

# **Shady Oak Primary School**

## **SCHOOL POLICIES / PROCEDURES FOR PARENTS**

**2018 / 2019**

**600 Main Street  
Richmond, TX 77469  
281-344-1291**



Dear Parents,

I would like to personally welcome you and your family to Shady Oak Primary School. We are a community of like-minded people who share a strong desire for educational excellence. Together we embrace the core values of integrity, compassion and responsibility. We practice a growth mindset at our school and believe in the capabilities of each student. We advocate for meaningful work and utilize Project Based Learning to help us achieve this goal. We are service based and give back to our community through school wide initiatives.

Shady Oak was a gift to my family several years ago and I am delighted to continue to be a part of this incredible legacy. Shady Oak children are easily recognized. They are thoughtful, respectful, caring, inquisitive and share a love of learning. Our students participate in their learning. Being involved in the decision-making process increases their *buy in*, so even a subject that was previously not interesting, suddenly has increased meaning and value. When a child feels included, valued and respected, learning comes so much easier. We are very proud of our students and so thankful to you for allowing us the gift of them!

We are looking forward to spending a wonderful year with you and your family.

Sincerely,

Debbie Elder  
Head of School

*“At Shady Oak Primary School, we inspire children to be self-motivated, self-reliant, and independent thinkers. We provide the academic & life skills that encourage our children to love learning and be successful.”*

**PHILOSOPHY OF EDUCATION**

At Shady Oak Primary School, your child is involved in a total developmental program that focuses on the student's individual needs. This is possible through a well thought out curriculum together with carefully selected hands-on materials.

Our goal is to provide a warm, stimulating environment, offering a variety of opportunities through which the students can learn. We pride ourselves with the development of the whole child – the academic, intellectual, social, physical and emotional needs of each student in our school.

Because each student has his/her own needs, desires, strengths and weaknesses, they should be allowed to progress at their own pace. A wide variety of activities are offered which provides the students with opportunities to explore and discover, while learning a sense of responsibility to him/herself, as well as to the group. The manner in which our program is set up allows the teacher to work with the children in small groups as well as individually. Teachers are continually assessing the student's level of understanding and capabilities.

Shady Oak Primary School provides a safe, positive and comfortable learning experience for each student so they can learn and develop at their own pace.

We feel that there should be a close relationship between the school and home to guide the student smoothly through their school years and provide a feeling of consistency. Parent involvement is a proven ingredient in student success. We welcome your feedback and urge you to join us at any time. Please contact us if you have a question, need information, or wish to discuss any matter.

## **School Wide General Policies**

### **Honor Code**

Shady Oak Primary School expects each student to live as a responsible and honorable person. When students are admitted, they become identified with the school. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of school life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

### **Pledge**

*"I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions."*

### **Standards of Conduct**

A student's behavior toward other students and school staff is expected to reflect a Christian attitude. All students must understand clearly that in order to maintain its high standards, Shady Oak Primary School reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. Major misconduct includes, but is not limited to, harassment, bullying, fighting, personal or school property theft, and inappropriate use of social media.

### **Acceptance Policy**

The first six to eight weeks of school is a transition period for all students. During this time, our staff will closely monitor new students to assess the fit between the child and the school environment. Although most students thrive in the Shady Oak setting, it may not be the best fit for certain personalities or learning styles. Likewise, you, as a family, may decide that our environment is not a match for your child's individual needs. Should this be the case for your family within the first 90 days of your child's attendance your tuition contract obligation will be waived.

As necessary, your child's teacher or you as parents can call a meeting or send a note to discuss any concerns and develop an action plan. The Head of School will likely attend the meeting. Immediate dismissal may result from especially uncooperative, disrespectful or physically aggressive behavior.

In accordance with Shady Oak's educational philosophy and practice, we seek to develop and balance the needs of the whole child, working with the intellectual, spiritual, emotional, and physical development of the individual within a social context.

## **General Policy Information (continued)**

### **Attendance / School Closures / Holidays:**

There will be no reduction of fees/tuition due to absences of any kind, including illness, vacation, holidays or weather conditions.

**Holidays:** Labor Day, Fort Bend County Fair Day, Thanksgiving Week, Winter Break, Martin Luther King Day, Presidents Day, Spring Break, Good Friday and Easter Monday.

Shady Oak Primary School will use the Head of School's discretion on all other inclement weather closures. Check Remind and school's social media platforms for updates.

### **Academic Attendance**

We ask that our students do their best to attend school on time and arrive ready to learn each day. Should a student be absent, he/she may be required to make up work based on a specific concept taught during their absence. Any assigned make up work will be at the discretion of the teacher. We appreciate your cooperation in ensuring all required work is complete in a timely manner.

