I am a proud J.W. Oates Scholar.

I WILL attend college.

Today, I will...

Make good choices

Have a good attitude

Ask for help when I need it

Be responsible for my behavior

Stay focused on instruction

Do my best in everything I do

I will do all these things with one purpose in mind: to be

a successful scholar.

I am a proud J. W. Oates Scholar

Today, I am one day closer to college!
Through rigorous academics, data driven instruction and a sense of urgency in everything we do, J.W. Oates educates ALL PK through fifth grade scholars to be academically prepared for college and careers of their choice within a WHATEVER IT TAKES, NO EXCUSES learning environment.
At J.W. Oates

We believe systematic practice-proven instructional strategies increase learning for our scholars.

We believe well prepared scaffolded questions challenge our scholars to higher level thinking skills.

We believe data driven instruction addresses each scholar’s academic needs and closes the achievement gap.

We believe a results-oriented culture ensures mastery of learning for all our scholars.

We believe a mindset to Learn, Grow and Develop as a professional increases learning for our scholars.

We believe a respectful, joyful, and highly organized learning environment maximizes instructional time for our scholars.
Dear Parents and Students,

Welcome to J. W Oates Elementary and to a very productive 2019-2020 school year! We hope you had a safe and restful summer and are full of energy to begin a school year with us. We at J.W Oates have been working very hard this summer to get everything ready for you.

Welcome to J.W Oates Elementary School a High Performing Campus.
General Information from A- Z

**Attendance**

Attendance is taken at 9:30 am each day. In accordance with the state law, a student is either present or absent for the entire day at the 9:30 am attendance bell. Senate Bill 1 allows students to be counted present if they are with a health care professional at 9:30 am and return to school later that day with a note from the doctor.

When a student is absent he/she must bring a written excuse within 3 days of the absence. An absence will be unexcused if a note is not brought to school within these 3 days. The letter should include the full name of the student, date(s) of absence, reason for absence, teacher’s name, grade level, and parent signature. After 3 unexcused absences, students will receive a letter from the HISD truancy officer. After 5 unexcused absences, parents will receive a citation from the truancy officer.

Excessive absences could result in retention. Excused absences include illness, death in the family, approved religious holidays, and verified court appearances.

**Birthday Celebrations**

Birthday parties for individual students are not allowed in the rooms. The parents are not allowed to bring cupcakes or cakes according to the foods of minimal nutritional value FMNV Policy.

Please do not bring celebratory items to school such as balloons, bouquets, and gifts is also prohibited.

**Birthday Party Invitations**

Students are only allowed to bring invitations for parties to be held off campus if distributing to **ALL** of the students in the classroom.

Invitations are to be distributed by the classroom teacher and placed in student folders or backpacks at the very end of the school day.

**Cafeteria**

Breakfast and lunch are free to **ALL** Oates scholars due to a grant received by the campus. However, to continue to qualify for the free meals, every scholar must complete the free and reduced lunch application/survey.
Even if you don’t want to participate in the free/reduced lunch, we need to have the application/survey returned to us.

Scholars may purchase chips or snacks through the cafeteria. Parents may send money or may deposit money into your child’s account for snacks. You may deposit money online into your child’s account through HISD Parent Connect.

**Cell Phone and Electronics Game Policy**

No electronic games, CD players, iPods, radios, personal music devices, pagers, cell phones, or electronic communication systems are allowed. These items will be taken from your child and must be picked up by a parent/guardian for a $15.00 fee.

**Classroom Party Days**

According to HISD policy, two class parties may be held each year. Oates has designated the winter holiday and end of the year as its two class party days. Hosted during the last hour of the school day, homeroom teachers will coordinate with Ms. Blest to schedule 2 approved volunteers for each party.

**Communication from Parents**

The Oates staff strongly believes that communication is essential to maintaining an excellent relationship between school and home.

If sending an email, staff members are committed to responding as quickly as possible. Please note that classroom teachers are limited to specific times during the instructional day to check voice mail messages, emails or text messages. Therefore, if your communication requires immediate attention, such as a last-minute change in your child’s transportation home, please call the school’s front office for assistance.

**Conferences with Teachers**

If you should have the need to conference with your child’s teacher, you may do so during the teacher’s planning time. Please call the school at 713-671-3800, office staff will give your message to the teacher. Teacher will then return your call to schedule a conference.
### Teacher Conference Periods

<table>
<thead>
<tr>
<th>Pre-K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
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<tr>
<td>8:10-9:00</td>
<td>9:50-10:40</td>
<td>9:00-9:50</td>
<td>10:40-11:35</td>
<td>12:55-1:50</td>
<td>1:50-2:45</td>
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**Code of Student Conduct**

The HISD Code of Student Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. A copy of the HISD Code of Student Conduct is distributed to every child upon registration each year.

