

May 26, 2011

M E M O

TO: Dr. Allan Smith
Superintendent

FROM: Amy M. Steinert
WOS Principal

RE: Parent-Student Handbook/Calendar
2011 – 2012

Attached is the 2011 – 2012 White Oak Parent-Student Handbook/Calendar. The following additions/changes have been made:

Certified and support staff page – subject to change

Page 5: under Bus Stop Safety: sentence taken out – “Parents/Guardians will meet with the administration before bus services will be resumed.”

Sentences added – “Children may not stay longer than five minutes at the Bus Garage for parent to pick up; after five minutes the child(ren) will be brought back to White Oak School. The parent must then come to White Oak to pick up their child(ren).”

Sixth sentence – changed # of incidents from three to two

Page 5-6: under Classroom Celebrations: title changed to Classroom Celebrations and Snacks

deleted all of paragraph EXCEPT the last sentence; then added new wording (including keeping the last sentence)

Page 6: under “Cubbie” System – School and Bus Behavior Expectations: 1st & 2nd paragraph - changed PBS to PBIS
1st & 4th paragraph – changed Positive Behavior Support to Positive Behavior Intervention and Support

Page 7: Expectations Matrix: **needs to be on 8 ½“ x 14” paper**

Page 11: under Lunch Procedures: changed school year
under Notifications: date and year changed to be current

Page 12: under PTA: changed school year in PTA Officers
section
all officers will be new, except Chrystal Parrish
and Donna Winborne

Page 13: under Permission to Change Bus Assignment: in the last
paragraph – deleted the paragraph EXCEPT the
last sentence; then added new
wording for last paragraph

Parent Acknowledgement Form page – school year changed

The following pages

are a

DRAFT

of

White Oak School's

2011 - 2012

**Parent-Student
Handbook/Calendar**

STATEMENT OF BELIEFS

At White Oak Elementary School we believe ...

- All students are unique.
- All students can learn.
- All students learn best in an environment conducive to active learning and problem solving.
- Every person deserves to be treated with dignity and respect.
- Every person has the right to work and learn in a safe and supportive environment.
- Parent, Teacher, and Community involvement is vital to the success of our students.
- We must work together to prepare well-rounded and productive citizens for the 21st century.

VISION

White Oak Elementary School strives to become a school of excellence that provides a stimulating environment to enable all students to become independent, life-long learners.

MISSION

At White Oak Elementary School, we will work together as a team to foster a love of learning by providing multiple opportunities for success.

INSTRUCTIONAL PROGRAM

White Oak Elementary School believes in research-based best practices to deliver the curriculum and instruction as defined by the state of North Carolina. White Oak Elementary School's balanced literacy program is based upon the big 5 (fluency, phonics, phonemic awareness, comprehension, vocabulary). Along with the core objectives outlined by the state, teachers work to supplement the curriculum with additional resources and objectives that best meet the needs of all our students. The North Carolina K-2 Assessment batteries and PAST (Phonological Awareness Skills Test) are used to assess student performance. The resulting data is used by teacher teams to decide which instructional strategies would be most effective for each student.

White Oak Elementary School uses an integrated curriculum. Core social studies and science objectives are integrated in our reading and math instruction. Core objectives are considered while planning field trips and planning visits from community resource people.

We understand the importance of students using their prior knowledge to form connections with the learning experiences offered. White Oak School provides daily cultural arts classes. We provide a differentiated curriculum to all our students which includes flexible grouping, AIG/Highflyer instruction and intervention instruction in reading and math.

ABSENTEES

Each time a child is absent s/he must return to school with a note indicating the cause of the absence. We are required to indicate whether absences are "excused" or "unexcused". When a note is not received, the absence will be considered "unexcused".

Excused Absences:

The following shall constitute valid excuses for the temporary non-attendance of a child at school provided satisfactory evidence of the excuse is provided to the principal or his/her designee:

1. *When the absence results from illness or injury which prevents the student from being physically able to attend school.* A physician's certification is required for absences resulting from illness or injuries that exceed 4 days.
2. *When isolation or quarantine of the student is ordered by the local health officer or by the State Board of Health.*
3. *When the absence results from the death of a member of the immediate family of the student.* The immediate family of a student includes, but is not necessarily limited to, grandparents, parents, and siblings.
4. *When the absence results from a medical or dental appointment of a student.* A written excuse should be presented.
5. *When the student is a party to or under subpoena as a witness in the proceedings of a court or administrative tribunal.*
6. *When the student or the student's parent/guardian or custodian adheres to a religion whose tenets require or suggest the observance of a religious event.* The parent/guardian or custodian must seek prior approval of the principal for such absences and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student. Written evidence from church authorities may also be required for absences due to religious observance.
7. *When the student is absent due to a valid educational opportunity.* An Attendance Prior Approval for Travel must be completed two weeks prior to the absence. In order to be approved as an excused absence, the student will be expected to give a presentation about the trip to his/her class upon their return. The form can be obtained from your child's classroom teacher.