**Please notify the school office if your child will be absent from school.**

### **Early Release Days**

To ensure that the quality of our program is maintained, Shady Oak Primary School Staff meets regularly as a group for in-service training and planning. We have scheduled five early release days throughout the year to allow us to come together for this purpose. The scheduled early release days for 2018/2019 are: **Oct. 5, Nov. 2, Feb. 15, Mar. 29, and Apr. 18.** (Due to parent request, most of the early release days this year will fall on Friday; the exception is Thursday, April 18<sup>th</sup>, which precedes Easter Break)

On early release days, Primary will meet in the morning as usual. Children will be released at **11:30 a.m.** Please make arrangements to pick up your child promptly at this time. Extended Day children may remain on campus until their regular pick up time on these days. If you are not currently enrolled in Extended Day, please call the office to reserve a spot.

## General Policy Information (continued)

### Dropping off and Picking Up Your Child

School hours are from 8:30 a.m. to 3:15 p.m. The building is open at 8:00 a.m. for early drop off; children will go outside for supervised play at 8:00 a.m. Please have children here no later than **8:20** a.m. so they can participate in the daily prayer & pledge. At dismissal, please use the carpool lane on 6<sup>th</sup> street to pick up your child. **Shady Oak Primary School is not responsible for your child after 3:30 p.m.**

Remember to check the student's weekly folder thoroughly for teacher notes, class work, etc. **Folders go home each Friday.** Please remove your child's work and discuss it with your child. If you have questions, contact your child's teacher for clarity.

### Persons Other Than Parent or Guardian Picking Up Children

We will release your child only to persons whom you have authorized in writing on your emergency papers (in enrollment forms). You must notify us **in person or in writing** if a person is not listed on your authorization form.

Please note that we will require approved state identification, such as a valid driver's license, if we do not recognize the person picking up your child. We may also ask a parent for an approved state ID if we have not met the parent. We trust you realize the importance of this policy.

### Clothing

We ask that students dress appropriately in comfortable, washable clothing. Shoes with closed toes & heels are preferred—**No Flip Flops**. Your reassurance that he/she may participate in all school activities will help them to be happier at school. The school may take exception to a student's appearance if it's distracting. Our desire is to foster an environment where we can all learn. Teachers will communicate with parents about clothing that does not fit the guidelines.

### Toys and Electronic Devices

Toys, electronic games & devices **are not** permitted at school. If your child has a cell phone, it must be kept on silent and in their backpack. If you need to get in touch with your child, please call the front office.

### Animal Policy

Pets are not allowed at school without prior approval of Mrs. Elder. If allowed, the school will notify parents via email at least 24 hours before arrival. All animals must be brought to school in a latched crate, and kept on

a leash. Keep in mind that many children have dog/cat allergies; some get highly anxious or are fearful of different animals.

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### General Policy Information (continued)

#### Medication

Absolutely no medication will be given by the staff without your signed authorization.

If your child requires prescription medication to be given during the school hours, you are required to fill out a form authorizing us to dispense the medication to your child. **Medication must be in the original container, clearly labeled with your child's name, prescription number and dosage.**

Separate forms for the administration of fever and pain reducing medications are available in the office and must be signed by the parent before appropriate dosage can be given.

#### Health Policies

In compliance with communicable disease criteria of the Texas Department of Health, policy states that no student who is known to have a communicable disease shall be received or allowed to continue in school unless the following conditions are met.

**CHICKEN POX** Seven days have elapsed since the first crop of vesicles, or all blisters have crusted over.

**HEPATITIS** Your child has a doctor's written permission to re-enter school.

**IMPETIGO** Your child has doctor's written permission to re-enter school.

**MUMPS** Your child has doctor's written permission to re-enter school.

**REBOLA (Mumps)** Your child has doctor's written permission to re-enter school.

**RUBELLA (German Measles)** Your child has doctor's written permission to re-enter school.

**PEDICULOSIS (Head Lice)** Your child has been treated with medicated shampoo or lotion specially formulated for head lice and the Head of School has examined the child's head.

**BACTERIAL and/or VIRAL CONJUNCTIVITUS (Pink Eye)** Your child has doctor's written permission to re-enter school or the eye(s) is/ are clear.

**RINGWORM OF THE SCALP** Treatment has begun and the area is covered while at school.

**SCABIES** Your child has doctor's written permission to re-enter school and prescribed treatment has begun.

**STREPTOCOCCAL INFECTIONS (Strep throat and Scarlet Fever)** Twenty -four hours have elapsed since and antibiotic treatment was started and the fever has elapsed. (Children with Scarlet Fever must have a doctor's excuse to return to school.)