By signing the Code of Conduct form included in the registration packet given to every scholar at the beginning of the school year, you are signifying you have read and understand the terms.

**Bus Conduct and Discipline**

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards as stated in the HISD Student Code of Conduct.

Students must:

- Follow the driver’s directions at all times
- Enter and leave the bus in an orderly manner at the designated stop
- Keep feet, books, and other objects out of the aisle
- Not deface the bus, or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- Be seated while the vehicle is moving
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the vehicle
Daily Arrival

Students may be dropped off each morning starting at 7:00 a.m. Supervision will be provided starting at 7:00 a.m. daily. All students will report to the hallway by their classroom each morning upon their arrival. School personnel will also assist in the afternoon at your child’s designated pick up area. When dropping off students please pull up next to the curb to ensure safety for your child.

- Students are not allowed to cross the parking lot alone. Please drop off your child in the designated drop-off area and pull next to the curb to let your child/children out of the car. School personnel will see that your child/children enters the building safely and gets to his classroom.

- Tardy Policy

Tardy Policy According to HISD policy, students are counted tardy if not in class and seated by the 7:40 am. When arriving to school after 7:40 am, parents must come into the front office and sign in their child.

Daily Dismissal

Children will be brought to the daily dismissal area by the classroom teacher at 2:45 p.m. Once at the dismissal area, older siblings need to find their younger siblings so that they can sit together. Teachers may assist students to their cars.

- For safety reasons, we ask that no cell phone use while dropping off or picking up students.
- For safety reasons, please turn down your radio/music when dropping off or picking up students.
- Drop-off and pick-up your child/children at designated areas only. Signs will be provided during the morning and afternoon times. A map is also provided.
- Limited “Visitors Parking” is available for parents to conduct school business and for parent volunteers. Do not park in the areas designated for “Staff Parking” at any time or in the Fire Lane.
- Do not double park behind “Visitors Parking” or empty Visitors Parking spaces at any time.
- Do not park in bus zone, fire lane or along the fence at any time of the day or front of the school. These are “NO Parking Zones” at all times. Illegal parking tickets will be issued.
- Do not leave your car unattended in the pickup lane next to the curb.
♦ Parents may pick up their child/children from the designated area and walk them safely across to their parked car.
♦ Please be a courteous driver and help J.W. Oates maintain a safe area for your child/children.

Deliveries

All non-essential deliveries such as homework folders, library books, jackets, etc. will be placed at the front office for students/teachers to pick up during transition times. Lunches may also be dropped off at the front desk as well. Since instructional time will not be interrupted to alert students that items have been brought to school, be sure to place all needed items in backpacks before leaving home each morning.

Dress Code

*ALL STUDENTS ARE REQUIRED TO WEAR UNIFORMS*

Boys: Bottom
♦ Navy blue or khaki uniform long pants (No blue jean pants or overalls)
♦ Jeans will be allowed on Fridays with college or spirit shirt (no rips or holes)
♦ Navy blue or khaki uniform shorts to the knee (No blue jean shorts or overalls)
♦ Belt must be worn with uniform trousers and uniform shorts

Boys: Top
♦ Solid white polo with collar and sleeve
♦ Solid red polo with collar and sleeve
♦ All shirts must be tucked in

Girls: Bottom
♦ Navy blue or khaki uniform pants (No blue jeans or overalls)
♦ Navy blue or khaki uniform shorts to the knee (No blue jeans or overalls)
♦ Jeans will be allowed on Fridays with college or spirit shirt (no rips or holes)
♦ Navy blue or khaki uniform skirt/skorts or culottes to the knee (No blue jean or overall)
  ♦ All shorts, skirt, skorts and culottes must be knee length.

Sweat pants, running pants, leggings or any type of pants that are not navy blue or khaki uniform pants may not be worn. “Wrong-sized” clothing – either too big or too small – may not be worn to school.
Girls: Top
- Solid white polo with collar and sleeve
- Solid red polo with collar and sleeve

Sweaters:
- Solid navy blue, solid white or solid red
- Coats, blue jean/denim jackets and coats must be left in the classroom closet during the school day and retrieved at the end of the day.
- Hats, scarves, gloves and mittens must be left in the closet and retrieved at the end of the day.

Belt:
- Belt must be worn with uniform trousers and uniform shorts.

