

WHITE OAK INDEPENDENT SCHOOL DISTRICT

OUR VISION

What White Oak I.S.D. Students will be -

All White Oak Independent School District students will be responsible, life-long learners who realize their potential to become successful.

OUR MISSION

Why White Oak I.S.D. exists -

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.

OUR BELIEFS

The Core Values that drive our vision and mission -

We Believe That:

- there is good in everyone and all people have value.
 - education adds value to life.
 - education is the passageway to a life of boundless potential.
 - all children can and want to learn and achieve unless they are told they can't (by our actions, words, or reward system).
 - every child can learn when diverse teaching methods are used.
 - learning is social in nature requiring active involvement in planning, doing, and reviewing.
 - all children have the right to feel safe.
 - all children must be provided with a pleasant, positive environment.
 - all students should be prepared for the work place.
 - adults who influence children are accountable for offering the best examples of hard work and honesty.
 - WE MUST SUCCEED!
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CHAMPS

Always Try

Be Responsible

Cooperate with Others

Do Your Best

Everyone is Treated Respectfully

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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 must complete the evaluation and the report within 60 calendar days of the date 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: Vicki Summers, Gregg County Co-op 903-981-0591.

ATTENDANCE

Requirements:

A student shall not be given credit for a school year, if he/she has been in attendance less than 90% of the school year. An attendance committee can give credit if there were extenuating circumstances for the absences.

Extenuating Circumstances:

For the purpose of reviewing student's absences, extenuating circumstances include, but are not limited to the following:

- A. An excused absence: Any student may be excused for temporary absences resulting from personal sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the superintendent, principal, or teacher. The reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. The district may investigate any case in which an excused absence is requested.
- B. Days of suspension
- C. Participation in a court proceeding or a child abuse/neglect investigation.
- D. The late or early withdrawal of a migrant student.
- E. Days missed as a runaway as defined by Family Code 51.03.
- F. Completion of a competency based education program for students identified as At-Risk.
- G. The late or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission.

- H. Participation in substance abuse rehabilitation program.
- I. Students observing religious holy days when it is the tenant of their faith that they must be absent from during such time. A written request for the absence must be sent to the school district in advance by the parent or guardian.

Any absence that is not excused as stated above is considered as an unexcused absence. Make up work for excessive excused absences must be completed as deemed necessary by the teacher and the principal. Make up work shall be allowed for unexcused absences.

Attendance Accounting Period/Time

Attendance is reported every day by 9:45 a.m. The student is counted present for the day if in attendance at this time. The student is counted absent if the student leaves before or comes in later than the accounting period. A NOTE FROM THE PARENT MUST VERIFY ALL ABSENCES.

A PHYSICIAN'S STATEMENT MAY BE REQUIRED BY THE PRINCIPAL FOR EXCESSIVE ABSENCES.

Tardies

It is extremely important that students arrive at school on time. *If an Intermediate student (Grades 3-5) arrives at school after 8:00 a.m.* he/she must go by the office for an Admit to Class slip. Note of explanation for the tardiness is very helpful in most cases.

Doctor's Signature

A signed statement by a physician for extended illness is often very helpful. Please notify the school during any extended absence.

Make-Up Work

Any student who has been absent and has received make-up work to be done should complete this work and turn into his/her teacher as soon as possible. The classroom teacher will determine the latest dates this work can be accepted.

When a student knows in advance that he will be absent for an accepted reason, including authorized school trips, he must accept responsibility for arranging with his teachers to do make-up work.

Student Performance and Evaluation

Report cards will be sent home at the end of each 6 week period. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject. **Grading Scale:**

- A = 90-100
- B = 89-80
- C = 79-70
- F = 69 and Below Failure
- I = Incomplete
- E = Excellent
- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory

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PLEASE DO NOT PARK IN STAFF ONLY PARKING.
These are assigned for faculty only due to safety issues.

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WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- Praise your child each day for something he/she has done. Have a special place to put schoolwork or things brought home.
- Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
- Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- Take your child to the library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, and all other required school supplies for your child to use.
- Work at home with skills taught at school.

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Safety

Every precaution is taken to insure the safety of your child during normal school hours. Periodic shelter in place/site evacuation drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

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Homework Policy of White Oak Intermediate School

Homework is an essential part of the learning process. A student who can take home an assignment and return with the assignment completed correctly is demonstrating responsibility, independence, and initiative. Homework is a practice of the skills the student has already mastered. Each teacher will assign homework with the following guidelines:

- Grades 3-5 will have between 15 and 30 minutes of homework each night. Reading is to be assigned nightly to develop fluency, vocabulary and to increase reading levels. Math computation and spelling will be assigned twice a week to help the student increase memory and to become fluent in those subject areas.

