

NEW CANEY ISD



Oakley Elementary Parent Handbook 2026-2027



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PRINCIPAL'S LETTER

Welcome to the 2026–2027 School Year!

It is a privilege and an honor to serve the students, families, and staff of Oakley Elementary. As we begin this new school year together, I am excited about what we will accomplish as one school community united by a shared purpose: helping every child reach their fullest potential.

At Oakley, we believe every student can learn, lead, and thrive. Our commitment is to provide exceptional instruction, meaningful support, and a school where every child is known, valued, and encouraged to become their very best. We will maintain high expectations while ensuring students receive the guidance and opportunities they need to thrive.

Great schools are built through strong partnerships. When families and educators work together with trust, open communication, and a shared commitment to children, amazing things happen. Your involvement is an essential part of your child's success, and I look forward to partnering with you throughout the year.

Together, we will build on Oakley's tradition of excellence, create meaningful opportunities for every learner, and inspire our Rockets to grow with confidence, character, and purpose. Thank you for entrusting us with your child. I am honored to serve this incredible community and look forward to an outstanding year together.

In partnership,

Luissana Davis

Principal, Oakley Elementary

Every Rocket. Every Opportunity. Every Day.

SCHOOL INFORMATION

Principal:	Louisiana Davis (Campus Behavior Coordinator)
Assistant Principal:	Brandi Ellenberger PK, 1st, 3rd, and 5th
Assistant Principal:	Connie Rodriguez PK, Kinder, 2nd, and 4th
Counselor:	Dusti Moran PK, 1st, 3rd, and 5th
Counselor:	Julie Campo PK, Kinder, 2nd, and 4th
Instructional Coach:	Geormika Butler
Instructional Coach:	Laisa Gracia
Dyslexia Interventionist:	Perla Castillo
Dyslexia Interventionist:	Chastity Desormeaux
504 Coordinator:	Araceli Almanza
Multilingual Specialist:	Lizbeth Valdez
Campus Academic Facilitator	Jaime Carr
Campus SPED Facilitator:	Brenda Peñaloza
MTSS Specialist:	Kimberly Worthington
Nurse:	Maia Rubiano
Registrar:	Wendy Miranda
Secretary:	Meliza Sanchez
Receptionist:	Sharon Gonzalez
School Resource Officer:	Officer



Oakley Elementary Character Strong

BE KIND 	BE STRONG 	BE WELL 
Social skills and conflict-resolution	Executive functioning: focusing, organizing, goal-setting	Wellness strategies: emotion regulation
		
RESPECT	Responsibility	GRATITUDE
EMPATHY	PERSEVERANCE	HONESTY
COOPERATION	COURAGE	Creativity

Daily Schedule

7:45 AM	Doors open for car riders
8:00 AM	Bus & Walker Arrival
7:45-8:25	Breakfast served
8:30	Tardy Bell/Instructional Day begins
10:00 a.m.	<u>Attendance will be taken</u>
3:00 p.m.	The last submission for transportation changes via email to oe transportation@newcaneyisd.org
3:15 p.m.	The cutoff for early pick-up
3:45 p.m.	Dismissal Transition (Safety First)
3:55 p.m.	Dismissal

Times		26-27 Oakley Master Schedule (8:30-3:55pm)				
PreK	Arrival	Campus Wide SEL Time 8:20-8:30	10:00-10:25 Pk Recess	10:50-11:20 Pre-K Lunch	11:55-12:15 Pre-K Recess	Pre-K Teacher Conference /Nap time 1:35-2:30
Kinder	Arrival	Campus Wide SEL Time 8:20-8:30	Kindergarten Specials 8:35-9:25		11:25-11:55 Lunch	"2:00-2:30 Kinder Recess"
First	Arrival	Campus Wide SEL Time 8:20-8:30	10:55-11:25 Lunch	"11:25-11:55 1st Recess"	1st Specials 12:40-1:30	3:30-3:50 Win Time
Second	Arrival	Campus Wide SEL Time 8:20-8:30	2nd Specials 10:40-1:30	11:55-12:25 2nd Lunch	12:25-12:55 2nd Recess	3:30-3:50 Win Time
Third	Arrival	Campus Wide SEL Time 8:20-8:30	11:40-12:25 Win Time	12:25-12:55 3rd Lunch	12:55-1:25 3rd Recess	3rd Specials 1:30-2:20 "
Fourth DL	Arrival	Campus Wide SEL Time 8:20-8:30	12:55-1:25 4th Lunch	1:25-1:55 4th Recess	1:55-2:40 Win Time	4th Specials 2:40-3:30"
Fifth	Arrival	Campus Wide SEL Time 8:20-8:30	5th Specials 11:40-12:30 "	12:30-1:15 Win Time	1:20-1:50 4th Lunch	3:20-3:50 5th Recess