Shoes:
- Shoes must be worn at all times for safety and health reasons.
- Large metal taps which have been added to shoes and baseball cleats are not to be used
- Tennis shoes must be laced and tied
- No open-toe, slip-ons, or clogs may be worn
- Socks must be worn with shoes

Hair:
- Must be clean and worn out of the eyes
- No gang related, profane/vulgar language or symbols of any kind may be cut into the hair
- Unusual hair color (green, orange, etc.) is not allowed as it is a distraction to our educational process.

Make-Up
- Make-Up may not be worn by any J.W. Oates scholar.

Purses/Backpacks:
- Backpacks must be clear or mesh
- Backpacks and purses should be left in the classroom closet during the school day and retrieved at the end of the day
- Students are not permitted to carry purses to the cafeteria or other classes
- Students who need items from their purse/backpack for personal use should obtain permission from the classroom teacher
- Backpacks may not be the rolling type

Jewelry:
- Jewelry and other valuables should not be brought to school.
- School is not responsible for lost, stolen, or damaged jewelry.
- For safety and health reasons:
Girls should not wear large or dangling earrings
Boys are not allowed to wear earrings
Pierced lips/nose/eyebrows are not permitted

This dress code will be enforced all year. If in violation, parents will be called to bring school uniform clothes. Failure to adhere to the school uniform policy will result in consequences assigned.

- Mrs. R. Blest sponsors a Uniform Exchange Program for all parents wishing to bring gently used uniforms in exchange for larger/smaller uniforms (if available). The Uniform Exchange is year-round in room D-119.

Early Check-out Policy

HISD policy states that any student who leaves school early and is not present at 9:30 am will be marked absent for the day. An exception will be made if attending a doctor’s appointment and a note is submitted upon return.

Taking a student out of school before the end of the school day without a valid excuse may count against the student’s academic grade. Early pickups will count the same as tardies due to missed instructional time.

All students leaving school early must be signed out in the office by a parent, guardian, or an adult listed as an emergency contact. Only those whose names are listed on the child’s registration form and Registration will be allowed to pick up your child. No child will be released without proper identification (driver’s license or picture ID) of the individual picking up the child. For the safety of our children, no exceptions will be made.

In emergency situations, please contact the front office for assistance. Please note, if giving permission for someone other than a listed adult to remove your child from school, you must send an email or fax to school so that your identity can be authenticated. All check-out policies and procedures have been developed for the safety of your child and will be strictly enforced.

Students will not be released after 2:15 p.m.

Econnect

Important information from the district and campus may be sent in recorded messages to the home number you have provided. Please check daily for important messages from the district or campus.
Emergency Contacts

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury.

If phone numbers and/or contacts change during the year, please notify the office and your child's teacher immediately. If your child needs emergency care and no one can be reached we will call EMS. Parents are responsible for any medical charges for EMS or the hospital. Only individuals listed on the emergency card will be allowed to pick up your child. Changes must be made in writing and will not be accepted over the phone.

Lost and Found

Please label your child's belongings (hat, jacket, sweater, backpack, lunch kit, etc.).

While the school will not assume responsibility for your losses, if you report them immediately, every effort will be made to help locate missing items.

Unclaimed clothing will be donated to a charitable organization at the end of May.

Lunch Visitors

Beginning September 26 parents are welcome to visit with their children during designated lunch times. J.W Oates works with your students the first 4 weeks of school to establish routines and procedures for an orderly lunch. Visitors must check in at the front desk to obtain a visitor's pass and are asked to eat with their child at the specially designated table. When your child's lunchtime is over, they must return to class with their class. We ask that parents then exit the cafeteria and check out at the front office.

Medical Concerns

Parents of students with medical concerns should notify the nurse upon registering.

Please be specific when informing the school of allergies or required medications.

Medical conditions will be noted in Chancery. The nurse will notify teachers of significant medical problems. Students who become ill during the school day shall be given a pass to visit the clinic. The clinic/office staff will assess and determine if a student should go home and contact the parents.

Children should not remain at school when they become ill or need medical attention.
Medication

Only the school nurse/designated office staff may authorize the dispensing of medication. Parents must bring all medications, prescription information, to school and speak to the nurse. Students are prohibited from bringing medicine to/from school.

- Any parent wishing to give medication to their child while at school must speak with the nurse or office staff.
- All prescription medications require a doctor’s signature with dosage instructions.

Playground Rules

Students are expected to follow the rules for safety and courtesy while on the playground. Students must play fairly, share, and use the equipment in the way it is intended.

