

WHITE OAKS ELEMENTARY SCHOOL
6130 SHIPLETT BOULEVARD – BURKE, VA 22015

PARENT HANDBOOK
SCHOOL YEAR 2011 – 2012



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PARENT HANDBOOK – 2011-2012

White Oaks Elementary School

Ensuring Excellence for Every Child

6130 Shiplett Boulevard - Burke, VA 22015

Web Site: www.fcps.edu/WhiteOaksES/

Principal: **Connie Goodman**

Assistant Principal: **E.J. Cho**

INTRODUCTION

The information in this handbook is provided to you as a reference for use throughout the school year. For clarification or other inquiries, please phone the school at 703-923-1400 between 8:00 AM and 4:30 PM each day.

HELPFUL PHONE NUMBERS

School Office - 703-923-1400

FAX - 703-923-1497

Absentee Line - 703-923-1430

Virginia Kost – Finance

Cynthia Gossin – Administration

Marti Lee – Registrar

Maureen Roche – Reception/Attendance

Jane Graves - Cafeteria Manager, Cafeteria Office - 703-923-1421

Isa Jabbie – Health Room Aide, Health Room - 703-923-1410

PTA EXECUTIVE BOARD www.WhiteOaksPTA.com

President: Kristin Kelso

President Elect: Vacant

Vice President: Kathy Sawyer

Secretary: Leigh Ann Gaskins

Treasurer: Hope Wilkerson

OUR MISSION

Ensuring Excellence for Every Child

OUR VISION

The White Oaks Community believes that all children can be successful. We provide a safe and positive learning environment where each child is valued as an individual and as a member of our White Oaks family.

We provide support, so that each student can develop:

- Academic knowledge and skills
- Self-discipline
- Compassion and respect for others
- Individual and civic responsibility

SCHOOL CALENDAR 2011 - 2012

September 6 School Begins

October 10 Columbus Day Holiday

November 4 End of First Report Period

November 7, 8 Student Holidays/Teacher Workdays

November 23 Students released 2 hours early

November 24, 25 Thanksgiving Holidays

December 23 – January 2 Winter Vacation

January 16 Martin Luther King's Birthday Holiday

January 27 End of Second Report Period

January 30, 31 Student Holiday/Teacher Workday

February 20 Washington's Birthday – President's Day Holiday

March 30 End of Third Report Period

April 2 - 6	Spring Vacation
April 9	Student Holiday/Teacher Workday
May 28	Memorial Day Holiday
June 19	Last Day of School (Subject to change if a make up day is needed.) Early release on the last official day of school.

SCHOOL HOURS AND ATTENDANCE

	Monday	Tuesday-Friday
Grades K – 6	9:05 AM - 1:15 PM	9:05 AM - 3:45 PM

Students who walk to school or who are transported by their parents should arrive after 8:50 AM. Children arriving before school begins will wait in the cafeteria or the gym until it’s time to go to the classrooms. Students are tardy after 9:05 AM and must sign in at the office before going to their classrooms.

SCHEDULES FOR CHANGES IN OPENING AND CLOSING

Please do not call the school office for information on changes in school opening and closing times. These changes are announced by the local media as indicated below. Information is also available on the FCPS cable Channel 21 and on the FCPS website, www.fcps.edu (click on emergency announcements). Try “Let’s Keep in Touch” link at www.fcps.k12.va.us/DOC/fcpsform.html as a source of related information.

ALL DAY CLOSING: The school will be closed and after-school activities are cancelled.

TWO-HOUR DELAYED OPENING: (Announced by media by 5:30 AM)
Grades K through 6 on Monday: 11:05 AM - 3:45 PM
Grades K through 6 on Tuesday-Friday: 11:05 AM - 3:45 PM

TWO-HOUR EARLY CLOSING: (Announced by media by 6:30 AM on Monday and by 10:00 AM Tuesday through Friday.)

Note: Parents must make child care arrangements for these contingencies prior to weather emergencies. The school staff may be unable to accommodate directions from parents on the day of the inclement weather.

RELEASE OF PUPILS DURING SCHOOL DAY

Defined procedures are followed to assure the safety of children who are released during the school day.