If a student falls behind and work is not completed during the day, the teacher will conference with the student and parent but this work will not be sent home. Within the time frame of a regular school day all students must learn to complete their work. The exception to this will be if a student is absent.

White Oak Independent School District
Dress and Grooming Policy Provisions

CLOTHING

Appropriate clothing shall be worn in order to prevent disruption or interference with normal school operations and to promote a businesslike atmosphere in the classroom.

General

- No clothing shall be worn in a manner for which it was not intended (backwards, inside out, suspenders off the shoulder, etc.)
- Students must wear appropriate underclothing.
- No clothing shall be worn that exhibits pictures, emblems, or writing that:
 - *are lewd, vulgar, slanderous, offensive, or depict violence
 - *advertise or exploit tobacco products, alcoholic beverages, drugs, or other illegal substances and paraphernalia
 - *identify or refer to satanic, cult, or gang activities

Shirts and tops

- Tank tops, muscle shirts or shirts with sleeves cut off are not to be worn.
- Clothing that exposes a bare midriff either in a standing position or in motion is inappropriate. Crop tops, tube tops, spaghetti straps, halters and forms of transparent clothing are not allowed.

Pants, Dresses, Shorts, Skirts, Shoes

- Shorts, skirts, and dresses will not be shorter than the fingertips in a normal standing position.
- Strapless dresses or any apparel that is low cut in the front and/or back is prohibited.
- Pants and other clothing must be appropriate size. No sagging or low riders will be permitted.
- Excessively tight clothing is unacceptable (i.e., spandex tights, shorts or pants and excessively tight dresses and skirts.)
- Intentionally torn or ripped clothing (shorts, pants, shirts) is inappropriate.
- Cut-offs must have a neatly trimmed or finished hem.
- Boxer shorts or pajama bottoms (flannel or otherwise) are not permitted.
- Wear appropriate shoes for recess and P.E.

GROOMING AND HYGIENE

Students shall follow appropriate personal hygiene practices relative to cleanliness and grooming.

Hair

- Hair will be neat, clean and well groomed. Boys' hair will not extend below the eyebrows, below the earlobes or below the top of a tee shirt. A variety of hairstyles is acceptable if the following extremes are avoided:
- Geometric or unusual patterns shaved or cut in the hair
- Unnatural color or color variation in hair (e.g. scarlet, purple, blue, red, green)
- Ponytails or braids (for males), Mohawk, rattails.

Make-Up

- Cosmetics or make-up shall be applied in such a manner that users shall not appear conspicuous or attract undue attention.

Tattoos

- Permanent tattoos may not be visible during the school day.

Hats, Caps, Sunglasses

- Hats, caps, bandannas and other headgear of any kind shall not be worn inside any school building.
- Sunglasses may not be worn inside the school building.

Jewelry

- Wearing of heavy chains or spiked jewelry is unacceptable.
- Male students shall not wear earrings or ear studs.
- No body piercing jewelry will be allowed.

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 for their respective campuses.

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Flowers and Balloons

Any type of floral/balloon deliveries sent to the school for students will be kept in the office for students until dismissal time at the end of the day.

School Parties/Invitations

INTERMEDIATE campus has two school parties permitted during the year. Room mothers and teachers take care of the preparations.

In regard to student birthdays, we would appreciate your understanding and support of our position. **We cannot allow students to bring cookies, candy, etc. and distribute in their classroom.** There are several reasons why this cannot be allowed. It becomes a competitive situation, which can get out of hand as well as being a disruption to class instruction. **The same rule applies to invitation distribution at school or on school property. Please do not ask the teachers to make exceptions to this rule.** Since many children can get hurt feelings, or the teacher may be out and a substitute fail to pass out the invitations, and we certainly respect your right to invite whom you choose, please send all invitations through the mail or by telephone. Our teachers do recognize students' birthdays, as we certainly understand how important this day is to your child.

Student Behavior and Discipline

Each elementary school student is expected to behave in school in such a manner as to reflect credit upon his/her home and school.

The school is not the place for a student to see how much he can do without correction, but rather it is a place in which social behavior of a nature that is acceptable to all other students as well as to adults is cultivated.

Appropriate student behavior is expected at all times and in all places during any school sponsored functions. This includes but is not limited to field trips, buses, playgrounds, halls, gymnasiums, etc.

The classroom teacher has the authority to handle any discipline problem within his/her class or with any other student not in his/her class at any time that he/she feels that school regulations are being violated.

Visitors/Guests

All visitors are asked to come by the principal's office first when entering the building and sign in.

Leaving School Grounds

Students may not leave the school while classes are in session without permission of the principal. If it is necessary for you to take your child out of school early, please do so by coming to the primary or intermediate offices to check the student out of school.