Progress Reports

HISD Policy requires that teachers send Notice of Progress Reports to parents during the 4th and 8th week of each 9 week reporting period for all students whose grades are below 70. Progress reports must be sent for poor academic performance and poor performance in specialty areas, such as physical education, art, music, computer, and science.

As part of our school-wide Parent Initiative to increase parent communication, academic progress reports should be sent out for all students to keep parents/guardians informed of academic performance, conduct, attendance, etc. Positive ongoing parent communication is essential to student success.

Promotion Standards

In order to be promoted to the next grade level, students must meet the following criteria:

Grades 1 and 2 Requirements:

A. All students in grade 1 and 2 must meet the state course-average requirement of a 70 overall grade-point average of all courses and the HISD requirement of a 70 or better grade-point average in reading, language arts, mathematics, and either science or social studies.

B. Students in grades 1 and 2 must earn a passing score on HISD’s High-Frequency Word Evaluation.
Grade 3 and 4 Requirements:

A. All students in grade 3 and 4 must meet the state course-average requirement of 70 overall grade-point average of all courses and the HISD requirements of a 70 or better grade-point average in reading, language arts, mathematics, and either science or social studies.

Grade 5 Requirements:

A. All students in grades 5 must meet course-average requirements: a 70 average of all course grades, including a 70 or better grade in reading, language arts, mathematics, and in either science or social studies.

B. All students in grades 5 must earn a passing score on the reading and mathematics sections of the STAAR. (Unless otherwise designated by TEA) Students have three opportunities to pass the STAAR test. Should a student not pass after the third administration, promotion /retention decisions will be made by the campus Grade Placement Committee.

Note: Promotion decisions for students in Special Education will be made by the Admission, Review, and Dismissal (ARD) Committee; the Grade Placement Committee makes promotion decisions for students with limited English proficiency in consultation with a member of the Language Proficiency Assessment Committee (LPAC).

It takes all of us to enable our students to become productive citizens. Faculty, staff, parents, neighbors, grandparents and community members are committed to providing all children in our school a quality education and learning environment.

PTO

PTO stands for Parent-Teacher Organization, consisting of parents and teachers working together to support and enrich all students. The PTO supports school staff, helps promote student self-esteem, and assists in efforts to solve needs through volunteering and funding.
PTO Programing and Fundraising

The primary objective of PTO is to provide our school with funds, programs, resources, and services that will enrich and maximize the education of every child and to benefit the school. Here are a few programs that we sponsor and/or support: Weekly and Monthly Perfect Attendance, Field Day, Field Trips, Teacher Appreciation Week, and other various events and fundraisers throughout the year to meet these important objectives, we encourage all members to get involved. All parents and community members are welcome to join the PTO. J.W Oates PTO meets on the last Tuesday of every month.

Report Cards

In addition to reviewing posting grade assignments in Chancery, graded work is sent home in folders, and formally discussing student performance gains with your child’s teacher in a conference setting, report cards will be issued to all students at the end of each 9-week reporting period. If there is a need to communicate student progress measures more frequently, teachers will send home Progress Reports during weeks 4–8 of the reporting period.

Safety Drills / Evacuation of Building

Safety drills are required monthly by law and are an important safety precaution. It is essential that when the first signal is given, everyone clears the building or goes to the designated area by the prescribed route as quickly as possible. Students should refrain from noise and remain outside until a signal is given. All drills shall be treated as if it were an actual emergency situation, which potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability for students to follow directions, move, and relocate to the designated area in an orderly manner. Parents that are in the building at the time a drill is called are expected to follow all procedures as dictated by the staff members on duty.

Textbooks/ Library Books

Textbooks are furnished by the State of Texas and must be properly cared for at all times. Textbooks will be issued at the beginning of the year, audited midyear, and collected at the end of the year. Library books are checked out by students on a weekly basis.

Students are responsible for the proper care and return of these books. Loss or damage of a book may result in fines.
Visitors

Parents are always welcome at school. All visitors must present ID and will be signed-in through the Raptor system at the front office. You will be given a badge to be worn on your left shoulder. This policy is followed at all times. When making plans to visit our campus, please have your ID ready for this will help to expedite the check-in process.

Parents serving as volunteers must have a Criminal History Form filled out and approved by the district for each school year.

Weather Hotline (Closing of Schools)

The HISD Press Office notifies the public if severe weather conditions will result in the closing of schools. In the event of severely inclement weather such as floods, hurricanes, or other events call 713-556-6393 for the official determination. Monitor local radio and television stations for school closing information.

Website

The J.W Oates Elementary School Website can be accessed at http://www.houstonisd.org/oates