Office Hours

The office will **open each day by 7:45 a.m. and will close at 4:25 p.m.** If parents need to see their child's teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal. All visitors must always report to the office before meeting with a staff member.

Staying Connected



Facebook: www.facebook.com/oakleyelementary

- For parents, community members, and staff
- Stay updated on all upcoming events at Oakley
- Any important announcements or reminders will be posted on Facebook



ParentSquare

ParentSquare: is an all-in-one platform that keeps you connected with our school. You will automatically receive notifications to the contact information listed in Skyward. If you would like to change these notifications you may log in through the app or website. More information can be found on the district website:

<https://www.newcaneyisd.org/families/parentsquare-communication>

Parent Orbiter Newsletter:

At the beginning of each school month, **a ParentSquare post** will be sent out with our Parent Orbiter Newsletter. Important information from the principals, counselor, nurse, and special events will be listed, as well as updates on how to access grades, attendance notes, and district holidays.

Grade levels will send out a weekly newsletter.

Website:

Our Campus Academic Facilitator will post important information on our campus website. This website contains our Title 1 Compacts, Parental Involvement Policies, Accountability Information, Teacher Websites, and Special Program information such as GT, 504, EL, and Special Education.

School Attendance

- School Hours - 8:30 AM – 3:55 PM
- Attendance is taken at **10:00** each morning. Students not in class at this time are counted **absent**. Students will not be eligible for perfect attendance awards if they have been **absent** or **have more than 3 tardies** (arriving after 8:30 a.m.), and/or **have been checked out of school early** (prior to 3:55 pm) more than 3 times **each grading period**.
- Attendance at school is key to all students' success. We ask that all students be in the school building **in their classrooms by 8:30** each morning and that they remain at school until 3:55 each day.
- If your child is absent, please send either a doctor's note or a personal note to the school with them when they return so that we may have accurate documentation regarding the absence. Notes must be turned in within 3 days of the absence. You may also submit notes electronically on the [NCISD Family Website](#).
- **Five personal parent notes** may be accepted each semester. Beyond that, medical documentation or a visit with the school nurse is required in order for an absence to be considered excused.
- If you must schedule an appointment during the school day, try to do so during specials, recess, or lunch times. This will ensure that your child is still receiving valuable instruction in his/her content areas.
- Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, please make every effort to avoid unnecessary absences.



Texas Compulsory Attendance Law

Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies even if your child has an [Individualized Education Program \(IEP\)](#) or [Section 504 plan](#).

The average school year is 180 days. So, your child can only miss 18 days of school or 18 days of a specific class (or 9 days if they're on a semester schedule) before the 90% rule affects their class credit.

For elementary school students, this means they could repeat a grade if they are in school less than 90% of school days. You can read more about this rule on the Texas Education Agency website. If your child has missed more than 25% of a class, the school will send you a letter asking you to come to a meeting or to write a letter explaining why your child has missed so much school. Please bring the notes from your child's doctor and your other records of why they missed school to that meeting or include copies with your letter.

Contact your student's Assistant Principal if you have questions about your child's attendance.

Tardy

Students are considered **TARDY after 8:30 a.m.** Staff members are not available after 8:30 to escort your child into the building. If your child arrives at school at 8:30 a.m. or later, **parents or guardians must park and escort the child into the building and sign them in.**

How does my child get an honor roll award?