ADDRESS CHANGES

In case of a permanent address change, bus assignments cannot be changed until proof of address is provided to the office. Proof of address may be in the form of an utility bill (i.e., electric, water bill) or a copy of the lease agreement. A weekly written note must be provided until proof of address is provided. Also, if your phone number changes, please send in a note or call the office to update your phone number in case of emergency, instant-messaging system, etc.

ARRIVAL AND DISMISSAL

Buses will begin unloading students at school at 7:45. They will unload in small groups and students will be supervised at all times.

Students being transported by car should arrive at school no earlier than 7:45.

Students are dismissed at 2:55. The classroom teacher will walk the students to the bus and bus drivers will supervise them until all PreK-5 children have boarded. Buses will begin leaving the campus at 3:10.

Students being transported home by car will gather in the cafeteria, and parents should go to the multi-purpose room to sign them out. If the child has not been picked up by 3:10, the parent will be notified. After the third incident the principal and/or designee may meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to make appropriate arrangements for the child. If it is determined that the parent, guardian or custodian has not made an effort to provide appropriate arrangements, the principal and/or designee may notify the Sheriff's Department.

A child will be allowed to leave school only by permission of the person(s) with whom the child resides. If a dismissal change (bus or pickup) is to be made, a written note from the parent or guardian is required. **For safety reasons, phone calls to make pick-up changes will not be accepted.**

ATTENDANCE

There is a direct relationship between school attendance and learning progress. It is very important that each child, grades Pre-K to Second, attend school regularly. Referrals will be made to the Chowan County Judicial Attendance Council for parents of children in violation of North Carolina Compulsory Education Law.

BUS BEHAVIORS

Tier 1 Behaviors: (Handled by the bus driver)

- Talking too loudly
- Failure to stay seated
- Littering on the bus
- Tampering with the possessions of others
- Other minor infractions
- Talking while lights are on
- Disrespecting others
- Eating or chewing gum on bus
- Toys or other items which are not allowed on the bus
- Profanity

Suggested Consequences for Tier 1 Behaviors:

- Warning
- Seating changes

- Note/phone call to parent
- Behavior contract
- Clean up time

Tier 2 Behaviors: (Bus Referral)

- Annoying and/or bullying other students (including bullying at the bus stop)
- Inappropriate behavior/gestures or language
- Disrespectful or argumentative manner toward the bus driver
- Throwing of any object on or out of the bus
- Spitting or spit ball throwing
- Hitting
- Communicating a threat
- After 3rd occurrence of level 1 behaviors (3 Strike Policy)

Suggested Consequences for Tier 2 Behaviors:

- Phone call to parents
- Isolated lunch
- One to three days suspension

Tier 3 Behaviors: (Bus Referral)

- Repeated occurrences of Tier 1 or 2 behaviors
- Distracting the driver
- Failure to obey repeated directions of the driver
- Fighting/any harmful physical contact made between two students
- Possession of knives or other dangerous objects, drugs or tobacco

Suggested Consequence for Tier 3 Behaviors:

- Three days of bus suspension or more

BUS STOP SAFETY

It is our responsibility to provide safe transportation for your child to and from school. To ensure the safety of your child, parents or designated adults need to be at the child's afternoon stop. Children will be transported to either the Transportation Dept. (Bus Garage) or White Oak if the adult is not there. Children may not stay longer than five minutes at the Bus Garage for parent to pick up; after five minutes the child(ren) will be brought back to White Oak School. The parent must then come to White Oak to pick up their child(ren). After two such incidents, bus transportation privileges may be denied for a period to be determined by the administration. If the designated adults continue to fail to be at the child's afternoon stop, the principal and/or designee will notify the Sheriff's Department and/or the Department of Social Services.

CLASSROOM CELEBRATIONS AND SNACKS

Celebrations of holidays, birthdays, special events, and accomplishments will be coordinated by your child's teacher. Parents should notify the teacher a minimum of three days prior to request a classroom celebration/party. White Oak School encourages healthy food choices. Parents are encouraged to provide healthy food options for their child. Snack time in the classroom is determined by your child's teacher

with consideration to their lunch and daily schedule. Some food items may be discouraged in the classroom related to student food allergies. Homemade food and drinks cannot be distributed to students. Teachers will have resources available to help plan classroom celebrations. By law, no food or beverages can be provided or sold to a group of students until after last meal has been served in cafeteria.

“CUBBIE” System

SCHOOL AND BUS BEHAVIOR EXPECTATIONS

White Oak School is implementing a research based program called ‘Positive Behavior Intervention and Support’ (PBIS). Our program is based on our school mascot **“CUBBIE”—Caught U Behaving Because It’s Expected.**

The major objective of PBIS is to strengthen the climate of the school in a way that makes the learning environment a safe, fun place to be, while offering positive rewards for that improved climate. To achieve this objective, the staff members at White Oak have developed a systematic approach that establishes and reinforces clear behavioral expectations in school and on the bus. Our goal is to teach appropriate behaviors, to recognize and reward appropriate behaviors, and to consistently address misbehaviors.

