

Cotteral Elementary School
Site Information, Procedures and Rules
2016 - 2017

The Cotteral Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a dress rehearsal. Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher's name and make sure your child knows it.
- Do not pass of your child's doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

Guthrie Public Schools Mission Statement

It is the mission of Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

Cotteral Elementary School Mission Statement

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

State Standards

During Kindergarten every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Cotteral Elementary.

Breakfast and Lunch

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is \$2.50 per day; reduced price is \$.40 per day. Prices are subject to change. SCHOOL MEALS CAN'T BE CHARGED. Applications and information for free or reduced meals are available in the school office or Child Nutrition office. If you have questions regarding the approval of the free and reduced meal applications please direct these calls to the Child Nutrition office. Their number is 282-5952. The school cafeteria cannot always answer questions regarding the status of these applications. Parents are welcome to eat with their children.

(Parents are welcome to eat in the school cafeteria anytime. Check with your child's teacher for the actual time their class will be eating.)

Daily Schedules

Breakfast	7:30 – 8:10
School begins	8:15
A Lunch/Recess	10:50 – 11:15/11:15 – 11:45
B Lunch/Recess	11:25 – 11:50/11:50 – 12:20
C Lunch/Recess	12:00 – 12:25/12:25 – 12:55
School end	3:10

Certified staff arrives at school to monitor children starting at 7:30 a.m. **For safety purposes, children cannot be dropped off before that time.** Children arriving between 7:30 & 8:15 will go to the gym area. At 8:10 they will be dismissed to their classrooms.

Pre-K Start and Dismissal Time

A.M. Pre-K classes begin at 8:15 and dismiss at 10:45. If your child eats lunch at school, they need to be picked up at 11:15.

P.M. Pre-K classes begin at 12:40 and dismiss at 3:10. If your child needs to eat lunch, they may be dropped off at 12:10. All other children cannot be dropped off before 12:30.

Pre-Kindergarten Attendance

Cotteral's Pre-Kindergarten program is an optional school program provided by Guthrie Public Schools within the school setting. The program is optional; however attendance is required. The expectation is for regular attendance including on time arrival. When the students have been absent/tardy more than ten (10) days, the Cotteral staff will review the attendance records to determine if program placement should be forfeited. If your spot is forfeited the spot will go to the next student on the waiting list. We encourage you to provide documentation of all absences.

Progress Reports, Report Cards, Parent/Teacher Conferences

Student progress is reported at the end of each nine weeks period. Parent-Teacher conference times are set aside at the end of the first and third nine-week periods to provide parent-teacher communication between parents and teachers. Parents can request a conference at any time by making an appointment with their child's teacher.

Discipline Procedures

Discipline procedures for Kindergarten are the same as those outlined in the Guthrie Elementary Schools Student Handbook.

All Pre-K children are given ample time to adjust to the new learning environment. If a child is having a difficult time adjusting to the point it disrupts and hampers the learning environment, the parent will be asked to assist by attending school with their child for a short period of time. If the behavior does not improve and causes the learning process to cease a meeting will be held with the teacher, parents and administrator to determine further action.

Please refer to Section F-41 Student Behavior And Discipline located in the GPS Policy Manual on the District Website

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors located in the GPS Policy Manual on the District Website

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

Cafeteria Guidelines

Breakfast is served from 7:30 AM to 8:10AM. Students eating breakfast at school should eat immediately upon arrival.

School meals cannot be charged.

The cafeteria starts serving breakfast at 7:30 a.m.

Please go over the following cafeteria rules & reminders with your child:

- Enter the cafeteria quietly
- Keep your hands, feet and objects to yourself
- Wait in line patiently
- Stay in your seat while eating
- Use your inside voice when visiting with friends
- Eat your own food
- Clean up your space after eating

Transportation

To ensure the safety of your child, we ask that you watch your child as they enter the building when you drop them off. **If you need to come into the school for any reason, there is a parking lot at the back of the school facility, located on the southwest corner of the school grounds.**

- All buses will load and unload in front of the school on 19th Street. NO PARKING IS ALLOWED FROM 7:00 – 9:00 A.M. & 2:30 – 4:00 Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses (this includes the bus stops).
- NOTIFY THE COTTERAL OFFICE (282-5928 or 282-5929), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Transportation Department at 282-5919.
- **A.M. drop off and P.M. pick up for students will be on the west side of the school. Drop off in the morning is at the doors on the northwest corner. Traffic will be one way behind the school, entering from Cleveland on the south and exiting onto Noble to the north.** Parents are encouraged to use the parking lot behind the school if they need to come into the building. This area will be chained from 8:15 to 3:00 daily so children can safely cross to the playground area throughout the day.
- Morning car riders should only enter through the northwest doors; these doors are supervised by a staff member until 8:15.
- The only doors open after 8:15 for students and parents to enter are the northeast doors by the office.
- Parents needing to check-out students should sign-out students through the office and receive a visitor badge and go to the classroom.
- Parents arriving before 3:00 to pick up students from the classroom will remain in the office until dismissal starts.

- **Children need to be picked up by 3:30 p.m. There is NO Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 3:30 p.m. to make arrangement for your child's pick up.**

We will not call students out of class to wait for a parent to pick them up. Students must remain in class until parents/guardians are in the office and are ready to check them out. We want the students to be present for as much instructional time as possible during the day.

FIELD TRIPS

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

Student Deliveries

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or other items. Cotteral Elementary School will celebrate during classroom parties. All other celebrations should be done outside of school.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

Parent-Student-Teacher Compact Cotteral Elementary

We at Cotteral Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community, working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student, I agree to:	As a parent, I agree to:	As a teacher, I agree to:
<ul style="list-style-type: none"> ● Come to school ready to learn and work hard. ● Bring necessary materials, completed assignments and homework. ● Communicate regularly with my parents and teachers about my school experiences so that they can help me to be successful in school. ● Limit my TV watching and instead study or read every day after school. ● Respect the school, classmates, staff, and families. 	<ul style="list-style-type: none"> ● Provide a quiet time and place for homework and monitor TV viewing. ● Read to my child or encourage my child to read every day for 20 minutes. ● Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition. ● Regularly monitor my child's progress in school. ● Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. ● Communicate the importance of education and learning to my child. ● Respect the school, staff, students, and families. 	<ul style="list-style-type: none"> ● Teach classes through interesting and challenging lessons that promote student achievement. ● Endeavor to motivate my students to learn. ● Have high expectations and help every child to develop a love of learning. ● Communicate regularly with families about student progress. ● Provide a warm, safe, and caring learning environment. ● Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes). ● Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. ● Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. ● Respect the school, students, and families.

As a team we can work together to carry out this agreement. Date: _____

Student Signature

Parent Signature

Teacher Signature

**COTTERAL ELEMENTARY
PARENT AND STUDENT HANDBOOK**

Dear Parent/Guardian:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful at Cotteral. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Scot Graham
Principal

PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER

I have received and read my Cotteral Elementary Handbook for the 2016-2017 school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.

Student Name

Parent/Guardian Signature

Date

****ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.**

****ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.****