In order to be eligible for Honor Roll Awards, a student must have a score of 80 or above in all the core academic areas and at least one core subject grade of 90 or above. Conduct is not a factor in honor roll awards. In order to be eligible for an Honor Roll Award, the student must:

- **All A Honor Roll** award, a student must have a 90 or above in all core subject areas. Core subjects include Reading, Language Arts, Math, Science, and Social Studies.
- **A/B Honor Roll** means the student has earned at least one A.

How does my child receive the Growth Award?

At the end of the year, every homeroom teacher will use a data-based criterion assessment (mCLASS for PK/Kinder and Aimsweb for 1st - 5th grades) to give out growth awards. A growth mindset fosters a love of learning and a resilience that sees failures as opportunities for growth. In addition, students with a growth mindset will think more positively about themselves, maintain a can-do attitude, and possess the self-confidence to take on new challenges.

How does my child receive the perfect attendance awards?

To receive this award, a student must be at school every day for the semester, may not be tardy (arriving after 8:30) and/or leave early (leaving before 3:55) more than 3 times. Please note that our attendance is taken daily at 10:15 am. Any child who is not here at 10:15 am is considered absent. Please see the NCISD student handbook for additional attendance policies and procedures.

Birthdays

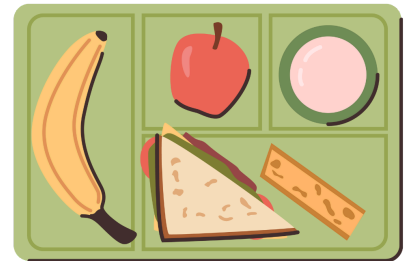
- Birthday cupcakes or cookies may be brought to school to be delivered to your child's classroom to celebrate the birthday.
- Cupcakes and cookies must be store-bought and in the original store packaging or ordered from the child nutrition department.
- Parents and siblings will not be allowed to be in the classroom for birthday celebrations.
- Cupcakes/cookies will be distributed the last 10-15 minutes of class as students start to pack up for the day.
- Birthday balloons, gifts, and treat bags are **NOT** allowed during the school day.



Breakfast/Morning Procedures

Our front doors open at 7:45 for car riders and 8:00 for bus riders. **Do not leave students unattended at the drop-off line before 7:45 a.m., as we do not have staff on duty to supervise them.**

- Any car riders arriving by car between 7:45 and 8:00 are to be dropped off at the front of the building through the car rider line.
- Students riding the bus are dropped off at the cafeteria doors.
- A free breakfast is served between 7:45 and 8:30 each day. If your child would like to eat a school breakfast, they need to arrive by 8:20 am.
- Beginning at 8:00 a.m, students will either report to the cafeteria (to eat breakfast) or go straight to their classroom.
- **To expedite learning, decrease tardiness, and teach independence, parents may not join students for breakfast.**



Cell Phone Policy

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing. Phones are to remain in backpacks while at school. Students may not use their smartwatches for making calls or sending texts. Consequences for students with a phone out during the day include:

1st Offense: Warning

2nd Offense: Phone will taken up and returned at the end of they day

3rd Offense: Phone will be taken up and parents will have to pick it up

Classroom Celebrations

Classroom celebrations will be held two times per year: **Christmas Party and End of the Year**

Teachers may ask for parent volunteers to help plan the parties or to send certain foods. When sending food items, please take into consideration any food allergies in that particular classroom or grade level. All food items brought must be store-purchased and brought in their original, store packaging.

- **Parents will be allowed to attend the Christmas and End of Year parties.**
- **In order to maintain safety, siblings attending Oakley may not be checked out to attend/participate in another party at Oakley.**
- **Any Junior High/High school-aged students attending a sibling's party must have a school ID.**

Dress Code

Please see the district dress code reminder below. The complete NCISD dress code can be accessed via the NCISD Parent/Student Handbook on our district website. We participate in the following weekly special dress days at Oakley Elementary:



Friday: Oakley School Shirt

District Dress Code:

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and prepare students to thrive in the REALITY of their future. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the Principal's judgment is not appropriate for school. The principal's determination shall be final. This list is the minimum requirement for dress regulations and does not address all possible situations. Students attending DAEP will be subject to their campus' dress code.

