



ROE

River Oaks Elementary

IB World School

**New Family Handbook
2010-2011**

**River Oaks Elementary School
2008 Kirby Dr.
Houston, TX 77019**

**Tel: 713-942-1460
Fax: 713-942-1463**

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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: Susan Shenker (sshenker@houstonisd.org)

Administrative Coordinator: Michele Dahlquist

Instructional Coordinator: Paige Heinrich

Vanguard Coordinator: Andy Williams

IB Coordinator/Math Specialist: Becca Pfeifer

Literacy Coach: Katie Morgan

Secretary: Barbarita Reiter

Financial Secretary (part time): Karen Ellison

School Nurse: Jan Petner (jpetner@houstonisd.org)

SIMS Specialist: Michelle Vara

Office Clerk/Receptionist: Leonor Munoz

Office Clerk/Receptionist: Helen Canales

Textbook Clerk: Martha Skrabanek

Library/ROE Connections Clerk: Deyla DeAnda

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: president@riveroakspto.org Frances Moore-Jones
Past President: past-president@riveroakspto.org Diane Cimino
Vice President: vice-president@riveroakspto.org Holly Shilstone
Secretary: secretary@riveroakspto.org Charla Carroll
Treasurer: treasurer@riveroakspto.org Sandra Ahlhorn
Asst Treasurer: treasurer@riveroakspto.org Liz Palmer
Budget & Finance: budget@riveroakspto.org Liz Palmer
School Life Chair: school-life-chair@riveroakspto.org Melissa Morris
Ways & Means Chair: ways-and-means-chair@riveroakspto.org
Ann Guerra
Volunteer Coordinators: volunteers@riveroakspto.org
Sara Bloome & Amie Canfield
After School Program "ROE Connections" Rep.: asp-liason@riveroakspto.org Bendi Woodruff
Specialists Representative: specialists@riveroakspto.org
Janann Pittman
Internal Relations: internal-school-relations@riveroakspto.org
Meredith Maierson
Development: development@riveroakspto.org
Stefanie Moll & Margaret Young
5th Grade Reps: fifth-grade@riveroakspto.org Wendy Sides & Kristi Graham

4th Grade Reps: fourth-grade@riveroakspto.org Teri Gerber & Lee Riley

3rd Grade Reps: third-grade@riveroakspto.org Tammy Yum & Robert Woelfel

2nd Grade Reps: second-grade@riveroakspto.org Jeri Gates & Marc Sanders

1st Grade Reps: first-grade@riveroakspto.org Monique Baumann & Vernon Pontes

Kindergarten Reps: kindergarten@riveroakspto.org To Be Elected (beginning of school year)

2010 - 2011 SDMC Parent Representatives

sdmc@riveroakspto.org

Debra Kenna

Rene Flood

Donna Glover

Orian Caldwell

Fundraising/Activity Chairpersons

Directory: directory@riveroakspto.org Maria Onufrow

Sally Foster: sally-foster@riveroakspto.org Colleen Morris

Fun Run: fun-run@riveroakspto.org Natalie Cordova & David Bowden

Fall Frenzy Auction: fall-frenzy@riveroakspto.org Sally Lechin

- **Fulfillment Chair:** TBD + Maryann Mueller
- **Data Input/Auction Displays:** Christine Rodriguez
- **Data Input/Great Gatherings:** Tom Taylor & Robert Woelfel
- **Teacher Socials:** Shelly Vara & Paige Heinrich
- **Donations Chair:** Beth Rivera
- **Ticket Sales/Publicity Chair:** Liz Palmer
- **Venue:** Adrienne Murry
- **Raise the Paddle for the Science Lab:** David Rose
- **Underwriting Chair:** Emily Madison & ROE Development Team

Book Fair: book-fair@riveroakspto.org

Maryann Mueller and Mary Chang

Grandparents & Special Friends Day: ldubinsky@hotmail.com

Liza Dubinsky

Carnival Co-Chair: carnival@riveroakspto.org

Max Shilstone & Blaise St. Raymond

Affinity Programs: affinity-programs@riveroakspto.org

Caroline Sterner

ROE On-Line Store: roestore@riveroakspto.org

Rick and Lillian Wannall

School Supplies: school-supplies@riveroakspto.org

Ann Tanabe & Georgi Silverman

Hospitality: hospitality@riveroakspto.org

Kristin Dawson & Kathryn Hensey

Teacher Appreciation: teacher-appreciation@riveroakspto.org

Tina Salem & Felicia Harris

SPIRIT Store: spirit-items@riveroakspto.org

Janine Cashin & Shenequa Animashaun

Spirit Ads: spiritads@riveroakspto.org Benee Curtis

ROE News: ROEnews@riveroakspto.org (fka the "Greensheet")

