

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

PTO website address: <https://roepto.membershiptoolkit.com/>

Follow us on X (Twitter) @ROEworld



Family Handbook 2024-2025

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

ROE's Guiding Statement



**River Oaks Elementary
is an established, innovative
community of caring learners.
We cultivate creative inquirers
inspired to take action.**

I. Key Contacts and Other Communication Information

Campus Administration		
Head of School	Mr. William J. Dedrick IV	wdedrick@houstonisd.org
Admin. Assistant	Ms. Nadine D'Souza	ndsouza@houstonisd.org
Assistant Principal Grades K-2 and IB Coordinator	Mr. Bryant Johnson	bjohns31@houstonisd.org
Assistant Principal Grades 3-5	Ms. Annette Johnson	annette.johnson@houstonisd.org
Teacher Specialist Academic Intervention IAT Coordinator 504 Coordinator	Ms. Nicole Billups	nicole.billups@houstonisd.org
Magnet Coordinator Transportation Coordinator	Ms. Maxine Trice	maxine.trice@houstonisd.org
STAFF		
Main Office/Reception	Ms. Leonor Munoz Ms. Itzel Medina	Fmunoz@houstonisd.org imedina2@houstonisd.org
Student Information Representative	Ms. Jamie Jerez	Jamie.Jerez@houstonisd.org
Accounts Payable/Procurement	Ms. Monica Nuncio	monica.nuncio@houstonisd.org
Special Education Chair	Ms. Ariana Alvear	ariana.alvear@houstonisd.org
Nurse	Dana Stevens	dana.stevens@houstonisd.org
Roadrunner's Nest (After School Program)	Tatyana Tovar and Amanda Banegas	ciasp2@sbcglobal.net Amanda.Banegas@houstonisd.org
Counselor	Thora Kingsley	thora.ansell@houstonisd.org

ROE News: The ROE News is communicated through Membership Toolkit and is electronically sent by email every week unless it is a holiday. This is the main method of keeping parents informed.. If you are not receiving an electronic copy of the ROE News, please visit <https://roepto.membershiptoolkit.com/> and register.

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

Twitter: ROE uses Twitter to showcase day to day activities and communicate with our followers, who are mostly families, alumni and HISD officials. It's a great way to stay connected when schedules get too busy for on campus visits. Follow us: @ROEworld. Many classroom teachers have their own class Twitter page too. If so, you'll be informed.

Weekly Communication Folders (Home/School Connection): This folder is the primary source of communication between school, teacher and family. Always thoroughly review the contents of this folder.

Emails: Classroom teachers, faculty ,and staff can be reached via email. To find a complete listing of email addresses please see “Grade Level Teams” at <http://www.houstonisd.org/RiverOaksES>. Allow at least 24 hours for a response as teachers do not check 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 mailbox.

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 including First Day of School

First Week of School Protocol



Please read this document thoroughly before the first day of school and email your child’s teacher or call the main office with any questions.

First Day and Week of School: Monday, August 12-16

Carpool will open at 7:10 a.m.

All walkers will enter the building through the front door or the walker door on Avalon (K-5).

- K-5 families may escort their children to their classrooms on the **first day of school (Aug. 12th)**. The carpool lane and walker entrance gate on Avalon will be open for families who are unable to escort their children to class on the first day or week of school.
- Kindergarten families may escort their child to their classroom the entire **first week of school (Aug. 12-16)**.

*Families escorting their child to the classroom should enter through the **main entrance/front door** of the school on Kirby Drive.

- 1st - 5th families will follow the [Standard Morning Arrival Protocol](#) after the first day of school.
- **Coffee on the Lawn:** It’s our tradition to have coffee and chat after children have been dropped off in their classroom. Weather permitting, please join us for coffee on the front lawn after you have dropped

your child off in their classroom. Ongoing, this tradition will take place throughout the year, determined by the PTO.

Please note that morning arrival is a very busy time for teachers. They are welcoming students at the door while also keeping their eyes on students in their classroom. If you need to speak with your child's teacher about a specific issue, please email them directly.

Family Classroom Drop Off Opportunities: First Fridays: Begin on September 6th

The school/family relationship is important and we are committed to having families on campus on a regular basis. The first Friday of each month will be "First Fridays" where parents/families may escort their children to their classroom. Please remember that this is not a time for a parent/teacher conference as teachers are welcoming all students and getting the classroom ready for the school day. All families are asked to exit the building by 7:30 a.m to ensure our students have a successful start to the day.