1. Written permission should be sent to the teacher stating the requested time of release.
2. The parent (or other adult named in the note) should come to the office and sign for the child. Adults other than parents will need to provide photo identification. Children will remain with their teachers until notified by the school secretary.
3. Children may not leave the building during the day unaccompanied by an adult, except by previous parental arrangement for emergency situations.
4. Parents are requested to maintain updated information on their child’s Emergency Care Information form designating adults who should be called to take their child home in the event of illness during the school day when the parents are unavailable.
5. Parents should warn children never to ride to or from school with a stranger, even if the person claims to be sent by the parent.

STUDENTS EXPECTED TO GO DIRECTLY HOME AFTER SCHOOL

Students are to go directly home after dismissal from school. In instances when a student needs to go home with another student for after-school supervision, written permission from the parents of BOTH children is required. Notes must be sent to the school office on the morning of the day the permission is requested.

PUPIL ABSENCES AND TARDINESS

Regular school attendance is necessary for academic progress and success. Homework, activity sheets, or make-up work cannot duplicate classroom experiences. Except in cases of illness or emergencies, your child needs to be in school. Dates for family vacations and daytrips should be planned accordingly. An absence of two weeks or longer will be an unexcused absence except in the case of illness. After three weeks absence, a student will have to be re-enrolled in school.

In the event of absence or late arrival, please phone the school absentee line, 703-923-1430, before 9:00 AM. The line is in operation 24 hours a day. In order for us to collaboratively insure student safety, parents must report absences and planned late arrivals. A child coming to school late should report to the office before going to class. Parents will be notified if there are excessive tardies or absences.

When health circumstances require extended or ongoing absences, the school must be provided with a medical explanation. In some instances, children may qualify for homebound instruction.

AFTER-SCHOOL ASSISTANCE

A student is not to remain at school after dismissal except as a participant in a supervised after-school activity or unless you have been notified in writing or by telephone that the teacher wishes your child to stay. Please contact us if your child does not come home at the designated time.

HEALTH SERVICES

Health Screening – A health screening is conducted each fall by the Public Health Nurse, Health Room Aide, and PTA Health and Safety Committee. The screening includes vision and hearing tests for kindergarten and third grade children plus students new to the school system. Please remember, this screening is only cursory and parents should continually be alert to identify difficulties, which would indicate need for examination by a specialist.

Health Room – Health Room services are performed by the Health Room Aide, parent volunteers, school secretaries, and administrative staff. Only rudimentary first aid is provided. No medication of any type may be given at the school unless the medication has been registered with the Health Room and appropriate documentation has been provided. Please keep emergency numbers on your child's *Emergency Care Information* form current throughout the year.

Pediculosis (Head Lice) Guidelines – Outbreaks of head lice are common among children in schools and day care. There is no evidence that head lice transmit disease. Therefore, pediculosis is considered a nuisance rather than a health hazard. Specific guidelines are in place to address pediculosis in the school setting. Current research does not support exclusion from school for nits. Fairfax County Health Department and Fairfax County Public Schools do not support excluding students with nits.

Medication at School – Before medication can be administered by the Health Room staff, appropriate authorization forms must be signed and on file at the school. The forms are available at the Health Room and school office and on the Internet at www.fcps.edu/forms.htm. Parents are responsible for bringing the medication and completed forms to the school. With the exception of inhalers and Epi-Pens, students are never to have medication in their possession. Under the school system's *Student Responsibilities and Rights*, **such possession could result in an extended suspension from school and a recommendation for expulsion**. Inhalers and Epi-Pens are included in the regulations and must be registered in the Health Room and accompanied by physician authorization forms.

Polices and Procedures for Medications –

1. *Over-the-counter (nonprescription) medications that are pain relievers may be administered by Health Room staff as needed throughout the year without a physician's authorization. A parent must complete an authorization form. In all other cases, OTC medications may be given for up to ten consecutive school days with the parent's or guardian's signature on the Medication Authorization form, part II. If symptoms or condition persist, a physician's*

authorization is required. Cough drops and throat lozenges may be carried and used by students as needed throughout the school year provided they are in the original container or packaging. Students must NOT share cough drops or throat lozenges under any circumstances. Every OTC medication must be labeled by the parent/guardian on the original container with the name of the student, exact dosage to be taken in school and the time interval by which the dosage is to be administered.

