



ROE

River Oaks Elementary

IB World School

Family Handbook 2015-2016

**2008 Kirby Drive
Houston, TX 77019
Tel: 713-942-1460
Fax: 713-942-1463**

Website address: <http://www.houstonisd.org/RiverOaksES>

PTO website address: www.riveroakspto.org

Follow us on Twitter: @ROEworld

I. Contact and Other Communication Information

Head of School: Dr. Keri Fovargue	kfovargu@houstonisd.org
Assistant Principal: Dottie Lawrence	dlwren1@houstonisd.org
Vanguard Coordinator: Andy Williams	awillia8@houstonisd.org
IB Coordinator: Liz Goodman	agoodman@houstonisd.org
Literacy Coach: Anna Williamson	awilli70@houstonisd.org
Secretary: Cynthia Chavez	cchavez4@houstonisd.org
School Nurse: Jan Petner	jpetner@houstonisd.org
Registrar: Diane Sheehan	dsheehan@houstonisd.org
Receptionist: Leonor Munoz	fmunoz@houstonisd.org
Library Services: Martha Skrabanek	mskraban@houstonisd.org
ROE Connections Director: Monica Nuncio	roecoordinator@sbcglobal.net

The ROE News: The ROE News is communicated through My School Anywhere (formerly Constant Contact) and is electronically sent by email every week, unless it is a holiday. This is the main method of keeping parents informed and is critical for consistent information. If you are not receiving an electronic copy of the ROE News, please contact kfovargu@houstonisd.org. A paper copy is always available at the front office for your convenience.

To submit school related information for publication, you can email it to roenews@riveroakspto.org for approval. The deadline is 4 PM each Friday for inclusion in the upcoming week's newsletter.

Tuesday Folders: This folder is the primary source of communication between school, teacher and parent. Always thoroughly review the contents of this folder.

Emails: Classroom teachers, faculty and staff can all be reached by email. To find a complete listing of email addresses please see "Faculty and Staff" at <http://www.houstonisd.org/RiverOaksES> Allow at least 24 hours for a response as teachers are not checking emails during instructional time.

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

II. School Calendars

For a complete listing of school events and activities, please visit the school calendar at <http://www.houstonisd.org/RiverOaksES>

For the HISD calendar, please visit <http://www.houstonisd.org/calendars>

III. Arrival/Dismissal/Parking Procedures

Starting the School Day:

School begins Monday-Friday at 7:35 a.m.

There are only two entry points into the building for the morning arrival. All bus riders and walkers should enter at the front doors on the Kirby side of the building. All car riders should enter at the back entrance off the San Felipe side.

The school entry doors are unlocked at 7:10 a.m. Supervision starts at this time for all students in the cafeteria. **Kinder - second** grade students will remain in the cafeteria until the 7:35 a.m. bell. At 7:30 a.m., **third, fourth** and **fifth** grade students will be moved from the cafeteria and supervised in the 3-5 hallway. Any **third, fourth, or fifth** grade student arriving after 7:30 a.m. will need to report to the designated hallway area. At 7:35 a.m. students may go to their lockers and partake in breakfast in the classroom. At 7:45 a.m. instruction starts and students and parents should clear the hallways. Tardies will be issued after 7:45 a.m.

Important note to parents:

Parents are important members of our school community and are always welcome. In order to provide a safe, calm start to our day we ask all parents to observe the following guidelines:

- No parents are allowed in the hallways before 7:35 a.m. This is a time teachers are preparing for the instructional day or are on duty throughout the building.
- Between 7:35 a.m. and 7:45 a.m., parents with badges may walk students to their classroom doors. Please do not enter the classrooms or engage teachers in conversation as they are welcoming and supervising students.
- After 7:45 a.m., parents will not be allowed into the classroom hallways unless they have received prior approval from school officials.

Tardies:

The first bell rings at 7:35 a.m. and the school day begins. Please make sure your child is at school on time. ***Your child will be counted tardy after the 7:45 a.m. tardy bell rings. Excessive tardies may result in your child's transfer not being renewed for the upcoming year if he/she is enrolled as a magnet student.***

Dismissal on Monday, Tuesday, Thursday, and Friday is at 3:15 p.m.

EARLY dismissal on Wednesday is at 12:45 p.m.