In addition to the “CUBBIE” System, White Oak School recognizes the need to teach the entire school community how to be “Peacemakers”. If you are a “Peacemaker” at White Oak School, you do your very best to make the right choices in any situation that you are in.

Log on to <http://ecps.wos.schoolfusion.us/> click on Departments , go to Positive Behavior Intervention and Support for announcements, monthly award recipients, and to get a full description of the program.

CUBBIE'S Matrix

I am...	All Settings	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies	Bus	Field Trips
Safe	<ul style="list-style-type: none"> • Keep personal space • Ask for help • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Keep personal space • Follow classroom rules and procedures 	<ul style="list-style-type: none"> • Walk single file or paired • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Walk • Push in chairs • Place trash in trash can • Keep personal space • Make sure tables are clean • Stay in seat until dismissed 	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep water in sink • Place all trash in trash cans • Flush toilet after use 	<ul style="list-style-type: none"> • Use equipment for intended purpose • Stay in approved areas • Keep personal space 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself • Sit quietly • Follow adult directions 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself, inside bus & out of the center aisles • Remain seated on bottoms, facing forward, in assigned seat • Raise your hand to get driver's attention or speak with the driver when getting on or off the bus • Keep all sharp objects including, pens & pencils, inside bookbags • Sit quietly when the bus lights are on • Water is allowed on the bus. Keep all food & gum in lunchboxes or bookbags. • Enter & leave the bus safely • Live animals or insects must be transported by car 	<ul style="list-style-type: none"> • Always stay with adults • Wear name tag
A Peacemaker	<ul style="list-style-type: none"> • Be kind to others • Be a quiet listener • Follow adult direction(s) • Use inside voices 	<ul style="list-style-type: none"> • Be honest • Take care of yourself • Follow directions and listen • Be kind to others 	<ul style="list-style-type: none"> • Walk quietly • Follow adult directions 	<ul style="list-style-type: none"> • Use inside voices • Use your manners • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Allow for privacy of others • Clean up after yourself • Use inside voices 	<ul style="list-style-type: none"> • Be a team player • Follow adult direction 	<ul style="list-style-type: none"> • Be a quiet listener • Sit criss-cross applesauce • Use good manners 	<ul style="list-style-type: none"> • Be kind to your bus driver & others • Use a quiet voice • Keep bus clean • Monitor your own behavior & choices 	<ul style="list-style-type: none"> • Use your manners
A Learner	<ul style="list-style-type: none"> • Participate • Do your best • Be a team player 	<ul style="list-style-type: none"> • Participate • Be prepared • Make good choices 	<ul style="list-style-type: none"> • Return to class quickly 	<ul style="list-style-type: none"> • Use your good manners • Follow directions 	<ul style="list-style-type: none"> • Follow bathroom rules • Return to class quickly 	<ul style="list-style-type: none"> • Be a problem solver • Learn new games and activities 	<ul style="list-style-type: none"> • Participate • Raise your hand to share 	<ul style="list-style-type: none"> • Be a reader 	<ul style="list-style-type: none"> • Participate • Raise your hand to share

Code of Conduct: I am safe, I am a peacemaker, and I am a learner at White Oak Elementary School.

DRILLS

FIRE

Fire drills, involving all students and employees, will take place at least once each month. An alarm will be sounded and directions to line up and exit the classroom will be given by the teacher. Predetermined exit routes are established and posted in each classroom.

TORNADO

Tornado drills will take place periodically and all students and employees will participate. Notification regarding the tornado drill will be given over the phone system. Each class is assigned an area on the inside wall and specific procedures are explained and demonstrated.

EDENTON-CHOWAN BOARD OF EDUCATION POLICIES RELATED TO SAFE SCHOOLS

POLICY ON STUDENT BEHAVIOR AND DISCIPLINE:

G.S. 115-146 - "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in their respective schools..."

The Edenton-Chowan School Board policy on student behavior and discipline is covered in policy 4210. This policy is available for review upon request or can be viewed on the school system website (<http://ecps.schoolfusion.us/>) under BOE Policy Manual in the section 4000 Student Services under the heading 4210 Code of Student Conduct. Included in this policy are the following:

1. Any conduct that by intention substantially disrupts a school function or is likely to do so is forbidden.
2. **Physical Abuse** of a student or other person is prohibited.
3. **Property Damage** - A student shall not intentionally cause or attempt to cause damage to private or school property, or steal or attempt to steal private or school property, either on the school campus or during a school activity, function, or event off school campus.
4. **Weapons and Dangerous Instruments** - No student shall knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or a part used to assemble a gun, rifle, pistol, ammunition, dynamite cartridge, bomb, grenade, mine or powerful explosive as defined in G.S. 14-284.1, Bowie knife, dirk,

dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor, stun gun, pellet gun, box cutter knife, or other deadly weapon of like kind; or other objects; not used solely for instructional or school sanctioned ceremonial purposes:

(A) on the school grounds during and immediately before or immediately after school hours

(B) on school grounds at any other time whether school is being used by a school group or

(C) off the school grounds at a school activity, function or event

(D) on a school bus to other property owned, used or operated by the Board of Education.