2. Antibiotics and antiviral medication may be administered by Health Room staff for ten days or less without a physician's authorization. A parent must complete an authorization form.
3. Medications that are outside the above categories require a physician's authorization. A physician must complete an authorization form.

All medications must be carried to and from school by a parent or guardian and must be in the original container labeled with the name of the child, name of the medication, dosage, the time to be taken at school and frequency of repeated dosage. The appropriate authorization form must accompany the medication.

WITHDRAWALS

Families planning to move during the school year or summer should call the school office as soon as possible. Early notification assists with timely transfer of records and transcripts. For moves within the White Oaks attendance boundaries, please phone the school office with the new address and other pertinent information.

EMERGENCY CARE INFORMATION

Emergency Care Information forms must be on file for each student. Your signature at the bottom of the form authorizes a physician to provide emergency treatment for your child if you are not present. For your child's safety, please promptly return the form to school and keep the information updated throughout the school year. Notify the school immediately if there are any changes in your address, phone number, diagnosed allergies, or your emergency contact persons. Please indicate individuals other than a parent on the space marked "Emergency Contact." The school relies on those persons listed for transportation and care in the event your child becomes ill and you are unavailable.

ILLNESS DURING SCHOOL

In the event that a child becomes ill or is injured during the school day, the Health Room staff will notify a parent or an emergency contact. When arriving for the child, a parent or the adult designated as the emergency contact should report to the school Health Room to sign for the student's release. **Please ensure that emergency numbers are kept up to date.**

TO AND FROM SCHOOL

Students Who Walk – Children walking to and from school must observe the following rules:

1. Students living north of Shiplett Boulevard may cross only with the help of the crossing guard in front of the school. These students are not to cross Shiplett at any other location.
2. Students should avoid walking through private property.
3. Students should walk on public sidewalks where they are available.
4. Students should avoid crossing through parking areas, particularly the school parking lot on the east side of the street.
5. Students are expected to cooperate with safety patrol members.

Note: The crossing guard will not arrive until 8:40 AM to assist students who cross Shiplett Boulevard.

TRANSPORTATION

In order to protect student safety and personal property, White Oaks students are not to ride bicycles, scooters and skateboards to or from school.

Bus Transportation – Bus service is provided for children who live more than one mile from school or where walking is hazardous. Schedules are available prior to the opening of school. Bus schedules are mailed. Be aware that inclement weather or traffic congestion may cause buses to run late.

Bus riders are expected to adhere to the following guidelines:

1. Refrain from playing on or crossing private property,
2. Cooperate with the safety patrol members and bus drivers,
3. Arrive at the bus stop 10 minutes before scheduled pick-up time,
4. Remain seated and talk quietly after boarding the bus.

Transportation provided via school bus is a student privilege. Therefore, students are expected to honor the privilege by adhering to all school bus safety and behavior policies. **(See Standards of Conduct for Pupils Riding School Buses, Student Responsibilities and Rights.)** Failure to practice safe and acceptable behavior may result in the loss of school bus transportation services.

Kiss and Ride – If you must provide transportation for your child, use the following procedures in the AM and PM: The best place for drop-off and pick up is the Kiss and Ride area. The Kiss and Ride line is the safest and only recommended way to drop off and pick up your child at school during arrival and dismissal. Enter the Kiss and Ride area by making a left turn from Shiplett Boulevard. To avoid increased traffic congestion, right turns off Shiplett are not permitted. When making the left turn, be aware of students who may be crossing at the crosswalk. Once on school property, cars form a line in the right lane of the driveway. Only the cars at the front of the line are to discharge or pick up students. All other drivers and students should wait until their vehicle reaches the designated Kiss and Ride area. Do not enter the school parking lot via the exit lane.

After discharging or picking up students, cars circle the parking lot and exit onto Shiplett Boulevard by turning right. It is NOT recommended that children be dropped off or picked up anywhere along Shiplett Boulevard. To avoid an increase in traffic congestion, left turns are not permitted. Only Kiss and Ride vehicles are permitted in the driveway between 8:45 and 9:00 AM and 3:30 and 3:50 PM. Other drivers leaving or arriving at these times should park on the street in designated areas.