Bus Riders: Buses will arrive and depart from the front circle drive. Please avoid this area during arrival and dismissal time. Students will depart the bus in the morning and go directly through the front doors to the cafeteria. In the afternoons, students will be called from their classrooms to the front hallway of the school to organize into their bus groups and will be walked to the buses. Buses will NOT pick up at 12:45pm on Wednesdays, unless it is a designated HISD early release day. The after-school program offers a Wednesday early dismissal option to allow bus pick-up at the regular 3:15 p.m. time.

ROE Connections Participants: Students will be supervised as they go directly to the areas designated by the Connections staff and accompanied to their class by Connections instructors.

Car Riders:

- **ALL** car riders will arrive and depart from the back driveway that circles the staff parking lot in the back of the building.
- Cars will only be able to access and enter carpool line by heading East on San Felipe.
- Car riders are encouraged to arrive prior to 7:15 am to avoid back-up in the line.
- Cars queue up by turning right into the driveway and exit by turning right only onto San Felipe.
- No left turns are permitted onto San Felipe from the student car rider drop-off or pick-up line.
- ROE car rider signs **MUST** be displayed in vehicle windows.

Please do not queue in carpool line for dismissal before 2:45 p.m. M, T, TH, F and before 12:15 p.m. Wed.

As a courtesy to our ROE families and neighbors, please adhere to the following safety precautions.

Please AVOID:

- Entering the carpool line from Bellmeade or from the West on San Felipe.
- Blocking driveways/traffic, using residential driveways, or making U-turns.
- Stopping in the street to let children out of your vehicle.
- Using the front circle drive (Buses only) to drop off children.

Please note that there will be NO arrival or dismissal to car riders on Avalon Place or in the front circle drive.

Walkers:

- All walkers exit the Avalon Place side of the building. Kinder - Second grade will exit at the upper gate near the nurse's office. Third – fifth grades will exit at the gate entrance near the newest wing on Avalon Place.
- Older siblings in upper grades will go to the younger sibling's walker area to be dismissed together.
- Parents need to assemble a line by their perspective area for walker pickup and advise the teacher on duty the name of their child (ren) for pickup outside the doors.
- School personnel monitor the pick-up.
- Please note the City of Houston "No Parking" signs throughout the area and only use areas designated for parking.
- Children designated as walkers will not be released to a waiting car at any time.

NOTE: Parents should not enter the building at dismissal but are asked to wait patiently at the designated pick up location. School personnel focus on keeping track of all 700 plus students and their pick-up arrangements. Teachers cannot use this time for conferencing.

Our main concern is your child's safety. All students that are not enrolled in ROE Connections must be picked up immediately after dismissal. After 3:30 p.m. (Mon, Tues, Thurs, Fri) or 1:00 p.m. (Wed) there will be no adult supervision available for your child in the front office. Students will be enrolled in after school care, and parents will be assessed a fee. ROE Connections provides excellent, onsite after school care and enrichment. Please visit the ROE Connections tab at www.houstonisd.org/riveroakseib for more information.

PARKING: Parking is available in circle drive and along the north side of Avalon Place as well as neighboring streets. Please note the City of Houston "No-Parking" signage throughout the area. In addition, please be respectful of designated handicap and Auction reserved parking in Circle Drive. These reserved spots need to be available at all times. Unauthorized parking can result in your car being ticketed and/or towed.

Parents parked in circle drive parking spots during arrival and dismissal will have to wait until the buses leave to exit. If you need to leave, 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 it is safer for the children. Watch for red fire zones! Please obey all laws pertaining to school buses.

The staff parking lot is reserved for staff only and will be controlled parking from 6:30 a.m. until 3:30 p.m. Please do not park in this area or pull into the parking area during arrival and dismissal. 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.

IV. Attendance

Attendance:

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

Attendance is taken daily at 9:30 a.m. To be counted present for the day, your child must be in the classroom at 9:30 a.m., unless the child reports the same day with a medical excuse. In the event your child is absent, please email attendance@riveroakselementaryschool.org and copy your child's teacher with the following information:

1. Student's First and Last Name (No nicknames)
2. Reason for the Absence
3. Date(s) of the Absence

Excused Absences:

The only acceptable excuses for absences are: personal illness, illness or death in the family, religious holidays, participation in school activities with the permission of the principal, and weather or road conditions making travel dangerous. In accordance with Texas Education Code S21.034(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. Travel, vacations or extended holidays are not excused absences. The school must receive written notification of absences for holy days prior to the day.

