



2015-2016

Parent Information Guide



The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.



2015-16 • Parent Information Guide

Dear Parents,

Please refer to the following Parent Information Guide to learn about our policies at ORE. Children are our top priority. We have our policies in place so that students and parents know the routine and it keeps our children safe! Please refer to the Student Handbook online for more detailed information. Feel free to call if you have any questions or concerns regarding your child's education. Please remember, our doors are always open! We look forward to a wonderful year!

Sincerely,

Tami Eldridge, *Principal*

School hours

School hours are 8:05 a.m. to 3:05 p.m. Students may enter their rooms at 7:50 a.m. Announcements will begin promptly at 8:00 a.m. each morning. Students may arrive no earlier than 7:35 a.m. Please make every attempt to get your child here before 7:50 a.m. Students begin their morning work and listen to announcements, which helps prepare them for the day. When students arrive late, it disrupts the entire classroom.

Students will be marked tardy at 8:06 a.m. PM Pre-K hours are 12:05-3:05 p.m. These students are marked tardy at 12:15 p.m. Make every effort to get your child to school on time. Arriving late for school disrupts class and students miss their morning work.

If your child has an appointment, please schedule the appointment after the school day. When a child leaves class early, it disrupts the learning for other students in the classroom. If your child must leave early, send a note to school with your child so that we are aware of the change. Without a note, only an adult on the child's registration card (*parent, guardian or emergency contact*) may pick up a child early from school. If you need to change your child's mode of transportation home, you need to send a note to school. Otherwise, the child will be sent home how they normally go. **Transportation changes made via the telephone are for emergencies only and the parent must have the child's code word. Transportation changes should not be made daily for your child over the phone. After 2:30 p.m., we cannot make changes to your child's transportation.**

Tardies

When a student comes in late to class, it disrupts the day for all students in the class. The official tardy time is 8:06 a.m. We are committed to conveying the importance of beginning the day on time and being in the classroom for announcements and daily warm ups. If students accrue five tardies within a semester, they will receive recess detention. At 10 tardies, students will receive a second recess detention. When a student receives 15 tardies in a semester, he/she will receive recess detention after every tardy.

Bus Information

Students who live less than one mile from school will not be eligible for bus service. If you have questions regarding your child's bus stop, you can go online, or call the Transportation Department. To access bus information online, please go to: www.conroeisd.net. If a computer is not available, you can call the Transportation Department at 832-592-8850 for bus numbers. **Please note that during the first few days of school, buses**

will run very late. This is due to the drivers learning the students and their stops. Please be patient with the drivers...the drop off times should be on time after the first full week of school. If you want to drive your child to/from school the first few days, this might be the perfect opportunity! During the school year, transportation policy states that students may not ride another bus without prior permission from transportation, and a note written to the school. Policy also states that Pre-K and Kinder students must be met by an adult when dropped off at their stops. If no adult is present, the child will be returned to school.

Students are expected to behave on the bus. School rules apply until the child arrives at home. Repeated misconduct will result in a bus referral. Repeated referrals will result in suspension from the school bus. Please visit with your child about conduct on the school bus to ensure the safety of all students.

Walkers/Bikers

Due to safety and congestion issues, students will no longer be able to be picked up in cars on Nancy Lane. Only students who live within the one mile no-bus radius will be able to be walkers or bikers. If you do not live in that section of Oak Ridge North, your child will not be able to be dismissed as a walker or biker. All car riders must be picked up in the front of the school. We appreciate your assistance with this. It is our goal for students to be safe at all times.

Car Riders

If your child will be a car rider, you may pick up a hot pink car rider card on Meet the Teacher Night or during the first few days of school. Our car rider line runs very smoothly and quickly if everyone follows the rules and stays in line. We do not allow for people to park and approach the line to retrieve their children. This is not a safe practice. Therefore, if your child is a car rider, parents need to wait in line in their cars until it is their turn. We are not able to release students to parents/guardians between 2:45 and 3:05 p.m. If you need to pick up your child early for any reason, you will need to do it before 2:45 p.m., or after 3:05 p.m., in which your child will need to be picked up in the car rider line. If you drive your child to school, please take into account the weather. On rainy days, our car rider line is much longer. Students are marked tardy at 8:06 a.m., so please leave early enough to arrive on time. Students are marked absent after 9 a.m. Students must be dropped off in the lane closest to the building. Please do not park and walk your child to the door, or stop in the drive-through lane to drop off children. This makes arrival unsafe for the children, and it causes the line to move

slowly. Morning drop off is very quick, especially if you arrive prior to 7:50 a.m. Students can arrive any time after 7:35 a.m. Afternoon Pre-K students are dropped off at the cafeteria doors in the back of the building at 11:45 a.m. where a staff member will meet them. **Please refrain from using your cell phone in the car rider line. State law now prohibits cell phone usage in school zones.**