Ann Hester and Sandy Shaw

Marquee: marquee@riveroakspto.org Rhonda Lipper

Webmaster: webmaster@riveroakspto.org Paul Mueller

Field Day: field-day@riveroakspto.org Alice Chen

Odyssey of the Mind: ootm@riveroakspto.org

Sarah Slemmons & Elisa Donovan

Yearbook: yearbook@riveroakspto.org Carolyn Foug & Elaine Britt

Nutrition: nutrition@riveroakspto.org Rene Flood & Dr. Ellyn Hirsch

Tutorial Workshops: tutorial-workshop@riveroakspto.org Laura Dew

Big Ideas: big-ideas@riveroakspto.org

Cassandra McZeal & Lynn Marsh

Nature Center: nature-center@riveroakspto.org

Regina Burns & Ann Hester

Birthday Book Club: birthday@riveroakspto.org Phyllis Epps

Picture Day Coordinator: picture-day@riveroakspto.org

Vicky Estrera & Wendy Caldwell

Library: library@riveroakspto.org Phyllis Epps

3. Proposed School Calendar

Fall Semester:

August 19, 2010 ...Meet & Greet: 5:00pm-6:30pm

August 23, 2010...First day of school/ Parent Coffee

August 30, 2010...Fall Fundraiser begins

September 07, 2010...Labor Day, student holiday

September 10, 2010...PTO Volunteer Orientation: 7:45am

September 13, 2010...Picture Day

September 25, 2010...Fun Run

October 20, 2010...PTO General Meeting: Parent Workshop for School Bullying Prevention 5:30 - 7:30 pm

November 12, 2010...Fall Frenzy Auction Party 7:00 - 11:00pm

November 22, 2010...Make-Up for Individual and Class Pictures

December 17, 2010...Last Day of School before Winter Break

Spring Semester 2011:

February 7-9, 2011...Book Fair

February 8, 2011...Grandparents and Special Friends Day

February 9, 2011...Family Night 5-7pm

March 07 - 11, 2011...Teacher Appreciation Week

March 14 - 18, 2011...Spring Break

April 09, 2011...ROE Family Carnival

April 23, 2011...Earth Day at ROE's Nature Center

May 23, 2011...Field Day

June 02, 2011...Last Day of School

Testing Dates:

October 25 - 29...NNAT-2 for Kinder and 5th grade

December 1-10, 2010...Stanford Kinder

March 01, 2011... 4th grade TAKS Writing

April 04, 2011... 5th grade TAKS Math

April 05, 2011...5th grade TAKS Reading

April 26, 2011... 3rd & 4th grades TAKS Math

April 27, 2011... 3rd & 4th grades TAKS Reading

April 28, 2011...5th grade TAKS Science

May 9-13, 2011... Stanford 1st - 5th

May 17, 2011... 5th grade TAKS Math 2nd attempt

May 18, 2011... 5th grade TAKS Reading 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 7:10am. In the morning, Kindergarten, First and Second Grade students are supervised in the cafeteria. Third, Fourth, and Fifth Grade students are supervised outside beginning at 7:25am, unless it is raining and then they will be supervised in the 3/4/5 hallway. Students will not be playing on the playground in the morning, but will sit in the amphitheater and may talk with their friends if they arrive before students are dismissed to their classrooms.

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 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 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 tardy days 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. Arrival/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: 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.

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 driveway that circles the staff parking lot in the back of the building. It can be accessed on San Felipe. Cars queue up by turning right into the driveway and will exit by turning right onto San Felipe. No left turns are permitted off San Felipe for student car pool drop-off or pick-up. Students will arrive and depart from locations designated by cones. **Please note that there will be NO arrival or dismissal to car riders on Avalon or in the front circle drive.**

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. Please note the No Parking signs in the neighborhood and only use areas designated for parking. Children designated as walkers will not be released to a waiting car.