First Fridays

September 6th

October 4th

November 1st

December 6th

January 3rd

February 7th

March 7th

April 4th

May 2nd

- After 7:20 am, only VIPS approved volunteers who have a previously scheduled appointment may enter the building to complete an assigned volunteer task.

Tardies:

The instructional bell rings at 7:30 a.m. and the school day begins. When students arrive late it causes classroom interruptions and missed instruction. Teachers must stop their instruction, help the tardy student unpack and get settled. While we understand situations occur, please make every effort to have your child on time, every day. ***Children who arrive after 7:30 a.m. are considered late. To avoid tardiness, please make sure your child is on campus by 7:15 a.m. so students can be greeted by their teacher and begin the day as a community of learners.***

Standard Morning Arrival Protocol

Carpool Opens at: 7:10 a.m.

Walker Door Opens at: 7:10 a.m.

Our campus is surrounded by a residential neighborhood and therefore we ask you to adhere to the following safety precautions. Please do not:

- drop off or pick up student car riders on Avalon Place.
- do not turn left to enter the carpool line.
- block driveways/traffic, use residential driveways, or make U-turns.
- stop in the street to let children out of your vehicle. This is a safety concern.
- use the front circular driveway for drop off or parking.
- drop off students before 7:10 as there is no supervision.

If you do not wish to use the carpool line, please park a few blocks away and escort your child to school.

Morning Arrival Protocol

Arrival Methods

Bus Riders: The circular driveway on Kirby Drive is designated for students who travel to school via yellow school bus and private bus transport services.

Car Pool: Grade 1-5 students arriving via private vehicle enter the campus via the San Felipe carpool entrance. Kinder (and kinder siblings) will enter the campus via the Kirby carpool entrance. Make sure your child is ready to exit the car before entering the line with backpacks ready, jackets on, etc. This avoids traffic congestion.

Car Pool via San Felipe (Grades 1-5): Students arriving via private vehicle enter the campus via the **San Felipe** carpool entrance.

- **Grades 1-5:** Enter the school via the carpool entrance door (near the Nature Center). Staff will be strategically placed in the hallway to ensure students arrive safely through the hallways. Students will be supervised as they go straight to their classroom.
- During drop off and pickup, only use the right side of the car. This allows students to exit on a sidewalk without going in front of a car.
- When turning into a carpool line we always turn RIGHT, please do not make a left-hand turn from San Felipe into the drive. This backs up the line and cuts those off who have been patiently waiting.

Car Pool via Kirby (ONLY Kinder, Kinder siblings, bus students): Students arriving via private vehicle enter the campus via the front circle drive/Kirby carpool entrance.

- **Kinder, Kinder siblings, HISD bus students:** Students will enter the front door facing Kirby. Staff will be strategically placed in the hallway to ensure students arrive safely through the hallways. Students will be supervised as they go straight to their classroom.
- Cones will be placed in the driveway to limit traffic to one lane. Students must be able to exit the vehicle onto the sidewalk without walking in front of a car.

Revised 7/29/2024

- During drop off and pickup, only use the right side of the car. This allows students to exit onto the sidewalk without walking in front of a car.
- When turning into the carpool line we always turn RIGHT. Please do not make a left-hand turn from Kirby into the circle drive. This backs up the line and cuts those off who have been patiently waiting.

Please Avoid:

- entering the carpool line from Bellmeade. Left turns into the carpool line are not permitted.
- blocking driveways/traffic, using residential driveways or making U-turns.
- stopping in the street (pulling over) to let children out of your vehicle.

Walkers: Students are considered walkers if they walk to school on their own, with a family member, or if families park their car in the community and walk.

- **Cross Kirby Drive at Avalon.** If your travels have you crossing Kirby, please avoid the crosswalk at San Felipe but rather cross at Avalon Place. If too many walkers cross at San Felipe it causes a carpool line delay.

K-5 Walkers: Enter through the main entrance (Kirby Drive) or the rotunda entrance on Avalon

- Student walkers in grades K-5 may enter the main entrance/front door or the rotunda entrance (Avalon Street) and walk directly to their classroom and wait for their teacher to open the classroom door. Teachers will be placed strategically throughout the school to ensure all students arrive at their final destination safely.

Afternoon Dismissal Protocol

Dismissal Methods

School Dismissal: Monday-Friday

Kindergarten: Beginning at 2:30 p.m.