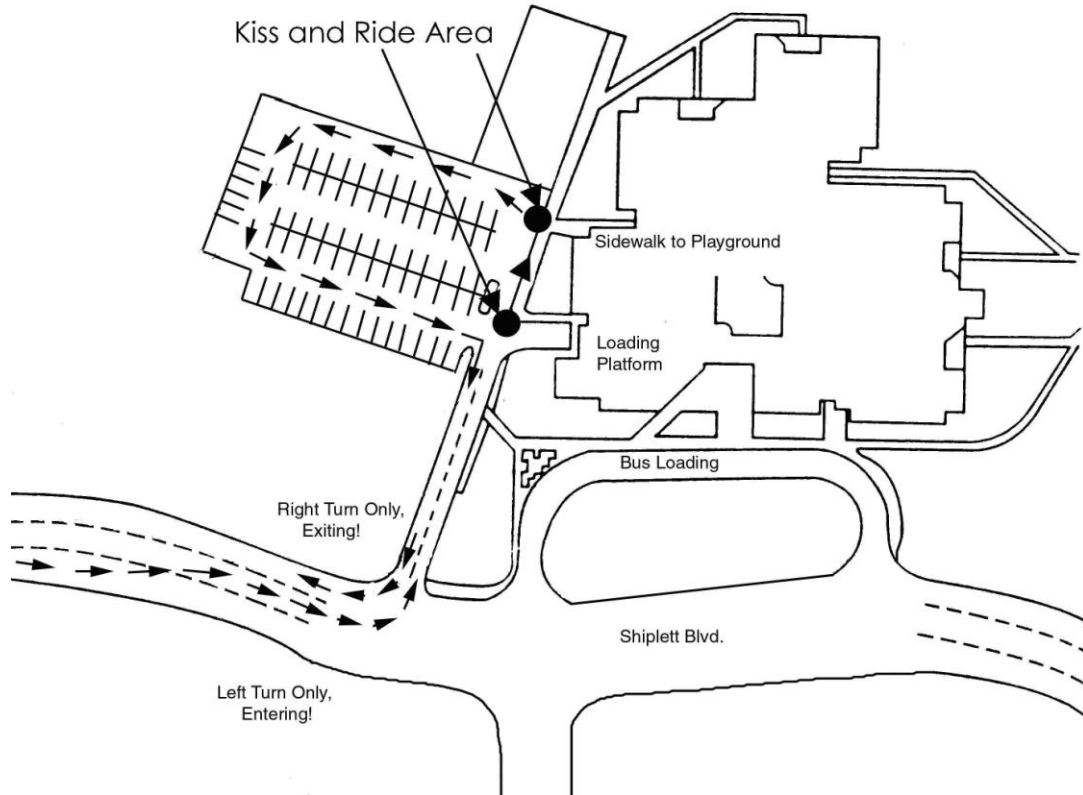
Students are highly encouraged to ride the bus or walk to school as assigned to help alleviate traffic and parking congestion. Those students who need to be at appointments immediately after school should be signed out by parents and walked to the parking lot at least five minutes prior to dismissal.

It has been observed that drivers make illegal U-turns (Virginia Code 46.2-845) and also stop their cars along side parked cars in such a manner that it impedes the flow of traffic (Virginia Code 46.2-888). These actions put students' safety at risk and also delay the entry of school buses into the school driveway.

Please be considerate of the residents living close to the school when dropping off and picking up children so that driveways are not blocked.

KISS AND RIDE MAP

WHITE OAKS ELEMENTARY SCHOOL



LOST AND FOUND ITEMS

All items of clothing and lunch boxes should be tagged so lost items can be quickly identified and returned to the owner. Small items and valuables should be taken to the office. Parents are welcome to check for lost items. At the end of each quarter, unclaimed items will be donated to local charities.

TELEPHONE USE

Children should not make telephone calls during the school day to retrieve school items left at home. Please help your student place schoolbooks and papers in a designated place each evening before retiring. This procedure will help to eliminate unnecessary class interruptions and also help your child develop responsibility.

VISITORS

With the installation of electronic locks and cameras, all doors are locked while students are in school. Visitors are to enter at the front of the building, entrance number one (1), ringing the buzzer located on the brick wall at the right of the two right-hand double-doors. A school employee will acknowledge visitors and electronically unlock the door. In compliance with school system regulations, all visitors must report directly to the office upon entering the building to sign in and receive a visitor's badge. Parents are welcome to visit the school for the specific purpose of observing their child's instructional program. However, all such observations must be preceded by contact with one of the school's secretaries and a formal check-in at the school's office. An administrator will accompany the parent to the instructional area. These policies are to protect your child's instructional program and safety.