ITEM	ACCEPTABLE DRESS	SPECIAL COMMENTS AND INTERPRETATIONS
Shirts, Blouses	Shirts/blouses may be: ● Any collared shirt/blouse ● T-shirts and other pull-over tops ● Sweatshirts/sweaters ● School designs/logos; brand names and/or other appropriate words are acceptable. Shirts and blouses must be buttoned in accordance with design and	Students are prohibited from wearing shirts/blouses that: ● Are oversized or immodestly undersized ● Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity,

	appropriateness. Shirts and blouses worn over leggings must be no shorter than mid-thigh.	or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations • Are undershirts, tank tops/spaghetti straps • Exposes the midriff
Pants, Slacks	Pants, slacks must be: • Worn at the waist • Belted, if appropriate	Pants/slacks may not: • Be made of inappropriately form-fitting materials • Be baggy or oversized • Pajamas • Have holes or tears above mid-thigh, unless worn over leggings or tights
Shorts	Shorts must: • Be no shorter than mid-thigh • Meet the acceptable length requirement • regardless of whether leggings are also worn	Shorts may not be: • Made of inappropriate form-fitting materials • Baggy or oversized • Split or fringed at the hem or seams • Boxers or pajamas.
Dresses, Skorts, Skirts	Dresses/skorts/skirts must: • Be worn at the waist (skirts/skorts) • Be no shorter than mid-thigh (regardless of whether leggings are also worn) Tops of dresses must meet the guidelines required for blouses and shirts.	Dresses/skorts/skirts may not: • Be revealing/form-fitting • Have slits above mid-thigh • Have slashes above mid-thigh
Shoes	Shoes must be: • Worn at all times • Chosen for safety, health reasons and quietness Athletic shoes with a rubber sole, closed toes, and full support around the heel should be worn for PE.	Not recommended for safety reasons: • Platform soles over 1 inch high • Rubber flip-flops Not allowed: • House shoes • Shoes with wheels
Hair	Hair, including facial hair must be: • Neat • Clean • Well-groomed	Hair color and/or style may not be: • Distracting • Conspicuous or pose a safety hazard

		• Designs and/or notches in hair and/or eyebrows are prohibited
Jewelry	Acceptable forms of jewelry are: • Earrings • Single small nose stud • Hair jewelry • Watches • Bracelets • Rings • Necklaces	Not Allowed: • Jewelry that is considered gang related • Jewelry considered to be a safety hazard, or a material or substantial disruption • All other piercings • Ear stretchers/gauges and grills • Jewelry that may pose a safety hazard or disruption
General	School-approved uniforms for physical education, athletics, pep rallies, etc. may be worn only during the class or activity for which they are approved. For unique special events the campus administration may establish event-specific dress code requirements. Appropriate undergarments must be worn and may not be visible.	Oversized outerwear, such as trench coats or dusters, are not allowed. Hats, caps, sport headbands, bandanas, headcovers, or scarves shall not be worn indoors except in the interest of religious practices, safety, cleanliness, or with the permission of the principal. No article of apparel shall be worn that will in any way damage school property, create a safety hazard, or create a material or substantial disruption to the school environment. Tattoos, accessories, jewelry and clothing that contain vulgar or inappropriate pictures, words or drawings or gang-related markings are not permitted. Bandanas are prohibited at school and all school related activities.

Students in violation of the dress code will be given an opportunity to correct the violation. If a correction cannot be made, the parent/guardian will be notified to have someone bring the student

proper attire. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until an acceptable change of clothing is brought to the school. Any student sent home for dress code violations will receive unexcused absences for the classes missed. Dress code shall apply through the last day of school and summer school sessions. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Behavior Management

Positive Reinforcement and Incentives

Our campus encourages teamwork, character, and positive behavior. Throughout the year, students get to attend **Rocket Rally** quarterly by demonstrating good behavior, academic effort, and kindness. Also, at the end of each week we celebrate and recognize both our scholars and staff with our Oakley **Positive Office Referrals**.

With our **Positive Office Referrals**, teachers submit a referral form to the Instructional Leadership Team that includes the student's name, grade, teacher, and the specific BLAST behaviors the student exhibited that align with our BLAST expectations.

