

White Oak Primary School

2014 – 2015

Pride, Tradition and Educational Excellence



Home of the Roughnecks
Maroon and White

200 S. White Oak Road
White Oak, TX 75693
Phone 903-291-2160
Fax 903-291-2132
www.woisd.net

This Student Planner belongs to:

Name _____

Phone _____

Address _____

Grade _____

Teacher _____ Teacher's Voice Mail # _____

My lunch time is _____ My ID# is _____

Welcome to White Oak Primary

It is indeed a pleasure to welcome you to White Oak Primary School where the understanding of Roughneck Pride begins. The teachers and staff join me in saying we are happy to have you as a part of our school family. We hope this will be a successful and satisfying year for you.

The pages of the handbook contain information that you will find useful and informative about your school. Please take this time to read it thoroughly and share the information contained herein with your child. The White Oak Primary Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. We hope this program will improve your child's organizational skills. In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. White Oak Primary School parents are our partners in the important job of educating the children of this community.

During the 2014 – 2015 school year we will strive to teach the children about setting and achieving a desired goal. As we all model a strong work ethic, we hope to instill in them this same understanding that our country was founded on hard work, diligence, and when we undertake a worthwhile task, there is value in completing the work with high expectations.

You are encouraged to meet your child's teachers and visit your school. A warm and friendly welcome will always await you. We are looking forward to seeing you and your children throughout the coming year. Please feel free to call the school office or your child's teacher if you have any questions.

WHITE OAK MISSION STATEMENT

The White Oak Independent School District, through a total team effort, provides a safe environment with relevant challenging, diverse educational opportunities, laying the foundation for success.

GENERAL INFORMATION

Primary School office	903-291-2160	Primary School fax	903-291-2132
Coordinator of Student Services	903-291-2182	Nurse	903-291-2105
Attendance	903-291-2162	Cafeteria	903-291-2146
Transportation	903-291-2149		



WHITE OAK PRIMARY SCHOOL HANDBOOK



SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Children should NOT arrive earlier than 7:30 a.m. or remain on the campus later than 3:00 p.m. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. or remain later than 3:00 p.m. These procedures are designed for the safety and well-being of your children. Primary students are not allowed to wait in the office or ride the bus on a second route in order to wait for older siblings that are dismissed at 3:30.

SAFETY

White Oak Primary emphasizes safety. Everyone **must** come by the principal's office first when entering the building and sign in and bring your driver's license to use in our school security system. The classroom teacher will discuss traffic safety, playground safety, and personal safety within the first two weeks of school. Students will not leave or be picked up by anyone not listed on the enrollment sheet without written consent from the enrolling parent.

ATTENDANCE AND TARDY POLICY

School is your child's most important job! They are learning that one does not miss work or show up late for work unless they are ill. Instruction begins at 8:00 a.m. and class is disrupted when they walk in late. Regular school attendance is important to the education process. Students are to be in their seat, ready to learn at 8:00 a.m. or they will be counted tardy. They should try to arrive at school between 7:30 and 7:45 a.m. Students who arrive after 9:45 a.m. are recorded as absent. A student may not be given credit for a class unless he/she is in attendance for at least 90% of the days during the year. A committee appointed by the Board of Trustees may hear petitions for class credit by students who are in attendance less than 90% of the days during a year due to extenuating circumstances.

ATTENDANCE ACCOUNTING TIME - - - 9:45 a.m.

DESIGNATED AREA FOR DROP-OFF AND PICK-UP

The driveway on the north side of the building is for student drop-off / pick-up. Parents bringing their children to school and picking them up are to remain in the car and the child will walk on the sidewalk to and from the building. You must have a visible car tag, **issued by the school**, to pick students up. Car dismissal is at 3:00 p.m. Buses will load and unload on the west side of the elementary building. Buses will leave at 3:00 p.m. with K – 2 students.

PARENTS MUST REMAIN IN THE CAR
as this is the safest way for us to monitor your child

CONTACTING YOUR TEACHER

The preferred method of contact is a written note to the teacher **in the student planner**. Teachers do have voicemail in their classrooms but there are times that the system is not working. In your note, leave a number to call if you need a response. The website is www.woisd.net Check Teacher Directory for your teacher's home page.

BAD WEATHER CLOSING PROCEDURES

In instances of extremely inclement weather, the announcements will be made on the following radio and television stations:

KLTV KETK KYKX

EMERGENCY INFORMATION

Notify the office if you change your phone numbers or address. It is very important that we are able to reach you or other family members should there be an emergency. A parent notification service has been implemented so keep your home phone number current with the office. Families may also verify and update contact information through their WOISD Skyward Family Access account.