If a student is found to be in possession of a gun (of a facsimile of a gun) or any of the items listed in the law as stated below, the student will be suspended for the remaining of the school year and a report will be made to the police for prosecution. The new North Carolina law, effective December 1, 1993, reads "**It shall be a Class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive... on educational property.**"

5. **Narcotics, Alcoholic Beverages, Stimulant Drugs, or Counterfeit Controlled Substances** - A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant drugs, counterfeit controlled substances, or intoxicant of any kind or knowingly possess, use or transmit a hypodermic needle or hypodermic syringe.
6. **Fighting, Offensive Language, Threats, and Failure to Comply With Direction** - A student shall not engage in disorderly or highly offensive conduct, which includes, but is not limited to fighting, use of abusive or obscene language, threatening any person with bodily harm or obtaining money or property by the use of any such threat, or failing to comply with directions of teachers, principals, and other authorized school personnel.

POLICY ON VIOLENT ACTS:

Any principal who receives a report of a violent act from a teacher or who otherwise has a reasonable belief that such a violent act has occurred on school property shall make an immediate report to the appropriate local law enforcement agency pursuant to the amended provision of NCGS 115C-288.

In addition to any punishment ordered by the court system, the school shall have the authority to employ such punitive measures as it deems appropriate, including suspension and/or recommendation to the superintendent for expulsion pursuant to G.S. 115C-391.

The Edenton-Chowan Board policy on violent acts is covered in policy 4210. This policy is available for review upon request.

POLICY ON TOBACCO USE:

It is the educational policy of this school board that the use of tobacco products is detrimental to the health of our students. Therefore, the Edenton-Chowan Public School Board of Education has adopted a tobacco policy (2510) that prohibits the use and/or possession of tobacco products on school property. This policy extends to all persons on any Edenton-Chowan Public School property at any event including activities held by the schools as well as activities held by outside groups renting the facilities.

This policy is available for review upon request.

POLICY ON SEARCH AND SEIZURE:

Personal Searches: A student's person and/or personal effects (i.e. purse, bookbag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

The Edenton-Chowan Board policy on search and seizure is covered in policy 4240. This policy is available for review upon request.

EQUAL OPPORTUNITY POLICY

White Oak Elementary School is committed to the principle of equal opportunity. All course offerings at White Oak Elementary School are offered without regard to race, color, national origin, gender, religion, or handicapping conditions. Direct inquiries to Amy Steinert, Principal of White Oak Elementary School or Michelle Maddox, Director of Human Resources, Edenton-Chowan Schools.

FIELD TRIPS

Teachers periodically, during the school year, plan trips to areas relating to topics studied in the classroom. Parents/guardians are often invited to join their children at the field trip location. We encourage parents to use this opportunity to spend one-on-one time with their child on his/her field trip.

If space is available on activity buses, parents may be allowed to ride with their child on the bus. All children must ride school transportation to the field trip location. A parent may transport their child home if a written request has been approved prior to the day of the field trip.

LUNCH AND BREAKFAST PROCEDURES

All daily paid lunch and breakfast money will be collected as the student goes through the line. Prepaid monies for lunch and breakfast will be collected in the cafeteria.

The following price schedule is in effect for the 2011-2012 school year:

Breakfast served 7:50 – 8:15 *

*** Students must be in breakfast line by 8:15 a.m. at the latest to be served, with the exception of students who arrive to school by a late bus.**

Student Paid Breakfast.....	1.00
Student Reduced Price Breakfast.....	.30
Adult Breakfast.....	A la Carte

Lunch

Student Paid Lunch.....	2.00
Student Reduced Price Lunch.....	.40
Adult Lunch or Salad.....	A la Carte
Milk.....	.40
Water, 16 oz.50
Water, 8 oz.35
Ice Cream.....	.75

NEWS/MEDIA ACCESS

Throughout the school year, there may be occasions when media and/or school/school system personnel will be photographing and/or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restriction.

For further information, contact the Board of Education Office at 482-4436.

NOTIFICATIONS

The Family Educational Rights and Privacy Act (FERPA) requires that Edenton-Chowan Schools, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Edenton-Chowan Schools may disclose appropriately designated "directory information" such as Honor Roll or other recognition lists; sports information such as weight and height information; or other similar information not considered harmful or an invasion of privacy, without written consent. The school system also is required by the No Child Left Behind Act to provide student names, addresses and phone numbers to military and college recruiters who request them unless the parent/guardian has advised the school to the contrary. If you do not want your child's directory information disclosed, you must inform the school system of your wishes in writing by September 2, 2011.