Scholars being recognized students will:

- Visit the front office to receive a certificate
- Get a positive phone call home.
- Get a small reward
- Additionally, their names are entered in a raffle for a larger prize.

This system is designed to celebrate positive choices and foster a culture of encouragement, motivation, and school spirit.

Consequences

Students who receive an office referral may face consequences in accordance with the New Caney ISD Student Code of Conduct, which can be found on the Student Services page of the district website. Depending on the nature and severity of the incident, disciplinary actions may include:

- **Conference and/or warning** to review expectations and provide an opportunity for reflection
- **Silent lunch time** for reflection
- **Loss of Privileges**, recess, or any other specific grade-level activities
- **In-School Suspension (ISS)** with embedded behavior lessons and required classwork
- **Out-of-School Suspension (OSS)** for more serious or repeated infractions
- **District Alternative Education Placement (DAEP)**, as defined in the Student Code of Conduct, where students receive instruction in a structured alternate setting to address behavioral issues and academic needs

These measures are designed to help students understand the impact of their behavior, support their growth, and promote a safe, respectful learning environment.

Field Trips



Each grade level and certain campus organizations may take 1 field trip per year. **Student participation in school-sponsored field trips is a privilege.** Students must ride to and from the field trip on the school bus. Parents and chaperones may have to drive their own transportation due to limited space on buses. If a student is serving in-school or out-of-school suspension, they will not have the privilege of attending the field trip. Field trip chaperons must obtain their **Volunteer Badge** to be considered a chaperone. You are highly encouraged to obtain your Volunteer Badge at the beginning of the school year to avoid any processing delays closer to the field trip.

Lunch

To receive free/reduced lunches, parents must complete an application during registration to determine eligibility. Applications can be found on the New Caney ISD website under Child Nutrition.

Lunchtime Visitors

To establish cafeteria routines, safety protocols, and student independence, it is important that your child adjusts to school rules and has a chance to make new friends. The first week will also allow time for staff to learn students' names and schedules. We will open the cafeteria for visitors starting after Labor Day, on September 1, 2026.

- **Visitors must be the parent or guardian, be on the student's emergency contact list, or be accompanied by the child's parent/guardian, as well as have a valid photo ID in order to be allowed to enter the building to eat lunch with a child.**
- We have the following Schedule for lunch visitors:
 - PK and Kindergarten - Mondays**
 - 1st and 2nd grade - Tuesdays**
 - 3rd grade - Wednesdays**
 - 4th grade - Thursday**
 - 5th grade - Friday**
- We can only allow visitors to eat with their students in the visitors' seating area. Other children may not join you at this time.
- Visitors may not stop by the teacher's classrooms on their way out of the building.
- It is our goal to adhere to the Food and Nutrition Policies established by the Texas Department of Agriculture for the safety of all students within the school. The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide outside meals (McDonald's, Burger King, Sonic, etc.) and snacks for their own child's consumption, but may not provide items to other students. Due to TDA regulations, parents are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at the school, bring in an outside meal for themselves, or not eat.

Medication

Any medication to be administered at school to students must be delivered by the parent or guardian to the nurse. Medication may not be sent with students.

Parent Involvement

Here at Oakley Elementary, we encourage parent participation in your child's learning and academic success. Since we believe parent involvement is key to success, we will host several events throughout the year where parents can learn ways to partner with us to support their children's success.

Parent/Teacher conferences will be held by the end of October to review the first report card. This is a great opportunity for you to have individual time with your child's teacher to discuss your child's progress. As a Title 1 School, we are also required to meet with parents annually. Please make every effort to attend.

Throughout the year, if you need to conference with a teacher, please call the front office, and they will assist you in getting an appointment with your child's teacher. **Teachers should respond to phone calls or Parent Square messages within 24 hours (Monday-Friday).**

In order to decrease interruption of instructional time, please abide by the above policy and make an appointment. Your child's education is important and time within the school day is valuable.