NOTE: Parents do not enter the building at dismissal and are asked to be patient. School personnel focus on keeping track of all 670+ students and their pick-up arrangements. Teachers cannot use this time for conferencing.

All students that are not in ROE Connections 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, ROE Connections

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 designated sign area 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 arrival and dismissal will have to wait until the buses are gone 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 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.

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: \$1.85

Adults: \$3.00

Students Reduced Lunch: \$0.40

Lunch is served from 10:24am-12:40pm (see schedule below)

Breakfast will be served from 7:15 - 7:40 in the cafeteria. We will be transitioning to the First Class Breakfast program early in the fall and more information will be forthcoming on those procedures.

Cost of breakfast:

Students: Free

Adults: \$1.70

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

10:24am - 10:56am	Kinder
10:28am - 11:10am	First
10:54am - 11:34am	Third
11:06am - 12:00pm	Fourth
11:32am - 12:26pm	Fifth
11:58pm - 12:40pm	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. ROE News/Communications

The ROE News:

The ROE News (formerly The Greensheet) is the weekly newsletter. It comes out every Tuesday. The ROE News 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 ROE News every week. If you have any important school information that should appear in the ROE News, 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 newsletter. Items for the ROE News 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 News from the links on the ROE Website <http://es.houstonisd.org/riveroakses/> and click on ROE 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 rotating stand 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 ROE News 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. 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 for your child to choose from. Here are a few things you need to know about ROE Connections:

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 program by check or money order.
3. Full-time Extended Day is from 3:15pm - 6:00pm
4. Half-time Extended Day is from 3:15pm - 4:45pm
5. 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.
6. 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 (2 units used Wednesdays,) OR 3:15pm-6:00pm (Full-Time Occasional.)
7. Homework Help (3:15-4:45, Half-Time Occasional) is open to all students enrolled in ROE Connections. It is included at no additional cost for all students in Full-Time or Half-Time. Homework Help can be purchased for those not enrolled in Full- or Half-Time.
8. Bridge Enrichment provides care for the hour BEFORE a 4:25pm class for those children NOT ENROLLED in 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 automatically issued 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. After you have registered before the first day of school, your 1st payment is due at the time of Registration. The 2nd, 3rd, and 4th payments are due on the

first Friday of the following 3 months. This is the easiest way to remember: 1st Fridays of each month for September, October, and November (Fall Semester); 1st Friday of each month for February, March, and April (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 ROE Connections, 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. 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.

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 Amie Canfield or Sara Bloome at

volunteers@riveroakspto.org 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: VIPS Approval Process:

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.

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.

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 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.

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 19th from 5:00pm - 6:30pm)

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

Parent Coffee: (August 23rd)

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: (5:30-7:00 - September 14th - K-2 and 15th - 3-5)

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: (September 25th)

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 12th)

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 7th - 9th)

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 9th)

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: (Spring)

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: (March)

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. Please contact school-supplies@riveroakspto.org to arrange for supplies. 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, and it went through extensive renovations in the 2009-2010 school year. 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. Requests for participation are to be directed to Michele Dahlquist (mdahlqui@houstonisd.org) who will coordinate team formation. Individual coaches should not be contacted for spots on established teams. 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 as we wanted. We are assuming this will continue. Our program begins in the 2nd grade.

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

14. On-Line School 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:

<http://riveroakspto.myschoolvalet.com>

There is an area with sensitive information which can only be accessed with a secure login. This includes 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.

For help with the store, please contact roestore@riveroakspto.org

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.

Getting started:

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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: <http://riveroakspto.myschoolvalet.com>

Click **REGISTER** button

Scroll down to fill in the form

For help with registering in the Directory, please contact

roestore@riveroakspto.org or the Wannall Family at (713) 524-4522.

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 contact spiritads@riveroakspto.org if you have any questions. 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.

School House Partners - Please visit our website to view a listing of pre-screened service providers for your home. If and when you utilize a service provider through SchoolHouse Partners, you are guaranteed a pre-screened service provider and 20% from the collected invoice will be contributed to the school of your choice. To learn more, visit www.myschoolhousepartners.com.