Grades 1-5: Beginning at 2:40 p.m.

In order to ensure a safe and orderly dismissal, families will not be allowed to enter the building at dismissal. Independent dismissal or early pick up will end at 2:15. No students will be released between 2:15-2:30. This is to ensure the safety of all students and community members. Please make arrangements for appointments and out of school needs with this in mind.

Additionally, we ask for patience during the first few weeks. Until our staff learn the names and faces of all families, they must ask questions and possibly ask for identification. This is out of an abundance of caution for child safety.

Bus Riders: Students will be called from their classrooms to assemble in the front hallway of the school and will be escorted to their bus.

Revised 7/29/2024

Car Riders: Depart from the carpool line.

- Carpool signs must be displayed in the front windshield of all vehicles and will be distributed at Meet the Teacher Night.
- Access the carpool line by heading East on San Felipe.
- Access the Kindergarten carpool line by heading South on Kirby, the front of ROE.
- Car riders are encouraged to arrive prior to 2:40 p.m. to avoid congestion.
- No left turns are permitted when exiting to San Felipe from carpool line

Walkers:

- Kindergarten students will exit via the San Felipe exit door
- First and second graders will exit at the door by the rotunda.
- Third-fifth graders will exit at the gate entrance near the third-fifth grade hallway.
- Younger siblings will be dismissed with the older sibling so that they are dismissed together.
- Parents should assemble in a line at their children's respective dismissal area.
- School personnel are assigned to monitor dismissal.
- Please note there are a number of "No Parking" signs throughout the area.
- Children designated as walkers will not be released to a waiting car at any time.

Roadrunner's Nest (Afterschool Program): Students participating in Roadrunner's Nest will be escorted to the cafeteria and met by their after school instructor.

The Roadrunner's Nest provides excellent, on-site after school care and enrichment. Please visit the Road Runner's Nest tab at www.houstonisd.org/riveroakseib for more information or contact the Director, Amanda Banegas at Amanda.Banegas@houstonisd.org.

Parking:

Please be aware of posted no parking signs, fire zones and other emergency areas when parking.

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

When visiting the school during the day, please park in the circular driveway on Kirby and enter through the front door of the school.

[Arrival and Dismissal Maps](#)**Updates to Arrival and Dismissal Procedures:**

In an effort to ensure safety of all our students, please adhere to the following protocols for morning drop-off. Please note, if your child cannot get out by themselves, please use the carpool lane on San Felipe where we have staff to assist. The staff in the front (Kirby carpool line) are primarily used for buses and to assist our special education students.