**TUBERCULOSIS** Your child has doctor's written permission to re-enter school.

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**FIFTH DISEASE** The fever has subsided and your child has a doctor's written permission to re-enter school.

**INFECTIOUS MONONUCLEOSIS** Your child has doctor's written permission to re-enter school.

## **ILLNESS POLICY**

Per Texas State regulations, **children must remain at home until symptom free and fever free for 24 hours if they manifest the following conditions: illness, fever, vomiting, diarrhea.**

After contracting an infectious condition, such as pink eye or strep throat, the child can only return to school with a doctor's note that states he/she is no longer contagious.

If a condition arises that seems out of the ordinary, or unhealthy, Shady Oak Primary School will discuss with the parent. A doctor's note confirming that the condition is allowable at school will be requested if the child is to continue attendance.

**If the child leaves the school due to fever (100.2 or above), vomiting or diarrhea, Texas State Law requires their absence for a 24 hour period. This means fever free without using a fever reducing medication, such as Tylenol, Advil, etc.**

**A Student is not allowed to remain in school if he/she complains of any of the following:**

- \*A fever of 100.2 or higher
- \* A suspected contagious disease
- \* Vomiting
- \* Diarrhea
- \* An undetermined rash
- \* Feeling too ill to remain in school.

**To prevent exposing other students to disease, a student should not come to school if he/she has the following symptoms:**

- Vomiting or Diarrhea before school
- An undetermined rash



- A fever of 100.2 degrees or higher within the past 24 hours

## **Student Behavior Issues**

### **Policy on Inappropriate Behavior**

1. The parents will be notified if a teacher notices that a child exhibits inappropriate behavior that is **consistent or frequent**.
2. Teacher, parents and Head of School will meet to discuss ways in which parents and the school staff can work to redirect these behaviors into more appropriate channels of conduct.
3. School personnel will suggest outside counseling if deemed necessary, in order for the child to continue attendance.

### **Refusal of Continued Attendance**

1. A child who causes frequent disturbances and/or bodily harm to other children, to adults, to themselves, or to school property will be dismissed from Shady Oak Primary School.
2. A child who is deemed unable to learn in the school environment will be dismissed from Shady Oak Primary School.
3. A child who causes the teachers to place so much attention to his/her negative behavior that less attention is given to other children in the classroom will be dismissed from Shady Oak Primary School.

### **Parents Must Come for the Child Immediately**

The following behaviors will result in the child being dismissed for the remainder of the day. Parent will come for the child immediately if the child is:

- Harmful to self, to other children, or to staff members.
- Causing the destruction of school property.
- Continually causing disruption of a class.
- Using inappropriate language or interaction with other students or staff.

**We have an obligation to provide a safe, secure and happy environment for each child enrolled in our school.**

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## **Parental Involvement**

### **Communication**

We constantly strive to keep parents well informed about what is happening at Shady Oak Primary School. Please look for the following venues to keep your family updated:

- The **calendar** outside the front door is updated with weekly reminders. Please check it daily.
- The **“Smore” Friday News and Updates** will be sent home each Friday by email. It will alert you as to what’s happening in the following week or two.
- **Shady Oak Primary School Facebook Page** has great photos of what is happening in the classroom and playground. Please friend us and enjoy seeing the fun and the learning your child is participating in at school. Extended family is also welcome. This is a great way for your relatives to keep up with your child’s adventures in school.
- **Remind:** We are continuing to use this tool to communicate with teachers and parents, whether it's for one-on-one teacher questions or to know about upcoming events or field trips. This is also the way for communicating if any school closures were to occur. With Remind, notifications will come right to your phone, so you are always in the know.
- **Class Dojo:** We are continuing to use this popular communication tool. It allows a teacher to directly send messages, reminders, photos, short videos as well as provide instant feedback about your child’s life at school.

**Please make sure the school has your current phone number and email address.**

## **Shady Oak School PTA**

Shady Oak Primary School and Shady Oak Christian School have a joint PTA known as Shady Oak School PTA. The mission of the PTA is "to make every child's potential a reality by engaging and empowering families and communities to advocate for all children." We sponsor various student and family programming and activities at both campuses, including our annual Christmas Event (Festival of Trees and Week of Giving), Spring Thing and Fun Run, and Teacher Appreciation. The PTA also hosts crafting get-togethers, student programs, adult book studies, and family wellness programs. Planning for all the activities is ongoing; please attend our school Block Party in September for more details and to see how you can get involved.