The Protection of Pupil Rights Amendment (PPRA) gives parents, legal guardians, and emancipated minors certain rights pertaining to the conduction of surveys, collection and use of information for marketing purposes, and certain physical examinations.

These include the right to:

- Consent before students are required to submit to U.S. Department of Education funded surveys;
- Receive notice of, and an opportunity to opt out of a protected information survey (regardless of funding);
- Receive notice of, and opt out of invasive non-emergency physical exams or screenings;
- Receive notice of, and opt out of activities involving the collection, disclosure, or use of students' personal information for marketing or to sell or otherwise distribute to others;
- Inspect, upon request and before administration or use, protected information surveys of students;
- Inspect instruments used to collect personal information from students for any of the above purposes;
- Inspect instructional materials used as part of the educational curriculum.

Student and Parent Grievances: A student, parent, or guardian may initiate grievance procedures to appeal final decisions of school personnel within the school system to the extent provided in Board Policy 4500. This policy is located in the Edenton-Chowan Schools Policy Manual, which may be obtained from the principal's office or the office of the Superintendent. A copy of the Policy Manual also is available on the school system's website at <http://ecps.schoolfusion.us/>. Policy 4500 does not apply in the case of long-term suspensions or expulsions, which is covered by Policy 4220; in questions of Due Process, which is covered in Policy 4400; or in the case of alleged sexual harassment, which is covered in Policies 4400 and 5130.

PTA

PTA is an active parent teacher organization, designed to bring a better relationship between parents and teachers. The PTA has been instrumental in raising funds for field trips and playground equipment.

PTA meetings for this school year are to be determined.

2011 – 2012 PTA Officers

Co-Presidents	Chrystal Parrish Jill DeVine
Vice-President	Mindy Forward
Secretary	Tanya Parrish
Treasurer	Donna Winborne

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled throughout the school year. Please see calendar for these system-wide conference dates. Face-to-face conferences allow for the teacher to share work samples that depict the level of a child's performance. To allow more parent participation, flexible times will be offered throughout the year. Parents with questions or concerns are encouraged to ask for a conference at any time during the year.

PERMISSION TO CHANGE BUS ASSIGNMENT

During any given day, we process over 40 bus change requests. To ensure that your child is transported to and from the correct location, the only information used by the school to determine what bus is your child's permanent assignment is your physical address. In case of a permanent address change, bus assignments cannot be changed until proof of address is provided to the office. Proof of address may be in the form of an utility bill (i.e., electric, water bill) or a copy of the lease agreement. A weekly written note must be provided until proof of address is provided. Also, if your phone number changes, please send in a note or call the office to update your phone number in case of emergency, instant-messaging system, etc.

It may be necessary for your child to be picked up and/or dropped off at a daycare facility. A written note from the parent or guardian must be submitted to the office requesting a change of bus assignment. This will become your child's permanent bus assignment.

Students wishing to ride another bus, or needing to get off at another bus stop on the regular bus, must submit a note, signed by parents/guardians, to their teacher by 8:30 a.m. Because of limited capacity on buses, we ask that parents only make a request for their children to ride another bus in EMERGENCY situations. Please make requests for a bus change for your child by 8:30 a.m. Some buses run at capacity, therefore, requests to ride those buses may not be honored. **For safety reasons, phone calls to make bus changes will not be accepted.**

PERSONAL ITEMS

Each year large numbers of personal clothing, jackets, coats, etc. are misplaced. Personal items should be labeled with the student's name, address and telephone number. This should ensure return of articles which are lost during school hours. Twice yearly, clothing will be donated to an outside agency.

SCHOOL ATTIRE

Elementary school children should come to school dressed in clean, comfortable clothing which allows them to participate in the many types of activities that occur during the elementary school day. All clothing should fit the child properly so that it does not interfere with required school activities. All pants, slacks, jeans, skirts, and shorts shall remain at the top of the waist. At no time should any undergarments be visible. Students need to wear shoes designed for running and playing and held securely in place. Nothing is to be worn on the head in the school buildings unless there is a special activity or need.

SCHOOL BEHAVIORS

Tier 1 Behaviors: (Handled by the classroom teacher)

- Arguing
- Cheating
- Tattling
- Not following classroom rules
- Lying
- Name calling
- Not doing class work or homework
- Throwing objects

Suggested Consequences for Tier 1 Behaviors:

- Verbal correction
- Change student's seating assignment or group assignment
- Assign natural consequence, to build trust. (i.e., "Make it right."- if the student has messed something up, require the student to fix it)
- Before confiscating an inappropriate item, warn the student and allow the student an opportunity to put the item away immediately
- If an inappropriate item is taken out after a warning, then confiscate it
- Confidential student-teacher conference
- Note/phone call home (document on home communication log)
- Follow steps on teacher's classroom management plan
- NAB- Need A Break- allow student to run an errand or deliver a note to the office to "take a break" from the classroom

