

CENTRAL ELEMENTARY



HANDBOOK

2017-2018
321 East Noble
Guthrie, Oklahoma 73044

Phone (405)282-0352
Fax (405)282-9988

Dani Watson, Principal

CENTRAL ELEMENTARY SCHOOL
Supplemental Handbook
2017-2018

The Central 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 off 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.

A. GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the 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.

B. CENTRAL 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.

C. CLASS SCHEDULES

| | |
|--------------------------|---------------|
| Breakfast | 7:30 - 8:10 |
| Class instruction begins | 8:15 |
| Tardy Bell | 8:15 |
| Lunch A | 11:10 – 11:35 |
| Recess A | 11:35 - 12:05 |
| Lunch B | 11:45 – 12:10 |
| Recess B | 12:10 – 12:40 |

(Parents are welcome to eat in the school cafeteria anytime. Lunch and recess times are subject to change.)

Certified staff arrives at school to monitor children starting at 7:30 a.m. For safety purposes, children cannot be dropped off before 7:30. Children arriving between 7:30 & 8:05 will be sent to the gym area. At 8:05 students will be dismissed to their classrooms.

We have a door security system. All doors will be locked at 8:15 daily. If you arrive at school after that time, you will need to park your car and **walk** your child into the school. To the right of the main door, there is a bell attached to the brick. Please ring the bell and the secretary will buzz you in. Once inside, please go to the office to sign your child in and get a tardy slip to give to the classroom teacher. The doors will remain locked until 3:10. If you need to pick your child up before that time, follow the same procedure as listed above. If picked up before 3:10, your child will be counted tardy for the afternoon. The office gets hectic at the end of the day with

phone calls, bus changes, etc. Please utilize the car rider line or walk-up option which will decrease the amount of office traffic. We will not call kids down at the end of the day on a daily basis. We will also 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.

Dismissal is 3:10.

All visitors and guests will be required to check into the office when they enter the school at anytime of the day. Guests may check in with the office and receive a visitors badge to wear while in the school. Guests will also be required to check out with the office when they leave. This is for the safety of our students. Once school has started at 8:15 parents will not be allowed to go to classrooms to visit with their child's teacher. Instruction starts at this time and we ask that it not be interrupted.

D. CAR RIDER DROP OFF – PICK UP

Car riders are dropped off and picked up on the south side of the building. Please enter the parking lot from Cleveland and exit onto Broad. Because of the volume of car riders, it is imperative that you **remain in your car** and keep the flow of traffic moving. If you are the first car in the AM or the PM in Central's car line and you arrive prior to the designated drop off or pick up times please make sure you stop at the yellow line on our parking lot. You **MUST** leave enough room for other cars to maneuver through the parking lot and please do not block the handicap parking spots. The line may begin moving once drop off begins in the morning, or when the teachers bring the students out in the PM for dismissal. If you need to get out and come into the building, please park in a parking space to avoid holding up traffic. We share our parking lot with Cash Saver so please avoid parking in their spots which are marked with a C inside a white circle.

You have been provided with a sign with your child's name on it to place in your car windshield. If several people pick your child up often, please ask for extras. This will ensure your child's safety and speed up the pick up process. Until the duty teachers get to know you and your child, you will be asked for identification if the provided sign is not present. If for some reason you (or whoever is picking your child up) choose to walk up to get your child, you (or whoever is picking your child up) **MUST** have an ID as well as be listed on the student's car rider tag.

E. BUS INFORMATION

- Bus loading and unloading will be on the east side of the school on Ash Street. Ash Street is one-way going south. We do not encourage you to use that side of the building to drop off or pick up your child because it interferes with the bus loading and drop off.
- 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 and at the bus stops.
- NOTIFY THE CENTRAL OFFICE (282-0352), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Bus Transportation office at 282-5919.

F. 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 \$1.30 per day; reduced price is \$.30 per day. Lunch is \$2.60 per day; reduced price is \$.40 per day. Adult meals are available. Please check with the cafeteria for the current cost. Prices are subject to change. **SCHOOL MEALS CANNOT BE CHARGED.** Applications and information for free or reduced meals are available in the school office, on the Guthrie Public Schools website or you may call 282-5952. 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.

G. PROGRESS REPORTS, REPORT CARDS, PARENT/TEACHER CONFERENCES

Student progress is reported at the end of each nine weeks period. Parent teacher conference days are set on the school calendar. These dates are set aside to provide communication between parents and teachers. As always, you may schedule a time to speak with your child's teacher as needed. Working together, we can provide the very best educational program for our students.

H. STATE STANDARDS

During 1st grade 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 Central Elementary.

I. DISCIPLINE

Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal and the combined school personnel. While under the supervision of the school the teacher has the same authority as the parent in restraining, correcting and controlling the child. (*State law-Sections 125 and 670.*)

Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:

- Conference with teacher and student
- Conference with teacher, student and principal
- Conference with teacher, student, principal and parent
- Conference with all of the above and possible disciplinary actions as deemed appropriate by the principal

Severe Clause

Central Elementary is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and/or public safety
- Disruption of students rights to learn
- Verbal and/or physical abuse of others
- Damage or theft of school or personal property

- Any additional behaviors outlined in Section F-41 Student Behavior and Discipline located in the GPS Policy Manual
- 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

Any of these violations shall result in a parent or guardian being contacted and/or a student being assigned in school suspension (ISS) or suspension from the school. The length of the ISS or suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

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.

J. OUTSIDE DELIVERIES

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

K. ATTENDANCE POLICY

It is of the utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30am and 10:30am. Parents should give the student's name and teacher's name. If the child went to the Dr. – a note should be issued to the school and given to the office. Assignments not completed due to absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester. After the fifth and seventh unexcused absence during a semester a letter from the principal will be sent home. After the tenth unexcused absence the parent or guardian will be reported to the District Attorney for violation of truancy laws.

L. 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.

M. ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management. 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.

****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.****

**Central 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 in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Dani Watson
Principal

PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER

I have received and read my Central Elementary Handbook for the 2017-2018 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.

Parent/Guardian Signature

Date