MEDICATION POLICY

All medication must be brought to the nurse or office for administration. Students are not to have medication in their possession. Send medication in the ORIGINAL container. The child's name must be on the prescription bottle. A note from the parent and the physician must accompany any drug given for longer than 20 days.

ILLNESS

If your child should become ill during the school hours or have an emergency, you will be called to come and pick up the child. We must have current phone numbers in order to contact you. Send extra clothes in a plastic baggie with child's name to keep in the classroom in case of accidents.



BREAKFAST AND LUNCH

Breakfast and lunch are served daily in the school cafeteria. Money may be sent in advance as the cafeteria keeps track of money electronically. Send lunch money in a sealed envelope with the child's first and last name and teacher name printed on the front. **The cafeteria does not allow charges.** You may access www.woisd.net and follow the links through *Lunch Money Now* to check your child's balance. We ask that you pay by the week as it is less bookkeeping for the teacher and the cafeteria staff. Lunch times will change on Early Release days. **The cafeteria will stop serving breakfast at 7:50 each morning.** Parents will be asked to respect school procedures on testing days (benchmark / STAAR) by not eating lunch with their child. Parents may eat lunch with their child after the first 2 weeks of school.

STUDENT BEHAVIOR

We use a positive, proactive approach to teach the behavior we expect our students to model. Parent, student, and teacher involvement contribute to a disciplined, safe, and secure environment at White Oak Primary. Our guidelines for success are:

Always Try

Be Responsible

Cooperate With Others

Do Your Best

Everyone is Treated Respectfully

Our character education program is based upon The Flippen Group's Capturing Kid's Hearts and Keystone Character Curriculum. www.flippengroup.com Students will learn to recognize and display kindness, courage, self-control, forgiveness, respect, diligence, loyalty, honesty, and confidence.

BIRTHDAY CELEBRATIONS

At White Oak Primary, we recognize each person's birthday in some way in the classroom.

Birthday celebration treats may not be brought to school.
No birthday invitations may be distributed at school.

LOST ITEMS

Label all items that are brought to school such as jackets, coats, backpacks and lunch boxes. Many articles are lost and found throughout the year, and an area will be designated in the school. You may want to check this area if your items are missing. The school is not responsible for these items. All coats left will be donated to charity.

No animals, alive or dead, are allowed on school property for the health and safety of all.



Students are not to bring toys including: trading cards, electronic games, music players, baseballs and gloves, footballs, soccer balls, purses, or make-up.

TRANSPORTATION

Bus transportation is provided to all students in the district. Parents must register their child to ride only one bus. A student may not ride another bus after school, and the child must get off at their usual bus stop.

Pick-up / Drop-off Procedures

Students may be dropped off at 7:30 on the North side / Primary entrance of the elementary building. The doors will open at 7:30. There will be school employees available on the sidewalk to assist your child into the building. It is very important, for the safety of all, that you **stay in the car line**. School employees use the parking spaces beside the car line. Buses will drop students off at the intermediate entrance at 7:30. School personnel will be present to assist bus students. After the first week of school, students will go to "Morning Meeting" between 7:30 – 7:45.

Bus

Students that use the bus as transportation from school will need to follow these guidelines:

- Follow all bus safety rules which include sitting in the bus seat correctly, keeping a quiet voice, and keeping hands and feet to yourself and inside the bus
- As a safety precaution, an adult must be visible at the bus-stop or Primary students will be brought back to school
- Safety is our top priority! Frequent misbehavior on the bus can result in a loss of bus privileges: 3 bus reports will result in the loss of 3 days, 4 bus reports will result in the loss of 9 days, 5 bus reports will result in the loss of 30 days, and over 5 could result in the loss of privileges for the year
- Students are not allowed to ride alternate buses unless permission is given by the Transportation Director

Car Pick-up

White Oak Primary car pick-up students will be picked up from the sidewalk on the North side of the elementary building. Please don't be alarmed by the line. It moves very quickly. Car pick-up guidelines are:

- You must have a visible car tag, **issued by the school**, to pick students up. This procedure is new and provides another level of security. If you do not have a tag, you will be asked to go around the school, park, come in the building, and sign your student out. When you come in, the office personnel will verify that you are on the pick-up list of the child you are wishing to pick up.
- Parents **must** stay in the car. **You cannot park and walk around or through the car pick-up traffic.**
- To change car pick-up or bus procedures, please call your child's teacher before 2:00
- You must be in line to pick up your child by 3:00 each afternoon

Walk-up

Parents who wish to walk to pick students up will need to follow these procedures:

- Notify the classroom teacher that you wish to be a walk-up parent
- Wait on the walkway outside the Intermediate entrance
- Students will come out with the bus students
- If you are not there when the teacher takes students to buses then your child will be returned to the car pick-up area. You will need to wait until car pick-up is over (3:15) to walk in and pick your child up

WHITE OAK PRIMARY SCHOOL
DRESS CODE
2014 - 2015

Appropriate clothing shall be worn in order to prevent disruption or interfere with the school operation. Parents will be called to bring appropriate clothing if dress code is not followed.