Tier 2 Behaviors: (Handled by classroom teacher and receiving teacher)

- Profanity
- Defiance
- Spitting
- Tantrums
- Bathroom manners
- Hitting
- Stealing
- Disrespect/Talking back
- Screaming/Loud outbursts

Suggested Consequences for Tier 2 Behaviors

- Verbal correction
- Make seating changes or other environmental changes that may be triggering the behaviors (i.e., noise level, lighting, seating, standing, modify assignments)
- Remove the student from the setting for a short period of time...preferably to an area previously designated as a “Chill Out” space in the classroom
- Assign natural consequences, to build trust (i.e., “Make it right.” – if the student has messed something up, require the student to fix it)
- Allow natural consequences of damaging property (i.e., property not maintained properly will be lost)
- Note/phone call to parent (document on home communication log)
- Schedule a parent-teacher-student conference (optional)
- TIME OUT with receiving teacher

Tier 3 Behaviors: (Office Referral)

- Biting
- Threatening others
- Fighting
- Constant disruptions
- Assault on a child and/or an adult
- Weapons
- Gang-related actions
- Bullying/Verbal abuse
- Tantrums that harm others
- Repeated Tier 1 or Tier 2 offenses
- Destruction of school property
- Sexually inappropriate behaviors/touching/indecent exposure

Suggested Consequences for Tier 3 Behaviors:

- Out of school suspension
- Parent conference
- Extended parent observations in school setting
- Parenting enrichment opportunities

SCHOOL COUNSELING

A state licensed school counselor is available at White Oak Elementary for all students, teachers, and parents. The counselor's role is to help students have a successful school career through a program of services aimed at helping them learn and develop to their greatest potential. The counselor adheres to the professional and ethical standards and practices of the school counseling profession.

The American School Counseling Association (ASCA) model is used to ensure a comprehensive school counseling program. The school counselor has a website off of the school website to keep parents informed of activities that will occur at school through the school counseling program.

The school counselor may provide helpful information regarding community resources as well as student and/or family referrals to community agencies as necessary. She/He is available to interpret and discuss standardized testing and student records. She/He works closely with the principal and assistant principal in identifying and resolving student issues, needs, and problems.

SCHOOL HEALTH

Your child's health is important to us. Please notify the school nurse of any medical problems or changes in health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

Medications at School: Over the counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Edenton-Chowan Schools medication policy and procedure.

Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine, HPV Vaccine: These vaccines are recommended by the CDC (Centers for Disease Control and Prevention) and available through health care providers. Parents are encouraged to talk with their child's physician or local health department for more information on getting their child vaccinated. Please see your physician for a copy of this information or visit www.immunizenc.com or www.cdc.gov.

Immunizations: North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at the school and the student must be up to date on all required immunizations. Parents have 30 calendar days from the date of enrollment or the first day of school to have immunizations completed and a copy of the record brought to the school. Students will be suspended from school if these requirements are not met within the 30 days. Students enrolling in Kindergarten must also have a health assessment (physical) done within the last year and a copy on file at school. For more information, please see your health care provider or visit www.immunizenc.com or www.cdc.gov.

NC Diabetes Legislation and NC Asthma & Allergy Legislation: North Carolina law requires the development and implementation of individual care plans for students with diabetes, asthma and those subject to anaphylactic reactions in NC Public Schools. If your child has diabetes, asthma, food allergies, insect allergies, or is subject to anaphylactic reactions, please contact the school nurse. Please visit www.ncdiabetes.org and www.foodallergy.org for more information.

SCHOOL HEALTH SERVICES POLICY

Teachers are requested to report to the office any known school-related injury to a child. First aid treatment for minor injuries will be provided by staff trained as first responders. If a child is injured seriously enough to require professional medical attention, the parents/guardians will immediately be contacted. If the injury warrants immediate action, the Edenton-Chowan Rescue Squad will be contacted and the child will be transported to Chowan Hospital. *No services can be rendered by Chowan Hospital Emergency Room without parental permission written and on file.*

SCHOOL VISITORS

White Oak School is proud of its facilities, staff and surroundings. Our doors are always open, and we welcome your visit. All school and classroom visitors must report immediately to the office and will be given a visitor's tag. The tag should be worn at all times during your visit. While parents are welcome, the concern of the school is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. Unexpected visitors disrupt the class by distracting teachers and children from their work. Arrangements should be made in advance with the teacher and principal to visit classrooms.

Please remember ...

- All visitors are required to sign in and out at the office.
- Classroom visitations or observations should be scheduled with the teacher and principal. Parents must follow professional standards concerning confidentiality of individual student information obtained while observing.
- Arrival and dismissal times are not appropriate times for parent/teacher conferences.
- Any individual who disrupts the educational environment may be requested to leave.
- To encourage **student** independence and to foster safety, parents are to drop their child(ren) off at school and allow them to walk to class on their own. This will also allow class instruction to begin promptly at 8:30, according to our new class schedule.