Parent Conferences

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the teacher. To assist you in conducting a productive conference, the following guide is available for your use:

- Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your spouse. Ideally, both parents/guardians should attend the conference. To make certain all concerns are addressed, parents/guardians are encouraged to bring personal notes related to the conference. Attempt to get the facts about a school situation before reacting to it.
- Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems.
- The teacher may have other appointments so it is imperative that you arrive on time.
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Walking or Pick-up

Parents bringing their children to school in the morning are asked to let them out in the designated area on the north side of the building. Please leave the bus loop free of traffic. Please do not park in STAFF ONLY parking spaces as these are **assigned** to faculty.

Dismissal Times

Buses will leave at 3:00 p.m., students riding in cars will leave at 3:05 p.m. As usual safety is our first concern. Remember buses and cars don't mix.

Telephone Use by Students

His/her teacher must give permission for use of a telephone by a student. Permission must be given by the office when student arrives in the office. Calls may be made **only** for necessary business.

Lost and Found

All articles found should be turned into the primary or intermediate school office immediately after they are found so that the prompt return of those articles can be completed. Parents are asked to please label each article of clothing, lunch boxes, etc. Each year, many articles of clothing are lost and never claimed, and we cannot find any names to aid in the efforts to return these items.

Tutoring

Special tutoring classes are available in each grade level during the school year. Parents will be notified when their child is in need of this service.

Illness

If your child should become ill during the school hours or have an emergency, you will be called to come and pick the child up. Please keep the school informed of your current home telephone, you and your spouse's work phone numbers plus alternate telephone numbers where you may be reached or numbers of a friend or neighbor/relative to be called with your permission. Also please let the school know immediately if you should change residence/ mailing address.

Medication Policy

Medication such as Tylenol can be brought from home in the original container and kept in the nurse's office. **The school nurse will administer it.** The school does not furnish any medication. All medications brought to school must be in its original container, prescriptions or counter drug). Prescriptions must have the name of the person receiving it on the bottle.

No medication will be administered unless accompanied by a completed medication form or a note from the parent or guardian. It is a violation of Texas law to administer medication without written parental permission. A note must accompany any drug given for longer than 20 days from the parent and the physician.

Change of Address

Students who change their residence, mailing address, or telephone number should promptly report such a change to the office. White Oak ISD does not accept transfer students.

Physical Education

All students are expected to participate in P.E. activities. If your child is legitimately sick and you do not want him or her to participate, you must send a note to the P.E. teacher. If your child is ill more than three days and cannot participate in physical exercise, a doctor's excuse will be required.

Textbooks

Most textbooks are issued by the state at no cost to the student. Books must be covered at all times. At the end of the school year, all books must be checked in. Students who lose books during the year should get the book number from the individual teacher and the pay for the book in the principal's office. The students will be given a receipt; the teacher will then issue the student another book. The student, and not the school, is responsible for stolen books. Records will be incomplete until all books are clear.

Students will be responsible for any damage. The principal will assess the damage.

Bad Weather

When conditions of inclement weather, icy roads, or lack of adequate heat exist, the Superintendent of Schools, or his designee, will make the official decision as to the closing of a campus, either for a full day or part of a day.

The following procedures will be adhered to when campuses are closed:

In instances where extremely inclement weather conditions prevail, the Superintendent of Schools shall announce by means of radio or T.V. if schools will be closed for an entire day or observe a late opening time or early dismissal. When it is necessary to close campuses, the office announcements will be made on the following radio and television stations:

- ☀ KLTV-Television
- ☀ KETK-Television
- ☀ KFRO-Radio
- ☀ KEES-Radio
- ☀ KYKX-Radio

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Helpful Information

First day of school August 10, 2006/7:55-3:00 p.m. Dismissal time 3:00 for buses and 3:05 car pick-up. After 7:55 a.m. parents need to write a note of explanation. If their child is going to be absent from school it is necessary for the parent to send a written note of explanation to the classroom teacher on the first day back in class for absences.

School Hours are from 7:55 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 3:05 p.m. unless they are participating in supervised activity. **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 3:05 p.m. These procedures are designed for the safety and well being of your children.

Buses: Students will not be allowed to be picked up at one location and delivered to another as this impacts the ability to control and plan for capacity changes. It will be your responsibility to provide transportation for your child to and from any other location other than your child's registered stop location. Locate the stop closest to your residence and use that stop as your designated stop.

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Lunch Prices:

Student Lunch: \$1.35 per day	Adult Lunch: \$2.25 per day
Student Breakfast: .75 per day	Adult Breakfast: \$1.25 per day
Extra Milk - .25 cents	

Breakfast will be served at 7:30 a.m. until 7:50 a.m. Students arriving after 7:50 will NOT be able to eat breakfast at school. **CHARGES ARE NOT ALLOWED** but the cafeteria will provide a free cheese sandwich, milk, and fruit for students.

Texas Public School Nutrition Policy

Please visit their website at www.squaremeals.org