If your child has a doctor's appointment, he/she will not be counted absent as long as the child returns to school the same day and brings an excuse from the doctor. Written excuses for absences or tardy days 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. ***Excessive absences or tardies may result in your child's transfer not being renewed for the upcoming year if he/she is enrolled as a magnet student.***

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 submitted an attendance note and received an email confirmation through our automated email system, you do not need to call the school. **Regardless of whether you already informed the school of an upcoming absence, you will still receive the automated call.**

Procedures for Leaving Early:

- Please send a note informing the classroom teacher.
- Please 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 2:45 p.m. and 3:15 p.m. on regular days or between 12:15 p.m. and 12:45 p.m. 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 renewals the following year.

Compulsory School Attendance Laws: TO PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

The Texas Education Code §25.095 requires the school district to notify a student's parents in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more parts of days within a four-week period:

1. The student's parent (or legal guardian) is subject to prosecution under §25.093; and
2. The student is subject to prosecution under TEC §25.094.

It is the parent's duty to monitor the student's school attendance and require the student to attend school and request a conference with a school official to discuss the absences. The parent is subject to prosecution under §25.093 (b) for failure to require their child to attend school. This handbook serves as the notification to parents.

V. Breakfast/Lunch Information:

Breakfast: Breakfast is provided free to all students in their classrooms from 7:35 a.m. - 7:45 a.m. If you do not want your child to partake, please contact his/her teacher.

Lunch: Students may purchase a lunch or bring a lunch from home. A drink can be purchased to go with a packed lunch. The purchase of cafeteria items is not monitored by the teacher, so please be sure you and your child have an understanding on what they may or may not purchase.

Each student is allotted a lunch card. The lunch card is an easy way for your child to buy lunch or snacks without having to carry cash. To add money to your child's lunch card using cash, please see the cafeteria manager. To add money to your child's lunch card using a credit card, you must set up an account online. Visit <https://www.parentonline.net/Public/login.aspx?> to set up an account. 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 in case you have an outstanding balance. Money left from one year may be transferred to the next year.

Student - \$2.25 Adult - \$3.00 Student's Reduced Lunch - \$0.40

If you are visiting for lunch, you must take your child to dine in the courtyard. We ask that you take only your child and no other students out to the courtyard without administrative approval. Parents must supervise his/her child in the courtyard and not allow running or other physical games.

VI. Health/Illness Policy

We would love it if all children could be at school every day, 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.
- All students must be fever free for a 24 hour period before returning to school.

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 and warrants going home, the nurse will call for the child to be picked up as soon as possible. All parents must have an emergency plan established in case of child illness. 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 the school nurse.

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 the nurse). All medications, whether over the counter or prescription, must be in a pharmacy container with the prescription label prescribed for the student.

VII. ROE Connections

ROE parents are very fortunate to have an after school program (ROE Connections) on our campus. The ROE Connections registration packet has all of the information about classes available. There are two registration periods per school year: One for the Fall Semester in the June-August time frame and one for the Spring Semester in mid-November. The ROE website

has a ROE Connections tab at <http://www.houstonisd.org/RiverOaksES>

If you have any questions about ROE Connections, please contact the Director, Sylvia Ponce de Leon, at 713-529-3507 or by e-mail at ciasp@sbcglobal.net, or Monica Nuncio, Campus Director, 713-524-8430 or by email roecoordinator@sbcglobal.net.

VIII. Additional School Information

Dress code:

- Head coverings such as hats and caps may not be worn in the classroom unless approved by the administration.
- Shorts, skirts, skorts 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 midriff area, chest, back and top of shoulder area.
- Spaghetti straps or halter tops are not permitted.
- 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 is considered a safety hazard to self and/or others is unacceptable.
- Shoes must be appropriate footwear for the track. Flip-flops are not allowed.

Parents will be contacted if there are dress code concerns.

Homework Policy: Homework will be given to students based on an expectation that students not work for more than 30 minutes in K-1; 45 minutes in 2; 60 min. in 3-5. This expectation is for ALL students – meaning that homework may need to be individualized to some degree. This expectation must be linked to any individual student modification(s) that exist(s). Homework not turned in may have an effect on the work habits portion of report card. It may not have an effect on classroom grades.