SAFETY DRILLS

Fire drills are scheduled weekly during September and monthly thereafter. Tornado drills, lockdown drills, and bus emergency evacuation drills are scheduled twice a year – in the fall and in the spring.

PLAYGROUND

A playground (provided by our PTA) is located on the field east of the school building. Students use the equipment during lunch recess and during class breaks. After school hours, the equipment may be used until dark by age-appropriate children who are under parental supervision.

SAFETY PATROLS

Responsible children have been selected to participate as school leaders in the school safety patrol program. Their primary job is to promote safety as students walk or ride buses to and from school. Please encourage your child to give cooperation and support to school safety patrols. Their role is not to discipline other students; however, they are encouraged to report safety infractions to the patrol sponsor. Please notify the sponsor or another school official if you see violations of rules or potentially dangerous situations.

ANIMALS IN SCHOOL

For health and safety reasons, students need permission from a teacher and an administrator to bring pets and other animals to school for a specific educational purpose.

FOOD SERVICES

1. Breakfast and lunch are served each school day. The cost for breakfast is \$1.50 and lunch is \$2.65. Menus are sent home monthly. Milk is sold in half-pints and is served with each lunch or may be purchased separately for \$.60, or students may choose Soy Milk for \$.75 a half-pint. Children may also purchase ice cream and other snacks, but not in lieu of lunch.
2. Students are issued a lunch account, which is accessed with a pin number, to purchase lunch. Parents may add funds to their child's account by sending weekly or monthly checks made payable to White Oaks Cafeteria. The check should include the child's name and the name of the child's teacher. Please send lunch checks on Monday mornings. If you do not want your child to purchase snack items, indicate on your check "lunches only." Parents may also take advantage of "Online Payment" using www.myLunchMoney.com. A \$1.95 fee applies each time the customer charges funds to their child's account. The service is easy-to-use, convenient and private.
3. After checking in at the office, parents are welcome to join their child for lunch.
4. Applications for free or reduced price breakfasts and lunches are available at the school. All requests are confidential and prescribed state guidelines are applied.

PARTIES/BIRTHDAY TREATS

Twice each year classes are permitted to use the last hour of the day for parties or celebrations. Seasons and dates of parties are at the discretion of the teacher. Room parents are often asked to help. Birthday treats for entire classes of students require prior approval of the child's teacher.

STUDENT DRESS CODE

Fairfax County School Board (Policy 2613.1 and 2613.2) and the ***Student Rights and Responsibilities*** booklet states that all students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Please refer to the ***Student Rights and Responsibilities*** booklet, Section I.Q, R and S, for a complete description of appropriate attire. Students not complying with this code will be asked to cover the non-complying clothing, change clothes or be sent home. Repeated infractions will result in disciplinary action. Athletic shoes must be worn during physical education. Students are allowed to change from street shoes for physical education.

CLASS ASSIGNMENTS

Teachers assign students to classes after careful consideration of each individual's learning strengths, styles, and needs. Changes in enrollment often occur rapidly during the first few weeks of school, and in some instances, require placement adjustments. In addition, reassignments may take place at any time during the year as instructional needs for children evolve.

CURRICULUM

The curriculum of Fairfax County Public Schools is the Program of Studies. The Program of Studies in combination with the Virginia Standards of Learning comprises the curriculum taught at White Oaks School. Both documents are available via links from the school's web site.

HOMEWORK

Homework assignments are designed to enrich, enhance, and extend the school experience. Desirable outcomes of homework include growth in students' responsibility, self-direction, and time management, as well as their academic skills and knowledge. Generally, homework assignments in the primary grades (1-3) do not exceed 30 minutes, and in grades 4-6, do not exceed one hour to one and one-half hours. Long-term assignments require that students establish priorities and budget their time accordingly.

STUDENT PROGRESS

Fairfax County policy requires reports of student progress every nine weeks. At the end of the first nine-week period, the reports include a parent conference. Written evaluations follow the second, third, and fourth grading periods. See the school calendar listed in this document. Additional conferences may be requested by either the teacher or parent at any time that is mutually convenient. Interim reports are sent to parents mid-way through a grading period or when necessary.