Visitors on Campus

One of our primary goals at Oakley is to ensure the safety of all students while they are with us. According to district policy outlined in the Student Code of Conduct, located on the New Caney ISD website, visitors must present a valid, US government-issued identification to be admitted into the building. The district does allow us to accept a Mexican Matriculation card, but visitors admitted with this type of identification must be under the direct supervision of staff during their visit to campus, since this type of identification is not able to be checked through the district's Raptor

sex-offender registry software. **ALWAYS BRING YOUR VALID DRIVER'S LICENSE OR GOVERNMENT PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**



Volunteers on Campus - Campus Guidelines

All volunteers MUST complete the NCISD Volunteer Application form and process. It can be found on the district's website. Volunteers MUST wear their volunteer badge on their upper chest area (not on purses, not on the hem, etc.). It must be visible at all times.

Volunteers who are coming on campus to assist in any area must check in with the front office. You will be asked to provide the information listed below when you sign in/out. You are also required to check out with the front office upon leaving.

WHO are you assisting?

WHAT will you be doing? (reading with students, cutting out letters, shelving library books, etc.)

WHEN will you arrive?

HOW LONG do you anticipate being on campus?

Volunteers on campus MUST HAVE A PURPOSE!

- Please remain in the area in which you are volunteering. Do not just "hang out" in classrooms or hallways.

- You may **NOT** take your child out of the classroom for any reason (going to the restroom with them, letting the child assist with an activity, etc.)
- You **MAY** work with your child if you are assisting in their classroom, and it is an activity that your child would naturally be a part of.

Supporting Your Child at Home

What can I do at home to help my child?

We encourage you to read with your child nightly. Whether you read aloud to them or they read to you, this has been proven to increase literacy development. Math facts can also be practiced nightly. We also encourage our students to spend time playing outside and with their families. Eating meals together or playing games promotes communication and cooperation skills that are essential for success in school.

Who do I contact if I have a concern about my child?

The first contact should always be with your child's teacher. Please contact the front office or email the teacher to schedule a meeting to discuss your concern with your child's teacher. Teachers should respond to your communication (phone calls, Parent Square, emails) within 24 hours.

After speaking with the teacher, if you feel that your concern has not been handled appropriately, please contact the office to speak to an administrator or counselor.

We appreciate any feedback you can provide on how Oakley is serving your child or how we can improve our services.

Safety

New Caney ISD is committed to safety on every campus, district facility, and school bus. Safety is a top priority for New Caney ISD, and we will do everything in our power to ensure the safety of our students and staff.

- Every NCISD campus has visitor screening/sign-in procedures. All campuses have security vestibules. Visitors are required to present identification and are processed through Raptor, a system that provides screening for registered sex offenders.
- A criminal background check is conducted on all NCISD volunteers and employees.
- All employees are required to wear NCISD photo identification badges.
- All exterior entrances are locked throughout the school day. If you notice a door that shouldn't be unlocked, please notify the front office.
- Elementary and Secondary campuses have a police officer assigned to them from the District Police Department. High schools also have two safety officers who patrol the campus and parking lots.
- The district has a K-9 Police Officer who visits every campus throughout the school year searching for contraband.



- All campuses have video surveillance cameras on the interior and exterior parts of the buildings.
- NCISD utilizes an emergency notification system to communicate with staff and parents through emails, phone calls, text messages, and social media.
- NCISD schools have regular safety drills throughout the school year involving both students and staff. Campuses keep a log of all practice drills.
- The district has a Crisis Management Plan that is evaluated and updated regularly.
- NCISD consults regularly with local law enforcement and first responders about school safety.
- Every other year, the district participates in a district-wide security audit.

New Caney ISD believes that students can learn best when they are in a safe environment.

WIN Time

- All students in grades 2-5 will participate in a 45-minute Space Time in which intervention or enrichment will occur. They will go to a teacher within the grade level or to an intervention specialist.
- Participation is based on student past STAAR data, MAP data, MClass, and Reading/Math CBA data.
- A periodic common assessment will occur to determine the movement of WIN Time groups.
- The requirements of House Bill 1416 will be met during this time each school day, Monday through Thursday.

Specials

Oakley students in grades PK-5 will take part in special classes each day. These classes will include PE, art, music, library, tech apps, and STEM lab. Your child's teacher will share the specials schedule with you via newsletter/Remind. Please ensure your child wears appropriate gym shoes on the day their class has PE each week.

