



<http://wcpss.net/whiteoakes>

- 8:45 AM Building opens for students to go to homeroom and/or breakfast. Carpool ends at 9:10am (doors closed)
- 9:15 AM Start of Instructional Day. All students arriving to school after 9:15 will be counted tardy and must sign in with a parent upon arrival.
- 3:45 PM End of Instructional Day. Students are dismissed.
- 4:00 PM All students should be picked up. Carpool students that are still on campus will go to the office to wait for their rides.

White Oak Elementary cultivates a supportive and dynamic learning environment where empowered learners accept challenges, are confident, and are prepared to become productive citizens.

School to Home Communication

Our school communicates through a variety of platforms so that you stay connected with school curriculum and happenings.

- School website (<http://www.wcpss.net/whiteoakes>)
- School Messenger - School emails & text messages generated from Powerschool information
- PTA Website & MemberHub (<https://woespta.membershiptoolkit.com>)

Arrival, Dismissal, & Tardiness

- Students may enter the classrooms at 8:45am. Morning Meeting begins at 9:10am, followed by the Tardy bell at 9:15am. Students enrolled in the YMCA may arrive at 7:00am. All other students can not enter the building until 8:45am. Teachers are not available for supervision earlier than that time.
- Parents must come into the office to sign out their child during school hours. If a student checks out before 12:30pm, they will be counted as absent for the day.
- Students arriving at school after 9:15am must be accompanied by a parent or guardian to sign the student in.

Car Riders

- TREK Patrol will begin unloading at 8:45am and will stop unloading at 9:05am. Please DO NOT release your child prior to 8:45am.
- In the afternoon, all parents must use the carpool line. No walk-ups allowed. Parents in the carpool line should display their carpool tag on the passenger's side visor. All carpool students should be picked up no later than 4:00pm. The YMCA offers after-school care for students who cannot be picked up by 4:00 PM.

Buses – Questions?? Please contact WCPSS Transportation at 919-805-3030.

- Concerns about student behavior on buses should be directed to the Assistant Principal.
- Please use the “Here Comes the Bus” App (information on our website) to keep track of your child's bus arrival/departure times.

Transportation Changes

- Changes in transportation need to be sent to the office by 10:15am in writing, dated and signed by the parent. In emergency situations only, parents may call the office to change transportation. No changes in transportation after 3:15.

Eating Lunch with your Child

- We encourage parents, if interested, to join their child for lunch in the cafeteria. Please do not bring food for anyone but your own child.

Visitors & Volunteer Registration

- Visitors are welcome in our school. In order to protect the instructional day, we ask that your visit be prearranged with the classroom teacher. For the safety of our children, all visitors to the school must check in at the office and receive a visitor's pass.
- All adults must register every year in order to chaperone field trips or volunteer at school.

Field Trips

- We encourage parents to attend field trips, but siblings not enrolled in the class cannot attend these events. Parents or other adults must be registered volunteers in order to attend field trips or volunteer in the classrooms. Parents are not allowed to ride the school bus with the class on the field trip.

Steps for Early Weather / Emergency Dismissal

- Notification of early school dismissal will be shared by alerts from *School Messenger*. Parents can stay informed of all school news by signing up at www.wcpss.net. Alerts will also be shared the local news media.
- If you are concerned about your child's well-being because of the weather, you may come to school for him/her. It is not necessary to phone for permission.
- All children remaining at school at dismissal time, and who normally ride the bus, will be taken home by the bus.

School Birthday Policy

- **We DO NOT have birthday parties at school for any child's birthday.** We celebrate birthdays at White Oak Elementary with a variety of fun, healthy options to honor your child's special day. These could include healthy snacks such as all-fruit popsicles, frozen yogurts, fruit or donations to the classroom like books, board games or other special class games. Please consider these alternatives in lieu of traditional birthday treats such as cupcakes, cookies, etc.
- All food items must be store-bought. **These snacks should be shared outside the cafeteria, during recess.** Due to food allergies, it is required that classroom teachers are notified prior to bringing in any healthy snacks or sharing a physical activity for a student's birthday. Please keep all celebratory items like balloons, etc. for at home celebrations.
- We also celebrate birthdays during the "Explorers' News." Students' names will be shared on the morning announcements.
- If you have a birthday party outside of school, all invitations must be mailed. **Students and teachers are not permitted to pass out invitations.** Family directory information can be found on the White Oak PTA website for members.

Medication

Medication necessary for a student's well-being and ability to function in school can be given in the Health Room under the following circumstances:

- A Physician's Order for Medication (Form 1702) must be signed by the doctor and the parent. This includes over the counter medication. It is the responsibility of the parent to obtain the physician's orders for any medication to be given.
- No medication will be accepted for administration unless it is in the original container with the original prescription label attached to it.
- No medication of any kind can be stored in the classroom nor administered by a teacher.
- A student with a fever must be kept home for a 24 hour period after the fever has subsided.
- We do not have a full time school nurse to care for children who come to school sick.