Cafeteria:

There are general guidelines for making the cafeteria an enjoyable place to eat in for all students:

- Whether in line or at the table, use a quiet voice to converse with others.
- Once seated, remain seated. Raise your hand, if a need arises.
- Keep your area clean of food and trash.
- The adult supervisors will help in all ways, just raise your hand.
- Classroom teachers take students to the restroom before lunch. Students will only be allowed to leave the cafeteria in the event of an emergency.

Facilities and Restrooms:

Staff areas such as the teachers' lounge and workrooms are designated as such, and should only be used by HISD employees unless approved by the administration.

Adult restrooms are located throughout the school. There is one located in the back of the cafeteria; 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. Do not take students into adult restrooms at any time. If you are visiting campus and you notice a student needs assistance, please contact the teacher or ROE employee.

ROE SPIRIT Store:

The ROE 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 at <http://roepto.org>. Every Friday is ROE Spirit Day and students are encouraged to wear their school shirt and accessories.

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 2:30 p.m. (M, T, Th, F) and before 11:50 p.m. (W). Calls after this time cannot be guaranteed to reach the student. Student cell phones are not permitted for use during the school day, unless permission is granted by the teacher.

Electronic Devices:

All electronic devices (i.e. iPods, games, and reading devices) should remain at home unless approved by the administration. ROE is not responsible for the loss of personal electronic devices and other personal items.

Birthday Acknowledgments:

A birthday is a big day for a student! If you would like to acknowledge your child's birthday at school please follow the current procedure:

- Provide enough treats for every student in the classroom.
- Treats may be edible or consider items such as stickers, pencils, and mini games.
- Be mindful of allergies in the classroom.
- Treats must be individually wrapped.
- Treats are handed to classmates at the end of the day as they exit the classroom.
- Birthday invitations are not to be passed out at school unless limited to the homeroom class only and every student receives the invitation.

Outside Fundraisers:

Solicitation of non-ROE fundraisers is prohibited on campus.

IX. Parent Involvement

Parents are always welcome at 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 as required by HISD. Please do not be offended if a staff member asks you to return to the office for proper identification. This badge gives you permission to go to the location you have identified to the office staff upon your arrival. Please limit your visit to the specified location. Please see Morning Arrival and Dismissal Procedures.

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, email our PTO Volunteer Coordinators at volunteer@riveroakspto.org. You can also check out the ROE website at <http://riveroakspto.org> for a list of events and other volunteer opportunities. Please complete the volunteer form and return to our PTO Volunteer Coordinators.

Mandatory HISD VIPS Volunteer Registration:

We hope parents feel welcome at ROE at all times. In order to provide safety for our students, all volunteers must be registered through the HISD VIPS Program and approved before volunteering in any capacity at ROE. Please go to the HISD website to complete the required VIPS application before volunteering and please allow at least a two week processing period before your first volunteer commitment. **Parents must be cleared in VIPS to volunteer during classroom parties.**

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. 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.

Name Badges:

All visitors must provide their driver's license at the front office to get a visitor's 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. Do not open a door for any visitor.

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, assist with kinder breakfast or become a kindergarten reader.

Classroom Visits and Conferences:

If you would like a conference with your child's teacher, please contact the teacher 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 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. Room parents are a part of our ROE PTO and work with the grade reps who serve on the Board and with the Vice President for Internal Relations.

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 square feet, so periodically 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. Please contact our Nature Center chairs at nature-center@riveroakspto.org if you are interested in participating on this committee.

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 (VIPS) Volunteer System.

Library Support:

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

X. 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 from 6:00 p.m. to 7:00 p.m., unless rescheduled by the Board. Parents are 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. PTO Board minutes are posted on the website <http://riveroakspto.org> after approval by the Board. Please visit our website at www.riveroakspto.org for detailed information about meetings, upcoming events, volunteer opportunities, various chairs and committees, SDMC Parent Representation and more.

XII. Help ROE with Your Everyday Shopping

Please look under the 'Affinity Programs' at www.roepto.org for a list of programs that donate money to our school based on your purchases. For no additional out of pocket money, you can help ROE. 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. Look over the list and pick what works for you.