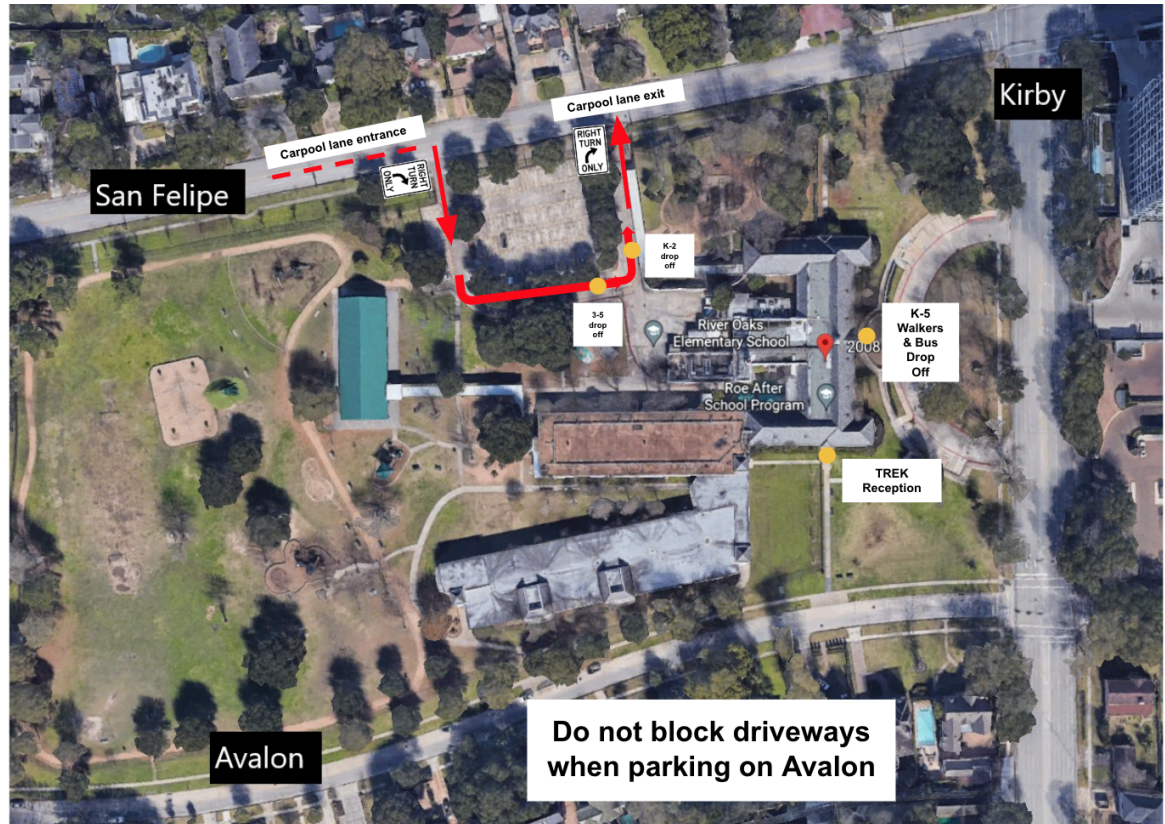
Revised 7/29/2024

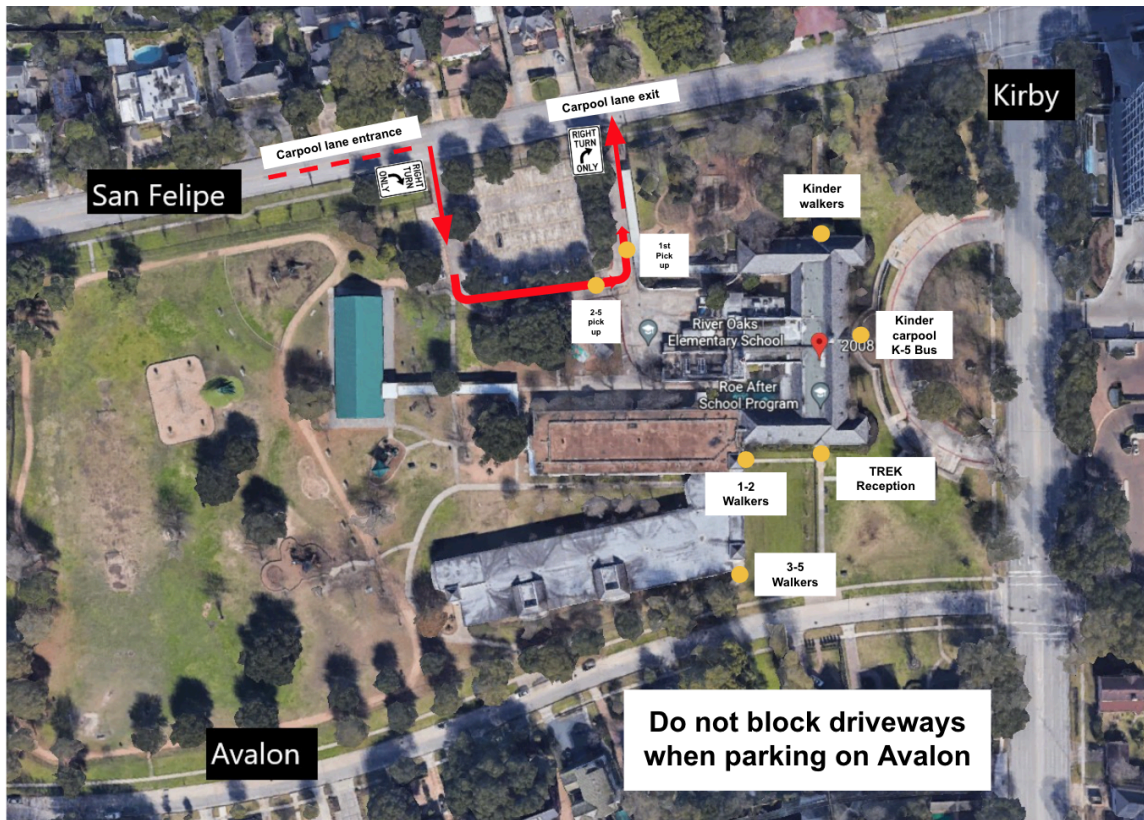
Avalon Flow of Traffic:

- From 7-8 am and 2-3 pm, Avalon is one way traffic only, entering from Kirby Drive.
- Cars may only be parked on the school side of the street facing the flow of traffic.