Yearly dues for the Shady Oak School PTA are \$10, which provide support for our school PTA as well as the TX and National PTA organizations. We hold one major fundraiser in the Spring, our annual "Regale," which provides most of funding for the programming we offer as well as campus improvements. Officers for the 2018-2019 school year are:

### **Shady Oak Primary School**

Stevie Ballow, President; Randee Immel, Vice President - Fundraising; Wendy Wilson - Vice President - Membership; Kristen Parker - Secretary; Brandy Parratt - Treasurer.

## **Parent Education**

Shady Oak Primary offers numerous Parent Education opportunities throughout the year. We expect our families to attend a **minimum of two**. We believe that parenting is another one of your professions. We know you update your training to maintain your expertise at work; we want to offer the same opportunity as you continue on your parenting journey. We maintain a list of "Recommended Reading" on positive parenting, available upon request.

## **Field Trip Policy**

Shady Oak utilizes parent volunteers to help on all field trips in the capacity of chaperones and drivers. To ensure the safety of all participants, the following field trip policy will be closely followed.

Written notification of field trips will be given to parents at least 24 hours in advance. Exception is made for walking field trips within four blocks of the school.

All children taken on field trips will wear a nametag with name and phone number of school printed clearly on the front of the name tag. In addition, children will be encouraged to wear school shirts on all field trips.

On September 1, 2009 a law from the Texas Department of Public Safety took effect. This state law requires that all children **younger than eight (8) years old, UNLESS taller than 4'9", be in child passenger safety seat system**. "Child passengers safety seat system" includes traditional car seats with harnesses AND booster seats —both high-back and backless versions. The law also requires all safety seats and booster seats to be installed according to the instructions of the manufacturer of the safety seat system. Additional information can be found online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).

In the event that a child's parent does not drive on a field trip, **that child's safety seat must be properly installed in the driver's car by his parent.** The safety seat must be clearly labeled with the child's name. Any child, who by law requires a safety seat, without one will not be able to go on the field trip.

Each child's emergency card will accompany him in the car in which he is riding. Those cards will be given to the driver in a sealed brown envelope and will remain in the envelope unless they are needed in the event of an emergency. The cards will be returned by the driver to the teacher or administrator upon returning to the school.

While on the field trip, the driver will check regularly by name for the children that rode with him/her. In addition, teachers will regularly check for children from a class list.

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All drivers will have cell phones in their vehicles with the school number and the cell numbers of other drivers easily accessible to them at all times. All cars must be equipped with a fire extinguisher and a first aid kit with the following items: multi-size adhesive bandages; adhesive tape; water proof, disposable gloves; gauze pads; tweezers; scissors; cotton balls; an antiseptic (such as hydrogen peroxide); and a thermometer.

\* All Drivers must have completed the sign-up form at least 24 hours prior to departure. Sign-up forms will be posted in the front office foyer. Information provided on the Field Trip Sign-up form includes, but is not limited to, the following:

- Name of Driver and Driver's License Number with expiration date.
- Number of Children car can safely transport (seat belts are required for each passenger).
- Make, model and color of vehicle being used.
- License plate number of vehicle being used.

\* The Assistant Director must approve all changes to either the driver or the vehicle at least 24 hours prior to departure. Last minute changes are at the discretion of the Assistant Director in charge.

**Shady Oak Primary does not own a school bus, so we depend upon our staff/parents/grandparents to help drive and chaperone our students on our field trips. Generally, there are 3-4 trips held during the school year.**

## **School Success Begins at Home!**

### **Successful students:**

- Start each day with a nutrition breakfast that includes protein.
- Eat a nutritious snack and lunch daily.
- Participate in the preparing of their snack and lunch daily. This is especially helpful for difficult to feed children.

- Have a meaningful discussion about their day at school and answer specific questions about their learning. The newsletter is a great source of information that you can draw on to inquire about specific learning your child has experienced in the classroom.
- Review spelling words, math facts and assignments with their parents each afternoon.
- Receive a minimum of 8 - 10 hours of sleep each evening.
- Participate in a cooperative household and are offered plenty of opportunities to contribute on a daily basis.
- Deserve a balanced and stress free environment, where they have plenty of time for reflection, connection and quiet play.

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### **Nutrition & Wellness**

***Please make sure the staff is aware of any food allergies your child may have.***

#### **Breakfast**

Your child's work at school is directly affected by the nutritional quality of their meals. Please provide them with a nutritious breakfast daily. A high protein breakfast that includes a generous portion of meat, eggs, cheese, nuts or beans is essential to their development, learning and enjoyment at school.