TARDINESS AND EARLY PICK-UP

Parents or guardians **must** bring any student who arrives at school after 8:15 a.m. to the office and sign the student in. Many times important information and instructions are provided at the beginning of the day. Every effort should be made to be at school on time. Parents of children with excessive tardiness or excessive early pick-up may be referred to the Chowan County Judicial Attendance Council.

After three (3) tardies in a month, the student's parent/guardian may be required to conference with administration.

Parents/Guardians are highly encouraged to allow students to stay in class until 2:55 daily in order to maximize instructional time. Please do not plan to pick your child up early on a routine basis. Excessive early pick-up may require a conference with an administrator and pre-approval.

TELEPHONE CALLS

The telephone is not to be used by students unless under the supervision of their teacher. Phone calls received for the students will not be transferred to the classrooms during the school day. In the event of an emergency, messages will be received at the office and delivered to students.

Teaching time in the classroom at White Oak is very valuable. For that reason we discourage any phone calls to our teachers during the school day. We will be happy to put calls through to teachers' voice mailboxes.

TELEPHONE MESSAGES USED FOR EMERGENCIES & IMPORTANT INFORMATION

It is essential that the school has a current address and number for each child. The school system maintains a database of telephone numbers of parents so that we can contact parents in the case of an emergency or with important information. In the case of an emergency throughout the district, the cancellation or delay of school due to weather conditions, the school system will send a message to several telephone numbers of the parent of each child. These numbers may include home, work and cell phone numbers of one or both parents.

In the case of important information that is not an emergency, the school system or White Oak administration will send a telephone message. These messages may include information regarding parent progress reports, PTA meetings, field trips, or school events.

THE "TEN DAY" RULE

1. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred.
2. After not more than six (6) unexcused absences, the parent shall be notified by the principal and/or designee that he/she may be violating the Compulsory Attendance Law and the consequences of the violation.
3. After the parent, guardian or custodian has been notified of possible violation of the Compulsory Attendance Law, school personnel may conference with the parent, guardian or custodian to determine the reason for the absences. If necessary, alternatives to the student's education program should be considered. A written report of this investigation shall be given to the principal.
4. When the student has accumulated ten (10) unexcused absences, the teacher shall notify the principal and drop the student from membership, but not from enrollment.
5. After being notified of the 10th unexcused absence, the principal and/or designee shall review the results of the investigation and may meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to comply with this law.
6. If it is determined that the parent, guardian or custodian has not made an effort to comply with this law, a referral may be made to the Chowan County Judicial Attendance Council.

TOWN MEETINGS

White Oak School recognizes and rewards student achievements during monthly Town Meetings. At our monthly Town Meetings, children are recognized for good behavior and receive Cubbie of the Month and Bus Rider of the Month awards. Parents are welcome to attend our monthly Town Meetings.

PROJECT TRACK

With funding through a Fit Community Grant from the North Carolina Health and Wellness Trust Fund, White Oak School is committed to helping students be healthy through (1) routine physical activity and (2) healthy food choices.

White Oak School K-2 students will walk the track a minimum of fifteen minutes per day at least three days per week. Teachers will TRACK the number of laps each class walks and incentives will be awarded during town meetings. Each class will set their own goal for laps walked.

Pre-K students will walk the TRACK as a class once all of the pre-k students are developmentally ready.

VOLUNTEERS

Volunteers are welcome in the Edenton-Chowan Schools if their presence is in the best interest of the school. At White Oak School, volunteers may volunteer in areas that have been approved by the principal or principal's designee. Parents/Relatives may volunteer in their child's classroom on special occasions but not on a regular basis. More information is available at the school regarding use of volunteers, along with the volunteer application.

WEATHER

In the event of inclement or severe weather school may be delayed or canceled. School personnel remain in continuous contact with the Chowan County Emergency Operation Center to monitor weather conditions. The local media is notified of any school cancellation, early dismissal, or delay and given information of alternate schedules. Parents should be notified of school delays or closings by an automated phone call, initiated by the school system.

The following radio stations will be notified of our school cancellations or delays: WZBO 1260 AM, WGAI 56 AM, WKJX KISS 97 FM, WRVS 89.9 FM, WRSF DIXIE 105.7 FM, and WFMZ PRAISE 105 FM. The following TV stations will be notified of our school cancellations or delays: WITN-TV 7, WNCT-TV 9, WTKR-TV 3, WVEC-TV 13 and WAVY-TV 10. You can also go to <http://ecps.schoolfusion.us/> for information regarding cancellations or delays. If the local media are not announcing information concerning Edenton-Chowan Schools, then the schools operate on a normal schedule.

PARENT ACKNOWLEDGMENT FORM

Student's Name _____

Teacher's Name _____ Grade _____

Learning can only take place when there is a combination of effort, interest, and motivation. As we are committed to your child's success and progress in school, we are going to do our best to promote his/her achievement.

