. Help ROE With Your Everyday Shopping

Please see the following list of programs that donate money to our school based on your purchases. For no additional out of pocket money, you can help ROE. Last year, ROE received over \$7000 from these programs. Look over the list and pick what works for you.

And don't forget you can get grandparents or others to help us out too. Thanks very much!

Donations from Grocery Stores and other Shopping Cards:

Several stores will donate a portion of your purchases to ROE if you use a card or designate it as your beneficiary with their store programs.

Central Market- Use the Central Market card when you shop there and ROE gets 5% of your purchases. Central Market white plastic cards which have a ROE assigned UPC, can be obtained from the PTO. For the 08-09 school year, we earned over \$4500.

Kroger- Our organization is enrolled in the NEW Kroger "Neighbor to Neighbor" Donation Program. To participate, you must take the Customer letter with our organization's barcode to the store and give it to the cashier at checkout. The cashier will scan the barcode with your Kroger*Plus* card. Once your card is scanned with our organization barcode, it will be active for the remainder of the program year of July 1, 2009 - April 30, 2010. Please check on the bottom of your receipt to make sure it says "Your card is contributing to Neighbor to Neighbor #80571." Each time you shop, Kroger will contribute a percentage of your eligible purchases to the program fund. You can get extra Customer letters with the barcode from the PTO or at Kroger's Neighbor to Neighbor website at www.krogerneighbortoneighbor.com (click on Find Your Organization).

Randall's- Obtain a Remarkable card from Randall's and designate ROE as a beneficiary of their Good Neighbor Program (you can designate up to three beneficiaries). ROE will receive 1% of your purchases. The GNP Charity # for ROE is 5730. If you are already a Remarkable cardholder, you can add ROE as a beneficiary by updating a GNP form found at the Customer Service Desk. To learn more about the Good Neighbor Program go to www.randalls.com. During the 08-09 school year over \$500 has been earned for ROE through this program.

Rice Epicurean- Rice Epicurean Markets has a points-based program to enable customers to earn money for their designated school. Link your Epicurean card to the EPoints program by enrolling at any of the store locations or at www.riceepicurean.com. Once enrolled, every dollar spent with your Experience Card earns one point. When you accumulate a minimum of 5,000 points, you can redeem them for a \$50 check payable to ROE.

Office Depot- ROE will receive credit for free supplies through Office Depot's 5% Back to Schools program. Use our 5% School ID # 70097782 every time you shop at Office Depot and ROE will receive 5% of qualifying purchases to use for free supplies. Consider asking your employer to use the ROE ID # in conjunction with corporate purchases.

Target- If you have a Target Visa card you can earn money by designating ROE as your charity under the Take Charge of Education Program. ROE's school ID is #98762. Target will donate 1% of your Target purchases and 1/2% of purchases made everywhere else to ROE. Visit www.target.com to apply for a Target Visa card and click on "Take Charge of Education" to designate ROE as your school. ROE has earned over \$700 from Target for the 08-09 school year.

Donations from Brands You May Use:

General Mills Box Tops for Education

Last year, ROE gathered over 13,000 General Mills Box Tops, which translated into more than \$1300 for our school. This is free money for our school! We encourage each family to collect and place these box tops in the collection baskets located on top of the PTO lockers in the Kindergarten hallway. This year, there are special Gold Box Tops on General Mills products that are worth an extra 10¢ each.

In addition, register and shop online at www.boxtops4education.com and a portion of your qualifying purchases will be donated to ROE. You will not be paying any extra and you will be shopping at well known stores like Barnes & Noble, Eddie Bauer, Gap, Lands' End, Dell, etc. A third way to raise money with Box Tops is to apply for a Box Tops Visa card by calling 1-800-227-9605. Designate ROE as the school to receive 1% of your card purchase price.

Tyson- Clip and save "Project A+" redemption labels from Tyson products (frozen products in boxes and bags and lunchmeat products) that feature the "Project A+" logo. Each label collected is worth 24 cents. Collection baskets are located on top of the PTO lockers in the Kindergarten hallway. See examples of "A+" labels on www.tyson.com.

Campbell- Collect Labels for Education UPC codes from eligible Campbell products and ROE can redeem them for educational merchandise. If you are interested in more information on this program, or to see a list of the available merchandise, go to www.labelsforeducation.com. Collection baskets are located on top of the PTO lockers in the Kindergarten hallway.