Read the labels of the foods you buy, and avoid sugar, high fructose corn syrup, artificial sweeteners, flavorings and dyes. Most nutritionists believe that these substances interfere with a child's ability to learn as well as regulate their behavior. **Donuts, pop tarts, pre-sweetened cereals and other fast foods** may be convenient but do not contain the necessary nutritional value for productive learning.

Good nutrition habits directly affect a child's health, concentration and behavior. Our staff always knows when a child has not had a nutritional breakfast by their academic work, their attitude and their behavior.

#### **Lunch and Snacks**

All elementary students bring their lunches from home. Nutritious foods, (whole grains, vegetables, fruits, cheese, and meat) are to be brought in re-useable containers. Healthy snacks are permitted, and are eaten at morning recess.

## **Lunch & Snack Suggestions**

**Proteins:** Chicken, fish, beef, boiled egg or egg salad, yogurt, cheese, natural nut butters on whole grain bread, beans & rice, tofu, seeds and nuts.

**Grains:** Whole grain breads, tortillas or crackers.

**Vegetables:** A wedge or slices of one or two different fresh vegetables, raw or cooked, such as carrot, celery, cucumber, lettuce, pea pods, peppers or avocado.

**Fruit:** One or two different fruits, such as kiwi, banana, apple, pear, orange, grapes, or berries.

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## **Fast Food Lunches are not permitted**

McDonalds, Taco Bell, Chic-fil-a, Whataburger, etc. are not acceptable foods for a strong, healthy body or mind. Please refrain from sending candy, carbonated drinks, hot pockets, **Lunchables** or other highly processed, "convenience" foods.

Teaching your children the importance of good eating habits while they are young will benefit them for the rest of their lives. It is very important to practice these food habits in the home for the sake of consistency and for your child's well-being.

## **Birthday Celebrations/Birthday Books**

Birthdays are always a cause for celebration at Shady Oak. Because of the upsurge in food allergies, as well as nutritional concerns, we ask you to refrain from bringing in birthday sweets. Instead, the gift of a Birthday Book would be appreciated. Your child can choose their favorite book to give to the class, with their name & photograph displayed in the inside cover. They may choose to have a teacher or parent read the book aloud to the class, or read it themselves; the book will be on display in the library for the month. Please bring the book at least one week before their birthday in order to insure that it is prepared.

If your child is having a birthday celebration outside of school, please mail or e-vite invitations to the homes of the invited guests. When the entire class is invited to a party, you may bring invitations to school for distribution.

## Financial Obligations

### Delinquent Account Late Fees and Insufficient Funds

*A charge of \$50.00 will be assessed for each delinquent account, late payment and/or each insufficient funds charge. If you are delinquent, your child will not be able to attend classes until the account is paid up-to-date. **No Exceptions.** Final records, transcripts and report cards will be released only when accounts are paid in full.*

### Tuition Information

Shady Oak Primary School makes every effort to keep tuition fees as reasonable as possible while continuing to maintain a quality education experience for students. It is important that all fees are paid when due in order for Shady Oak Primary School to meet its financial obligations.

Those entering the school during the school year will be assessed tuition based on the portion of the school year yet to be attended.

**Tuition is for the school year, not for a specific day, week or month that a child attends, and is non-refundable. You are financially responsible for tuition and fees for the entire school year, and tuition and fees are due and payable according to your signed 2018-2019 Tuition Contract. Should you remove your child for any reason or should your child be asked to leave, you are still obligated to pay the remaining balance of tuition and fees, plus any arbitration or collections.**

There will be no fee reduction due to absences of any kind, including illness, vacation, holidays or weather conditions. Shady Oak Primary School reserves the right to close when there are hazardous weather conditions.

- **Delinquent accounts will be reviewed on a monthly basis by the Head of School. Shady Oak Primary School reserves the right to administratively withdraw or prevent a child from attending class with past due accounts until the account is brought up-to-date.**
- Parents with past due accounts that drop their child off will immediately be called to pick up your child.
- Final records, transcripts and report cards will not be released until all accounts are paid in full.

If a family is experiencing financial difficulty which may prevent timely payment of tuition, it is the parent's responsibility to schedule an appointment immediately with the school Administrator to discuss and resolve.

**Re-enrollment for the following year will not be accepted until the student's account is paid in full**

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**VI. ACKNOWLEDGEMENT AND AGREEMENT**

**By my signature below, I acknowledge and agree to all of the information contained in the Parent Handbook. I have read all of the information in the handbook and have initialed the items requested.**

**Signature:**

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**Parent/Guardian**

**Name (please print)**

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**Date:** \_\_\_\_\_

**Please detach this page and turn in to the front office.**