Transportation changes

Teachers will ask parents how the child plans to get home the first day, the first week, and for the entire school year. We take every measure to get kids home safely each day. When a child's transportation changes frequently, it opens itself up to mistakes. We ask that you set a routine at the beginning of the year and do your best to stick to that routine. Of course, there are times that something comes up. If that is the case, please send a signed note with your child to school, or call the front office before 2:30 p.m. Do not email the teacher without also notifying the front office. Many times the teacher does not check his/her email in time for dismissal. We cannot take transportation changes over the phone on a daily basis. If an emergency comes up, and you must make a change over the phone, be sure that you know your code word. Without that code word, we cannot change your child's transportation. Please know that this is done for the safety of your children. If we cannot verify who you are, we cannot make the change. All transportation changes **MUST** be made prior to 2:30 p.m. After that time, we cannot get the change to your child prior to dismissal.

Lunch money

Parents now have the opportunity to put money on their child's account online if their child buys lunch at school. Simply go to www.myschoolbucks.com to register for an account. By logging on to the website, parents have a convenient and secure way of depositing money in your child's lunch account (for a fee) and tracking prepaid meals and snacks on their child's account. There will be a \$1.95 processing fee charged per transaction. **Parents need to allow at least 24 hours for the money to show up in the account.** It will also notify you if the account is running low. You will need your child's six-digit ID# to log into the system. You can find that number on your child's report card, or on Parent Access if you have an account. If you have any questions concerning your child's lunch account during the school year, please call the cafeteria at 832-592-5964. Breakfast is served from 7:35 - 8 a.m. Please have your child at school at 7:35 a.m. if they plan on eating breakfast. The child price for breakfast is \$1.15 and lunch is \$2.65. More information regarding a la carte prices and menus can be found on the CISD website.

Having lunch with your child

Parents are invited to have lunch with their child on any given day. Exceptions to that include the first two weeks of school, and on STAAR testing days. Parents having lunch with their child need to sign in with appropriate ID in the front office. If there is another guest (friend or relative) who is having lunch with a child without a parent present, that guest must be on the child's emergency card or the school needs a note from the parent in order for them to enter the building. Once in the cafeteria, we ask that parents sit at the Parent Table and wait for their child. Parents are asked not to sit at the classroom table to reduce distractions and to allow parents time to visit with their child. Children and their parents sitting at the Parent Table also follow the cafeteria rules to model good behavior.



Foods of Minimal Nutritional Value (FMNVs)

Food at school functions and celebrations: Although a parent is not prohibited from providing food for a school-designated function, or for children in the child's class for his or her birthday, please be aware that students in the school may have severe allergies to certain food products. Any foods provided to students must be from an approved source such as a grocery store. Homemade products are not allowed due to allergy and safety concerns. Occasionally birthdays, class parties, and other special events that are tied to the curriculum are celebrated at your child's campus. Often, punch, cold drinks, pizza from local restaurants, and/or baked goods from local grocers are part of these celebrations. If you do not want your child to consume these items, you must notify your child's teacher in writing no later than September 1. The school or teacher will also notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

Parties

Student birthdays are exemptions from the smart snacks guidelines. Please check with your child's teacher to arrange a time to visit the class **prior** to bringing treats to school. This avoids any scheduling conflicts with classroom lessons and activities. Along with student birthdays, we have three days each year that are exempt from the policy. Those days for Oak Ridge Elementary are: December 18th, February 12th, and May 27th. Do not bring, send, or have delivered to the school for your child balloons, flowers, or other potentially distracting items. They are not permitted on campus at any time during the school year. This year, all treats must be store bought. No homemade goodies will be handed out to students.

Communication

Communication is very important to the success of your child. If there are any concerns about your child or the class your child is in, the first line of defense is the teacher. We all have your child's best interest in mind, so if something isn't right, we need to work together to make it right. To contact your child's teacher for any reason, you can call 832-592-5900 or send an e-mail. Every teacher has e-mail and they check it daily. All staff e-mail addresses are listed on our school webpage—ore.conroeisd.net. In hopes of maintaining good communication at all times, we have tried to post many things on our website that are helpful to parents. The parent calendar has been a part of our website to keep parents informed as to what is going on at school. Please refer to the calendar so that you always know what events are scheduled at ORE. Our first event scheduled for the 2015-2016 school year is Parent Information Night. It is scheduled for Thursday, September 3rd, from 6 - 7:30 p.m. Please mark your calendars!

We are asking that parents register their email addresses with us if you would like to receive electronic communications from the school. You can also register for a Parent Access account, which allows you to review your child's grades, attendance, and lunch account balances, among other things.

Parents who receive electronic communication will have access to the weekly publication of *The Hoot Owl*, which is only distributed via email. *The Hoot Owl* will contain upcoming dates and information about events at the school. Printed copies of *The Hoot Owl* will be available in the front office.