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IV. Student Attendance

Attendance:

The State of Texas has compulsory attendance laws and it is the expectation that all students arrive on time and attend school every day. Prompt and daily attendance is extremely important to your child's education. Our daily attendance numbers directly affect our funding from the State of Texas.

Absent Student: In the event your child is absent, please email jamie.jerez@houstonisd.org and copy your child's teacher as soon as possible 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:

Acceptable Absences: Personal illness, illness or death of a family member, religious holiday, participation in school activities with the permission of the principal, and weather or road conditions that make 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 extending school 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 **before noon** on 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.** *Excessive absences or tardies may also result in retention and required summer school for any student. Students who have not had adequate exposure to grade level content due to absences cannot be promoted to the following grade. ROE Attendance Committee will meet after every grading period to review current standings academically and the impact of frequent absences and/or tardies. If it is found that these frequent absences/tardies are negatively impacting the academic standing of the student, the district and parents will be notified.*

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, you do not need to call the school. **Regardless of whether you have already informed the school of an upcoming absence, you will still receive the automated call so please do not be alarmed if you have emailed the school and still receive an automated call. This is standard HISD policy.**

Procedures for Leaving Early:

- Please send an email informing the classroom teacher.
- Please come into the office and sign your child out of school.
- School office personnel will call for your child to meet you in the office.
- **Due to the end of the day transitions, students will not be called to leave early after 2:15 p.m. In the event of an emergency, contact a school administrator.**

Multiple occurrences of early pick-up of students are strongly discouraged and may impact your child's attendance.

Mandatory Notification

State of Texas Compulsory School Attendance Laws:

TO PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN THIS HANDBOOK SERVES AS NOTIFICATION TO PARENTS

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 (this handbook serves as this notification) that if the student is absent from school for (10 or more days or **parts** of days) within a six-month period in the same school year or on (3 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, 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.

V. Health/Illness Policy

We would love it if all children could be at school every day; however, we know that illnesses do 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 child is exhibiting symptoms of Covid-19 as determined by Dr. Fullmer in conjunction with HISD Health and Medical Services.*

A note or email from the child's parent or guardian written to the child's teacher and to attendance@riveroakselementaryschool.org 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 prior to the first day of school.

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. This form can be collected from the school nurse. All medications, whether over the counter or prescription, must be in a pharmacy container with the prescription label prescribed for the student.

VI. Breakfast/Lunch/Snack Information:

Some families may qualify for free or reduced lunch, based on income. Families must complete “school lunch forms” and some families may have to pay for lunch. Although a hard copy will be sent home with students, you may also complete the form online: <http://www.schoolcafe.com>.

Breakfast: Breakfast is available to all students in their classroom from 7:20 a.m.-7:40 a.m.

Lunch: Students may obtain a free/reduced or full price lunch, bring a lunch from home and/or purchase snacks. 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.

For more information regarding school food/meals, please visit: [HISD Nutrition Services](#)

Our cafeteria is closed to parents and visitors during lunch. Parents are not permitted to check students out for lunch or bring items to the campus. If a student forgets a lunch at home, it may be dropped off at the main office.

Snacks: Students may bring a healthy snack to school along with a water bottle (glass bottles are not permitted). **Please mark every personal item with your child's name.**

VII. Roadrunner's Nest

ROE parents are very fortunate to have an after-school program (Roadrunner's Nest) on campus. The Roadrunner's Nest registration packet will be available at Meet the Teacher Night and New Family Orientation.

If you have any questions about **Roadrunners Nest**, please contact the Director, Sylvia Ponce de Leon, at 713-529-3507 or by e-mail at ciasp2@sbcglobal.net. You may also call the Roadrunner's Nest Office at 713-556-4683 or email Amanda.Banegas@houstonisd.org.