Special Events

Oakley Elementary hosts a variety of special events, including grade-level musical performances, Career Day, West Fork High School Spirit Night, Open House, Dual Language events, Literacy Night, Math Night, Science Night, GT Showcases, and more.

Anyone attending special events that occur during the school day will be required to present a valid ID to enter the building.

Teacher Certification

If you would like information regarding the certification of your child's teacher(s) please contact the front office.

Transportation Information

All transportation changes and pick-ups end at 3:00 PM

Morning Transportation Information

- After 7:45 a.m., car riders may be dropped off either at the front of the building
- Students riding the bus are dropped off at the cafeteria doors.
- Staff members will be available to assist unloading car and bus riders until 8:30 a.m.

The tardy bell rings at 8:30 a.m. Staff members are not available after 8:30 to let your child into the building. If your child arrives at school after 8:30 a.m., parents or guardians **must park their vehicle and escort the child into the building to sign them in.**

After-School Transportation Information

Consistency in after-school transportation is key to ensuring students arrive home safely each day. If changes need to be made, please remember the following:

- Transportation changes may not be made over the phone. You must notify us of a change by sending an email to oe transportation@newcaneyisd.org. **No changes will be made over the phone.**
- **Changes in transportation must be made by 3:00 pm.**
- Transportation changes are for ONE DAY only unless we are specifically told otherwise.
- **Parents needing to pick up a student early for appointments must do so before 3:00 p.m.** A doctor's excuse must be turned in to the office the following day. Additionally, we do not permit students to leave their classroom until a parent/guardian arrives to sign them out of school for the appointment.

Dismissal Time

We will start calling names for car riders at 3:50. Students should be picked up no later than 4:20 pm each day. Our students have long school days, and they are tired and ready to go at the end of the day. The office closes at 4:25 pm, as there is not any staff on duty to watch students later than that time.

Bus Riders

- Buses are loaded from the side doors by the cafeteria.
- **An adult must be at the bus stop for any child in Pre-K or Kindergarten to get off the bus,** unless they are accompanied by an older sibling. If an adult is not at the bus stop, your child will be taken back to Oakley Elementary School to await a ride.
- All students must have a smart tag for riding the bus. This smart tag will be used when the students are getting on and off the bus.



- "Smart Tag is an online portal for parents and guardians to obtain transportation information. This includes the bus number, pick up and drop off location. Sign up to receive notifications when the bus is 10 minutes away."
- Here is the link to the district parent portal [through this link](#) or [QR code](#).

Car Riders

- Car riders are loaded from the front of the school.
- When driving onto campus to pick up your child, form two lines after you pass the electronic marquee. Once the two lanes have been formed, you **may not** change lanes.
- Please pull close to the car in front of you and stay off your cell phone while in the car rider line.
- If the group of cars at the cones have all students loaded, and your child has not come out, you will be asked to pull forward. Your child will be brought to you. This will allow the line to keep moving so that we can get all of our students home in a timely manner.
- **All cars MUST have a current campus-issued car rider tag.** Tags may be ordered in the front office. If you need to order, get a replacement, or have duplicate tags made, you will need to complete a Car Tag Order Form located in the front office. You must show a valid ID in order to receive your car tag.
- **Students will NOT be released to cars in the car rider line without a correct car rider tag.** If you do not have a tag, you will be asked to go park at the front and enter the building to get your student (valid ID will need to be presented to release your student).
- We ask that you place this car rider tag on your rearview mirror so that it will be easy to locate and read.
- In order to ensure the safety of all, we ask that parents not exit their cars to collect their child. Students will not be released in this manner.
- Students not picked up by 4:25 will be considered late. After 3 late pick-ups, a student will become a permanent bus rider.



Please remember that during the first week of school, it may take longer to load students. Our goal is to have all students loaded into the correct car within 20 minutes of dismissal. By following the above guidelines, we will be able to meet this goal.

Got Ideas? We' are listening

We value your input! and While we can't implement every idea , we would love to know what you think Please click here [share your ideas](#)