It is important to keep your contact information updated so that we can easily communicate with

families. Any time your home address, phone numbers or email address change, we ask that you contact the front office so that our records can be updated. If you move and have a new address, you are required to show proof of residency, which could include a light, gas or water bill. We are aware that some families do not have internet access at home, so please know that we will be sending all major communication home in paper copy to those parents who request it. However, parents who receive electronic communication will have access to the calendar for the year and our publication of *The Hoot Owl*, which is only sent out weekly via email. *The Hoot Owl* will contain upcoming dates and information about events at school. If you do not receive email notifications, you will still receive dates and notifications monthly.

Visitors

Parents are welcome to visit the classroom or come and have lunch with their child. **As an extra, added safety feature, all doors will be locked to the school starting at 8:06 a.m.**

Visitors and students will be required to buzz the front office from a speaker on the porch to gain entry into the front office. Upon entry, all visitors will be required to show their driver's license or other form of government-issued identification prior to entering the main part of the building. To allow for the transition back to school, we will allow parents to walk back with their child for the first two weeks only. Due to the volume of parents visiting during that time, visitors will sign in only. However, the doors will be locked at 8:15 a.m. starting the first week of school requiring parents to "buzz" for entry at 8:15 a.m. Beginning September 8th, parents will no longer be able to walk their children back to class in the mornings. It causes a disruption for the class and takes up instruction time. If you have a delivery to be made to the classroom, just leave it in the front office and it will be delivered for you. After the first week of school, all visitors will need to enter through the front office and present their ID for verification. Thank you for your patience with this system! It is our goal to ensure your child's safety!

If a parent would like to visit the classroom, he/she may do so with prior approval from the teacher and principal. All classroom visits are limited to 30 minutes to minimize disruptions.

See the next section regarding becoming a volunteer.

Volunteers

The District requires online background checks on all volunteers on campus. All volunteers must complete the registration **yearly** to be able to work on campus in any volunteer situation (class parties, funday, field trip, Boosterthon, etc.). This also includes any parents who volunteer to chaperone on a field trip. Please make every effort to complete this process at the beginning of the year. We do not want to turn any of our volunteers away! Parents will not be able to volunteer at any CISD school without a completed background check. To complete the process, please go to <https://pac.conroeisd.net/volunteer/GetStarted.aspx>

Student Insurance

Student insurance is available to all students. The District acts as a service agent only, and is not responsible for claims resulting from student injuries. Parents will have the opportunity to purchase low-cost accident insurance that will help in meeting

medical expenses, in the event of injury to their child at school. These applications include pricing information and coverage details. Student insurance may be purchased at any time. If you have questions about student insurance, you may contact the District's athletic director at 936-709-7888. Student insurance is offered to all students at the beginning of the school year. If a child does not have student insurance, they will be covered by the parents' personal insurance. Please take the time to review this insurance, as it may be beneficial to your child.

Dress Code

Please keep in mind your child's clothing and hair styles before sending them to school. When a child is dressed appropriately for school, they are more confident about their day. A crazy new hair style or color may be fun at home, but causes unnecessary distractions at school, which, in turn, disrupts the learning for students. Please refer to the following dress code guidelines when purchasing back to school clothes or getting a haircut:

- Shorts and skirts are appropriate provided that they approach the knee and are not too short when seated. They may be no shorter than fingertip length when the arm is positioned at the child's side. Shorts that are not allowed are: bicycle shorts, boxer shorts, cut-off shorts or shorts that fit too tightly. Spandex shorts cannot be worn alone without shorts or a skirt over them that fit the above guidelines.
- Oversized or baggy pants, belts that are too long, or pants with oversized pockets are prohibited.
- Dresses should be of mid-thigh length following the same guidelines as shorts.
- Muscle shirts and halter tops (or backless tops) may not be worn. Shirts that do not cover the midriff are not appropriate for school, and see through tops of any kind are not permitted.
- Hats and caps are not permitted inside the school.
- Proper shoes must be worn at all times. Shoes must have backs on them or a strap for safety purposes. Flip flops are strongly discouraged, and tennis shoes are advised for daily physical education classes. Shoes with wheels are prohibited.
- Hair dye or bleach that is excessive or unnatural, which disrupts the learning environment, is unacceptable. Please keep the classroom in mind when making choices for your child's hair. Hair cuts or styles, such as mohawks, etc. that are disruptive to the class are not allowed.

Student Handbook

Elementary Student Handbook can be accessed online at www.conroeisd.net under the "Parent" tab. This handbook is a great resource for more specific information. A hard copy of the handbook can be obtained from the front office by request only. An electronic signature is requested in Parent Access. Please ensure that you have electronically signed.

Medication

Medication that children need to receive during the school day must be hand delivered and signed in to the clinic by a parent. Students are not allowed to transport medication to and from school. Medication must be in the original container.