VIII. Student Instruction at River Oaks ES

River Oaks Elementary School is an established, high-performing, K-5 elementary school. ROE is an International Baccalaureate (IB) World School ([IB-PYP](#)) and HISD Vanguard Magnet school for Gifted and Talented (GT) students. We recognize the importance of having a strong vision for excellence in literacy and mathematics; establishing clear essential instructional best practices to ensure teaching and student learning is aligned within and across the grade levels. Teaching and learning expectations are outlined in the IB Standards and Practices, it is through this lens that instruction is implemented with fidelity with an emphasis on IB teaching standards. As an IB World School, inquiry and project based learning is what we believe, and have agreed to provide for our students. Essentially, we believe students develop deeper understanding through teacher guided opportunities to ask higher level questions (inquiry) and explain, justify, contrast their thinking. IB encourages us to work within transdisciplinary units of study and through researched based approaches to teaching and learning. In a traditional classroom students are taught concepts and model what they have learned. IB instruction allows for students to begin asking questions and sharing prior knowledge before information is given, where teachers create a learning environment that fosters student communication, social skills, research, thinking, and self management skills as well as global and self awareness of their role as students and members of society who take meaningful action.

Click [here](#) to learn more about our instructional policy.

IX. Additional School Information

Dress code:

- Head coverings such as hats and caps may not be worn in the building. Head coverings for religious or cultural reasons are permitted, with principal approval. Students may only wear hats and caps on the playground during recess or PE.
- 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 their hands are relaxed by their side). Shorts/skirts must be visible under shirts - if not visible, they will be asked to tuck in their shirt.
- Shorts or leggings must be worn under skirts and dresses regardless of length.
- 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 the 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 create a safety hazard by design or by the way they are worn.
- 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 and Heelys are not allowed. Please be mindful of open-backed shoes such as Crocs or sandals. Students are asked to run/walk the track daily and these shoes are not conducive to this physical activity.
- Students are not permitted to wear an Apple watch or other electronic watch during the school day.

This can present a security risk for all students.

If there is a concern about adherence to the dress code, administration or classroom teachers will reach out to specific parents as needed.

Homework Policy:

Homework will be given to students based on an expectation that students not work for more than 30 minutes in grades K-1st grade; 45 minutes in second grade; 60 min. in third-fifth grades. 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 influence the work habits portion of the report card; however, it may not influence classroom grades.

Assessment Policy:

[ROE Assessment Policy](#)

IB Policies:

[Academic Honesty Policy](#)

[Language Policy](#)

[Inclusion Policy](#)

[Instructional Framework Policy](#)

Cafeteria Essential Agreements:

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

- Classroom teachers will take students to the restroom before lunch. Students will only be allowed to leave the cafeteria in the event of an emergency with the permission of the lunch monitors.
- Whether in line or at the table, students are to use a quiet voice to converse with others.
- Once seated, students should remain seated.
- Students should raise their hands if a need arises; adult monitors will help in any way.
- Students are to keep their areas clean of food and trash.

Facilities and Restrooms:

Staff areas such as the teachers' lounge and back office areas are designated as such and should only be used by HISD employees unless approved by the administration. Students are not allowed in these areas at any time.

Adult restrooms are located throughout the school. There is one located next to the nurse's office, in the back of the cafeteria, one across the hall from the library, and two are located past the rotunda at the beginning of the third-fifth grade wing. For safety reasons, adults are NOT permitted in student restrooms at any time. Do not take students into adult restrooms at any time. If you are visiting the campus and you notice a student needing assistance, please contact the teacher or a ROE employee.

ROE SPIRIT Store:

Revised 7/29/2024

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, sweatshirts, and a variety of other items. You can purchase items at many school events, or go online at <https://roepto.membershiptoolkit.com/home> . Friday is ROE Spirit Day and students are encouraged to wear their school shirts 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 2:15 p.m. Calls after this time cannot be guaranteed to reach the student. Student cell phones are not permitted for use during the school day.

Electronic Devices and Toys:

All electronic devices and toys (i.e. iPhones, iPods, games, reading devices, fidget spinners, stuffed animals, Pokemon cards, etc.) should remain at home unless approved by the administration. **This includes watches (Apple Watches or other electronic watches) or bracelets which have texting or phone capabilities.** ROE is not responsible for the loss of personal electronic devices and other personal items. Students are not allowed to use personal devices to communicate. All communication should be facilitated by an ROE employee. If a student brings an electronic device to school (against school regulation) and it is lost, the school will not be responsible to investigate or search for it. Please understand all of these expectations also apply to the Roadrunner's Nest after school program.

Birthday Acknowledgements:

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:

- Pre-schedule with your child's teacher; time and date must be agreed upon by both parties.
- Provide enough treats/invitations for every student in the classroom.
- Treats may be edible but also consider items such as stickers, pencils, and mini games.
- Treats must be individually packaged; please do not bring whole cakes for cutting.
- Treats can be handed to classmates at the end of the day as they exit the classroom.