- Shoes must be worn at all times. **Tennis shoes are safer on the playground and gym floor.**

No plastic/rubber flip flops / sandals with a heel strap are safer and preferred

No plastic dress-up shoes/high heels

No cleats

- Students may wear shorts, skirts, and dresses that are loose and a modest length. Girls are required to wear shorts, including biking shorts or leggings, under dresses and skirts.
- No biking shorts, cutoffs, or boxer shorts can be worn as outerwear.
- No revealing tank tops, tube tops, halter-type blouses or mesh or sheer shirts.
- No spaghetti, narrow straps, racer-back tops, bare midriffs, or backless tops can be worn without a short sleeve tee shirt underneath.
- No hats, caps, bandannas, hoods, chains or sunglasses will be worn inside by girls and boys. Winter headwear will be kept in the backpack during the school day.
- Clothing which has been torn or has holes will not be worn.
- No sagging pants.
- Purses and make-up may not be brought to school.
- No clothing that is considered lewd, vulgar, slanderous, and offensive or depicts violence.
- No clothing that has tobacco, alcohol or drugs may be worn.
- Full camouflage dress (military/hunting) is not allowed.

Jewelry/Body Art

- Wearing of heavy chains or spiked jewelry is unacceptable.
- Male students shall not wear earrings or ear studs.
- No body piercing jewelry may be worn.
- No permanent or temporary tattoos or face painting may be worn to school. (The school may designate days where face painting is done at school.)

Hair will be neat, clean, and well groomed. No combs or brushes will be shared. Boys hair will not extend below the eyebrows, earlobes or top of a tee shirt. The following extremes are to be avoided:

- Unnatural color or color variation in hair is not allowed. (Pink, blue, etc.)
- Spiked hair, Mohawks, Fauxhawks, Ponytail, braids, or rattails for males is not allowed.
- Geometric designs or patterns may not be shaved or cut in the hair.

The administrators and teachers shall be responsible for the enforcement of the dress code. Administrators shall have the final authority in determining whether or not conditions are in keeping with the intent of this dress code. The principal may suspend regulations of the dress code for special events, which are held as part of the academic or extracurricular programs. All students are expected to meet community standards and school policies with regard to health, cleanliness, and appearance.

CURRICULUM

Curriculum for White Oak Primary School is based upon the Texas Essential Knowledge and Skills (TEKS). Copies of the TEKS for each grade level can be viewed at the Texas Education Agency website: www.tea.state.tx.us/teks./index.html . TEA's site allows you to access the TEKS for each grade level, and we recommend visiting these each year to get an understanding of the concepts that your child will be learning. Curricular areas for the primary grades are English Language Arts Reading and Writing, Mathematics, Science, Social Studies, Health and Physical Education, Music and Fine Arts, and Technology Applications.

Reading is important in everything we do. Therefore, our goal is to provide your child with the skills that will help foster a lifelong love of reading. Ten ways to become a better reader are to:

1. Read 2. Read 3. Read 4. Read 5. Read 6. Read 7. Read 8. Read 9. Read 10. Read

Since reading each day is a vital part of your child's reading progress, we will be sending home a book with your child. Help your child read everyday. Remember, every child is not at the same level of development so the goal is to begin the reading process wherever your child's development dictates and move forward. Reading with your child should be a very pleasurable and positive experience. In school we will use a balanced literacy approach to teach reading and writing. Your child will be taught at his instructional reading level in small groups with phonics skills and read with individually, and given many opportunities to read in a variety of settings and with a variety of materials. Just as children learn to read by reading, they will also learn to write by writing, so our students will be given authentic reasons to write about what they know and experience.

Mathematics is taught through a hands-on problem solving approach that teaches mathematical concepts through whole group, small group and individual instruction. The best feature is the balance it brings to math instruction of problem solving and computation as it increases the students understanding of the processes and continues to spiral back to review previous learning. We use "Number Talks" and "Investigations" and instruction time includes guided practice, independent practice and diagnostic assessments.

Many science and social studies concepts are integrated into our reading, writing and math curriculum, but specific TEKS are taught and reinforced in units of study. Students enjoy a science lab to give hands-on meaning to the scientific process. Teachers use Keystone curriculum to teach character education.