Please acknowledge by signing this agreement to work in a partnership together to ensure the mutual goal of achievement for your child as stated in the 2011 – 2012 White Oak Elementary School Parent-Student Handbook/Calendar.

Parent's/Guardian's Signature

Date

I have read the entire 2011 – 2012 White Oak Elementary School Parent-Student Handbook/Calendar and understand that these are the rules and procedures under which the school will operate.

Parent's/Guardian's Signature

Date

**PLEASE RETURN THIS ENTIRE FORM TO
YOUR CHILD'S TEACHER!**

WHITE OAK ELEMENTARY SCHOOL
111 Sandy Ridge Road
Edenton, NC 27932
Phone 221-4078

Certified Staff

Amy Steinert	Principal
Sarah McLaughlin	Assistant Principal
Jennifer Bass	Instructional Coach
Julia Forehand	Counselor
Jennifer Attkisson	Teacher
Jessica Balltzglier	Teacher
Grace Bean	Teacher
Susan Biggs	Teacher
Beth Brabble	Media Specialist
Amanda Browder	Teacher
Dorothy Bunch	Reading Intervention
Missie Bunch	Teacher
Catina Byrum	Teacher
Amanda Carver	Teacher
Lisa Chappell	Teacher
Cindy Cooke	EC Teacher
Heather Copeland	Teacher
Susan Dail	Teacher
Jennifer Dale	School Psychologist
Mary Daniels	Reading Intervention
Darl Dressler	Speech Therapist
Tracy Faircloth	Teacher
Tonya Hardison	Art Teacher
Debra Hoffer	Speech Therapist
Allison Layton	Teacher
Lisa Leary	Teacher
Bess Little	Teacher
Jessica Mooney Livingston	School Psychologist
Pam MacLagan	Reading Intervention
Dympna Madigan	EC Teacher
Heather Matthews (Dep.)	School Resource Officer
Andrea McNally	Teacher
Bobbie Jo Owens	Teacher
Jane Parr	Music Teacher
Connie Peeler	PE Teacher
Lee Powell	Teacher
Jennifer Privott	Teacher
Julie Privott	Teacher
June Proctor	Teacher
Brandi Richardson	EC Teacher
Paula Rinehart	Math Intervention
Jean Schipke	EC Teacher
Casey Spear	Nurse
Lynn Spruill	Teacher
Lisa Stallings	Teacher
Bonnie Stroud	Teacher
Jannifer Sykes	Teacher
Jennifer Thach	Teacher
Teresa Ward	Teacher
Kristie Williams	Teacher
Lori Willis	Teacher
Amy Woolsey	Reading Intervention
Kristy Worrell	Occupational Therapist
Reba Wynns	Teacher

Support Staff

Mechelle Anthony	Instructional Assistant
Gail Bain	Instructional Assistant
Michelle Bass	Instructional Assistant
Kimberly Bembry	Child Nutrition
Kim Bennett	Instructional Assistant
Phyllis Biggs	Emp. Child Care
Patrice Brooks	Instructional Assistant
Raymond Brown	Custodian
Alice Bunch	Instructional Assistant
Michelle Bunch	Instructional Assistant
Sharon Bunch	Instructional Assistant
Gloria Carter	Instructional Assistant
Rosa Carter	Character Education
Gina Copeland	Instructional Assistant
Herman Copeland	Crossing Guard
Rosalyn Coston	Child Nutrition
Wendy Davis	Instructional Assistant
Chandra DeMorier	Financial Secretary
Marty Farmer	Instructional Assistant
Joyce Gardner	Child Nutrition
Julia Gregory	Emp. Child Care
Wanda Gregory	Instructional Assistant
Brenda Harrell	Instructional Assistant
Bonnie Herman	Receptionist/Secretary
Jackie Jackson	Child Nutrition
Gloria Koonce	Instructional Assistant
Carolyn Leary	Instructional Assistant
Joanne Lichtenwalner	Emp. Child Care
Shirley Madry	NCWise Secretary
Renee Mattera	Instructional Assistant
Christina Melendez	Instructional Assistant
Sharon Nixon	Instructional Assistant
Calvin Parks	Custodian
Mary Pato	Emp. Child Care
Lisa Rankins	Instructional Assistant
Diana Riddick	Custodian
Eileen Riddick	Instructional Assistant
Mary Rome	Child Nutrition
Deris Rountree	Instructional Assistant
Terri Simpson	Child Nutrition
Joseph Taylor	Custodian
Kristy Thompson	Instructional Assistant
Carol Tynch	Instructional Assistant
Darlene Tynch	Tech/Media Assistant
Kim Ullom	Instructional Assistant
Pat Waff	Instructional Assistant
Angela Warren	Child Nutrition
Judy White	Instructional Assistant
Mary Williams	Instructional Assistant
Deris Wills	Instructional Assistant
Danielle Winslow	Instructional Assistant

THIS STAFF LIST IS

SUBJECT TO CHANGE!