The policy does not apply to students who leave campus for campus approved field trips or other competitions. The school day is considered to have ended for these students.

Classroom & Family Celebrations for Holidays:

Holiday celebrations must be scheduled and receive the approval of the principal and are to be scheduled for no more than one class period. All visitors must be VIPS/RAPTOR approved.

Outside Fundraisers:

Solicitation of non-ROE fundraisers is prohibited on campus.

X. 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 signing in at the front office. A badge must always be worn 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; this includes visiting classrooms of siblings or dropping in unannounced to other staff members.

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 volunteers@riveroakspto.org. You can also check out the ROE website at <https://roepto.membershiptoolkit.com/> for a list of events and opportunities to sign up and volunteer.

Safety Procedures for PTO/After School Events:

ROE/PTO hosts many events after school hours such as the New Family Orientation, Book Fair, and Movie Night just to name a few. Parents are responsible for supervising their own children at these events. However, in the event of a missing child or emergency, the administrator on duty (AOD) is the point of contact. At the beginning of the event, the AOD will be announced along with a central location for a parent or missing child to reunite. There are two locations designated for this purpose: front office (if the event is inside the building) or front of the pavilion closest to the electrical box (if the event is outside of the building). The AOD may stop the event and direct adults to assist in locating the child. All lost parties must report to the "reunification" location and update the AOD once the situation has been resolved. If the emergency cannot be resolved in a short amount of time, the AOD will implement the HISD emergency procedures outlined in the red emergency handbooks located in the front office and inside the door of every classroom on campus.

Mandatory HISD RAPTOR Volunteer Registration:

All volunteers are required to complete the VIPS Online Orientation ([CLICK HERE](#)) prior to applying to become a volunteer and agreeing to the annual background check. Once approved volunteers may volunteer in any HISD school for the current school year. Click here to learn more about [HISD Community Partnerships](#).

It is very important that the information you enter on the application matches your government issued identification card including your full legal name. This information will be used to process the required annual background check. (See lists below of acceptable forms of ID). **Your background check will be processed within 3-5 business days.** It is important that you provide a valid email address so you can be notified as to the status of your application and for future communication. An email address is required to complete the application process.

To provide safety for our students, all volunteers must be registered through the HISD RAPTOR Volunteer Program and approved before volunteering in any capacity at ROE. Please visit the ROE front office for more information.

Volunteer Badges:

All visitors must provide their driver's license at the front office to get a visitor's badge as well as be VIPS approved. Your driver's license number will be registered into our Raptor system and all approved visitors will be provided with a name badge that must always be worn in the school. 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. Volunteer badges require scan in upon arrival and scan out when exiting the building.

Classroom Participation:

Class activities are enriched by parents who are willing to discuss 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 once you are cleared through RAPTOR. **Parents must be cleared in the RAPTOR volunteer management system to volunteer and/or attend classroom parties.**

Classroom Conferences: If you wish to request a conference with your child's teacher, please contact them directly.

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 Head of School. The Head of School 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 **invaluable** members of the classroom. Room parents support a variety of tasks such as plan classroom celebrations, communicate with parents regarding the class, help the teacher find volunteers for the classroom, solicit volunteers from the class to volunteer at 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 level 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 children can observe indigenous wildlife and plants in an outdoor lab setting. It is around 40,000 square feet, so it periodically needs a little 'TLC'. If spending one Saturday morning three 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, replacing 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 RAPTOR Volunteer System and obtain/wear their Volunteer Badge.

Library and Support:

Help in our school library with shelving, cataloging, and various special projects. Every volunteer must be RAPTOR approved and obtain/wear their Volunteer Badge.

XI. 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 listed on the ROE PTO online calendar. There are two General PTO Meetings for all members of the PTO held each year, one in the fall and one in the spring. Please visit the PTO website at <https://roepto.membershiptoolkit.com/home> for detailed information about meetings, upcoming events, volunteer opportunities, various chairs and committees, SDMC Parent Representation and more.

XI. Help ROE with Your Everyday Shopping

Please look under 'Fundraising Opportunities' then 'Affinity Programs' at <https://roepto.membershiptoolkit.com/affinity-programs> 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 ROE as your beneficiary with their store programs. Check the list and pick what works for yo