Progress reports for grades 1-3 include effort and work habit marks and academic assessments of O-Outstanding, G-Good, S-Satisfactory, and N-Needs Improvement, for all subjects. Marks for grades 4-6 are expressed in A, B, C, D, and U-Unsatisfactory. The work habit marks are the same as those used in the primary grades O, G, S, and N. Kindergarten evaluations reflect the frequency and consistency of students' performance in a variety of areas.

DISCIPLINE

Students have the right to learn in an environment that allows them to acquire the best education available. Therefore, students have a responsibility to behave in a manner that does not interfere with the safety, welfare, and learning opportunities of others. The booklet, ***Student Responsibilities and Rights***, is provided to every parent and student in Fairfax County Public Schools and defines expectations for student behaviors and also students' rights. Additionally, White Oaks uses a positive school-wide discipline policy. The focus is on learning appropriate behavior with positive guidance. Students at White Oaks are expected to demonstrate courtesy and safety at all times and to respect personal and school property. Expected procedures are taught to the students and positive incentives are used.

Our **Eagle Code of Conduct** is:



**RESPECT SELF
RESPECT OTHERS
RESPECT PROPERTY**

FIELD TRIPS

Each class participates in at least one field trip of the teacher's choice during the school year. The trip is directly related to students' curriculum. Additional field trips at certain grade levels are a routine component of the school system's instructional program. Parental permission is required for all field trips. Parents are welcome to assist with supervision of students. For insurance purposes, parents need to sign in as a volunteer chaperone at the office before trips. Younger, non-school-age siblings may not accompany chaperoning parents. A nominal fee is charged to cover transportation and admission costs of field trips. If the fees are a hardship for a family, the parents should contact their child's counselor for waiver of the fees.

TEXTBOOKS

Textbooks used at White Oaks Elementary School are the property of Fairfax County Public Schools and are loaned to students. Students and their parents are financially responsible for loss and unusual wear or damage to textbooks.

PROGRAMS/SPECIAL SERVICES

Band (grades 5-6) and Strings (grades 4-6) – Free instruction is provided for students who elect to participate in these programs. Classes are held on released school time. Instruments are furnished by parents or may be free under certain circumstances.

Advanced Academic Program – A school-based program is provided for students in grades 4-6. An itinerant teacher serves these students. Center-Based Studies serve grades 3-6. Participants in the program are grouped for academic work but are integrated into other activities. Differentiated instructional services are provided to students in grades K-6 as appropriate.

ESOL - English for students of other languages instruction is provided for students whose English proficiency is not sufficient to allow them to function to their academic capacity.

Hearing – An itinerant hearing specialist works regularly with children who have identified hearing difficulties.

Learning Disabilities – Teachers of students with learning disabilities provide academic support for eligible students. Based on each student's needs, assistance may be provided within the general education classroom (inclusion) or in small self-contained groups.

Reading – A reading specialist is assigned to White Oaks and coordinates the school-wide reading program. The reading teacher assists teachers in diagnosing and placing children and also works within classrooms to provide remediation and enrichment instruction for identified students.

School Psychologist – The school's psychologist evaluates children for possible special education services. Parental permission must be given for any psychological testing and parents are notified before evaluations begin. Results are always discussed with parents.

Speech – A speech/language clinician provides assistance and remediation for children who have speech/language challenges. Children are identified through referral and a school-wide screening process.

Vision – An itinerant vision specialist is available to provide additional academic help for children who are legally blind or who have significant vision challenges.

Counseling – Two full-time counselors provide students with academic, social, and emotional guidance. Students interact with counselors individually and in groups. The counselors also provide classroom guidance activities and are available to consult with staff and parents.

TESTING PROGRAMS

Standardized tests are administered at the elementary, middle, and high school levels in Fairfax County Public Schools. The tests provide information about students, schools, and special programs. Some tests measure student achievement in academic areas such as reading and mathematics. Others measure aptitude for certain types of learning or activities. Another category of tests measures general ability. The Virginia Department of Education or Fairfax County Public Schools requires countywide administration of certain tests. White Oaks notifies parents prior to the administration of these tests.