Physical Education, Music, and Technology Applications are a part of a peripheral schedule with a rotating weekly schedule. P.E., Music and our Gross Motor instructors all work together to create a healthy balance of movement and music for students. Our Motor Lab uses a well researched program, Ready Bodies. Learning Minds to assist in child development and increase student learning. Technology Applications are taught in the classroom daily since we have networked computers in each classroom, and that instruction is supplemented with time in the computer lab.

The goals of White Oak Primary School are to increase the student achievement of each student to the maximum extent possible, to develop a lifelong love of learning, and guide each child in becoming a responsible citizen. We appreciate all that you do in the community to help us succeed.

White Oak Independent School District believes in providing interventions to students who are not meeting the standards the district believes are necessary to achieve academic and behavioral success. We utilize a three-tier approach to intervention with varying levels of support beyond that used as the regular curriculum.

We invite you as the parent, who knows your child best, to join us in the intervention process when your child has academic and/or behavioral concerns. Begin by asking for a parent/teacher conference with your child's teacher. If you have any questions about this Response to Intervention process contact Sarah Maines, Coordinator of Student Services, 903-291-2182.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Vickie Thornton, Gregg County Co-op, 903-981- 0591

R2W

Ready 2 Work

White Oak Primary School has an incentive program called **R2W or Ready to Work**. We put major emphasis on the importance of being at school on time. We reward the students who are ready to work by being at school on time and ready to learn. Students are rewarded for **no tardies and no absences** during a specified time period. We will have many celebrations during the school year. We want every student to be successful and attend.

At White Oak Primary School, attendance is essential for your child to be successful in school and life. **School begins at 8:00 a.m.** Your child needs to be at school and on time every day. You are a major contributor to seeing this happen. Attending school is not an option. It is a law. Please refer to Compulsory Attendance FEA legal/local at www.woisd.net.

Punctuality is a necessary lifelong skill. Tardiness interrupts the instructional time in the classroom. **A child is tardy when he/she enters the classroom after 8:00 a.m.** When your child is tardy, he/she begins the day at a disadvantage because he/she does not know what the class is doing or what has been discussed.

Students in elementary school should not have the total responsibility of getting himself/herself awake, dressed, and fed to get to school on time. It is the responsibility of the parent/guardian to make sure the child arrives at school on time by transporting him/her or having him/her ready to ride the bus. Set a goal this year to have your child at school between **7:30 and 7:45**.

Attendance is necessary for your child to learn. If your child is ill or there is a family emergency, send a note with your child to the teacher when he/she returns to school stating the reason for the absence.

Thank you for your diligence in getting your child to school on time every day. Working as a team, we will have a successful **R2W** school year.

FYI:

- * **The last breakfast is served at 7:50 a.m. to assure your child is in class on time.**
- * **Class begins at 8:00 a.m.**
- * **A child is tardy when he/she enters the classroom after 8:00 a.m.**
- * **Three tardies equal one absence and can contribute toward your child being truant.**

White Oak Primary School
Roughneck Pride Starts Here

DISMISSAL

Try to be consistent on transportation. If your child must go home a different way than usual, we must have a written note from you in the planner. If a note is not received, your child will be sent home following the normal routine. Call your child's teacher or the office by 2:00 p.m. if it is necessary to change after school plans. We may not be able to get the message before dismissal time if you call late. For your child's safety, however, we prefer not to accept phone-in changes unless it is an emergency. Notes are better due to phone issues. Dismissal times will change on Early Release days.

VISITOR POLICY

Visits to the individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

VOLUNTEER POLICY

Volunteers may be used to assist teachers with routine and clerical matters in order to increase the effectiveness of instruction. The volunteers' qualifications vary with the needs of the individual teacher. The volunteer shall work directly under supervision of the teacher who has asked for the volunteer's assistance. The volunteer shall complete a criminal history check before services may begin. Volunteers may volunteer in their child's room as long as the classroom teacher has asked for the service. The teacher will inform the volunteer of the exact times of the service. The volunteers cannot bring younger brothers and sisters into the classroom during their volunteer time. The dress for volunteers should be appropriate for the school setting and follow the dress code established for students.

CHECK ACCEPTANCE POLICY

White Oak Independent School District has established the following policy for accepting checks and collecting returned checks:

For a check to be an acceptable form of payment it must include your full and accurate name, address and telephone number. In the event your check is returned for non-payment, the face value will be recovered electronically along with the state allowed recovery fee. Currently this fee is \$30.00; however, it is subject to increases as set by the state of Texas.

An alternative payment method has been established in the Child Nutrition Department. *Lunch Money Now* allows parents access to their student's individual accounts via the internet. Using a debit or credit card parents can deposit funds directly into their student's lunch account, view balances and see what their child is buying for lunch. For more information on this program, please visit our website and click on the *Lunch Money Now* link found on our Home Page and the Nutrition and Menus link.

Notes: