

T.S. COOLEY ELEMENTARY MAGNET SCHOOL



STUDENT HANDBOOK 2020 - 2021

***Temporary policies for the 2020 - 2021 school year are noted with ***.**

T.S. COOLEY ELEMENTARY MAGNET SCHOOL **STUDENT HANDBOOK**

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www.cpsb.org/cooley

OUR VISION

Every student enrolled at T.S. Cooley will score at or above grade level in all subject areas, will express creativity through artistic endeavors, and will exhibit strong characteristics of personal leadership to build a strong foundation for future success.

★ ACADEMICS ARTS LEADERSHIP ★

OUR MISSION

Create a safe and nurturing environment that encourages students to learn, take risks, and participate in experiences not readily available in a traditional elementary school setting.

Understand that the best learning occurs when students feel safe and happy.

Focus on greater academic excellence by providing a challenging and enriching curriculum that allows our students to form conceptual understandings of each subject, connect what they learn to their own lives, and use essential knowledge and skills to address meaningful problems.

Engage students in meaningful learning experiences.

Integrate a variety of artistic endeavors and encourage creativity.

Encourage students to use their imagination to think outside the box to create new and original ideas.

Guide students to develop respect for all and embrace differences.

Teach students to value differences.

Help students recognize their individual strengths, talents, and abilities.

Encourage them to use these to work to their fullest potential.

Discover strengths of students and model how to use them in a positive manner.

Develop leaders.

Involve family members and the community in promoting the vision of the school.

Extend a warm welcome to anyone interested in supporting our school.

Enable students to have the foundation necessary for future success to become productive, self-disciplined, independent, confident, and contributing members of our society.

Do everything in our power to set our students up for success.

HISTORY OF T.S. COOLEY

T.S. Cooley Elementary School was originally built in 1942 to serve the growing community of Lake Charles. The school continued as a traditional elementary school until 1983.

In 1982, the Calcasieu Parish School Board, acting under a consent decree, established a magnet program at JY Garber Elementary. School attendance zones in Ward 3 were also realigned at this time. The following year, JY Garber was closed, and the magnet program was moved to T.S. Cooley. Attendance was voluntary. Enrollment for the 1983-1984 school year was 180 students. During this time, the magnet program consisted of after school offerings with special teachers being brought in for the classes. The program continued in this manner until 1987.

A fundamental change was made to the magnet program beginning with the 1987-1988 school year. The after school classes were discontinued. The school day was lengthened to 375 minutes to include enrichment classes during daily classroom instruction. A team teaching approach was instituted in grades two through five. The enrollment at this time was 279 students.

Beginning with the 1988 - 1989 school year, entrance requirements were established with a 2.5 grade point average being the primary requirement. In addition, letter grades were to be awarded in all subjects. In April of 1988, the Calcasieu Parish School Board approved the assigning of letter grades in Physical Education, Fine Arts, and French. The board also established the integration of fine arts as the emphasis for T.S. Cooley Elementary Magnet School. In October of 1988, the Board of Elementary and Secondary Education granted T.S. Cooley a permanent waiver of scheduled class time for Math and Physical Education to allow adequate scheduling of other classes at the school.

The school underwent renovation through the District 22 Bond Issue in 1989. This allowed for the establishment of a fully equipped art room, complete with computers for enhancement of student work, a kiln for firing of clay artwork, and adequate storage for the many art supplies needed. A music room was furnished inside the main building which allowed easier integration with regular classroom instruction. A library and computer lab were also constructed, as well as a multi-purpose room. These additions further broadened the magnet program.

Admission test guidelines and maintenance guidelines were also established during the 1989 - 1990 school year. Beginning with the 1990 - 1991 school term, students not maintaining the required 2.5 overall grade point average were removed from the magnet program. For entrance to Kindergarten, students were required to successfully complete the screening assessment administered prior to the beginning of school. Students were also required to successfully complete the approved achievement test for entrance to first through fifth grade. Spaces were filled according to the ranking of test scores. These guidelines are still in place today.

The magnet program has continued to evolve through the years. School enrollment for the current school year is 312 students. At this time there exists a dual emphasis of a strong academic program coupled with a strong fine arts program. The dedicated staff continues to embrace the uniqueness of the magnet program and its approach to educate the whole child.

CALENDAR

WWW.CPSB.ORG | CALENDARS

*The calendar on the T.S. Cooley website will be continuously updated throughout the year with school events and important dates.

*Testing dates will be added to the school calendar once they are confirmed by the LDOE.

SCHEDULES

BELL SCHEDULE

7:45 AM	Tardy Bell/Instruction Begins
2:56 PM	Dismissal: 1st Bus Bell
2:58 PM	Dismissal: 2nd Bus Bell
3:00 PM	Dismissal

Staggered dismissal will assist with proper social distancing protocols.

LUNCH SCHEDULE

Kindergarten	11:15 - 11:50
1st Grade	11:25 - 11:55
2nd Grade	11:50 - 12:15
3rd Grade	11:55 - 12:20
4th Grade	12:15 - 12:40
5th Grade	12:25 - 12:50

Students will eat with their static groups in their classroom or a designated area outside. Seating charts will be maintained for all areas. Students will transition to the cafeteria in Phase 3 and Phase 4.

REGISTRATION INFORMATION & MAINTENANCE REQUIREMENTS

DETERMINATION OF AVAILABLE SPACES

Beginning in January, (mid-term) we collect information to determine the number of available spaces for the upcoming school year. Grade point averages of each student are reviewed. Those that are maintaining the required average are allowed to continue in the magnet program, provided their parents wish for them to return. The students that wish to return must participate in all school, district, and state assessments in order to remain at T.S. Cooley in the magnet program. Parents are encouraged to notify the school at this time if they will not be returning to the magnet program.

REGISTRATION ADVERTISEMENT

Notices are sent to the local newspaper, radio stations, and various media outlets to advertise the registration dates. Information is also posted on the school website and CPSB website.

REGISTRATION PROCEDURES

Any Calcasieu Parish student may request permission to attend the magnet program at T.S. Cooley. Applications for each magnet school student are selected based on meeting the necessary requirements for admission.

When registering, or entering school for the first time, all children shall present the proper documentation for immunizations and a certified birth certificate. Required information forms provided by the district must also be on file for each student.

The magnet program at T.S. Cooley is designed to provide enriched learning opportunities for academically superior students. Students wishing to attend the magnet program at T.S. Cooley must present proof of academic achievement and successfully complete the entrance exam. Students in 3rd and 4th grade applying for 4th and 5th grade positions must score BASIC or above in all subject areas of the state assessment in order to be considered. Potential students must also present records from a transfer school that reflect satisfactory behavior (less than three suspensions in an academic year) and a grade point average of 2.5 or above.

ADMISSION GUIDELINES

In order for a student to be admitted to the magnet program at T.S. Cooley, he/she shall meet the following admission criteria at the time of the application:

1 - Students must successfully complete the screening assessment exam administered prior to the beginning of school. Students entering grades 1 - 5 must score a minimum of 75% in the national percentile ranking in each subject area on the assessment exam. Student scores on entrance exams will be ranked. Available spaces will be filled based on the individual rankings.

2 - For entrance into grades 1 - 5, students must provide documentation of a cumulative grade point average of 2.5 from the previous academic session in core curriculum of the following subjects: Language Arts, Science, Social Studies, and Mathematics.

MAINTENANCE REQUIREMENTS

After a student qualifies for the magnet program and meets the academic and behavior requirements for continuance in the magnet program, he/she need not reapply each year.

Mid-term academic records will be reviewed on a yearly basis by school personnel. Any student who fails to meet the academic requirements at mid-term will be placed on academic probation. He/she must meet the academic requirements by the end of term to remain in the magnet program.

Students must participate in all school, district, and state assessments in order to remain in the magnet program at T.S. Cooley. No exceptions.

To maintain continuance in the magnet program, a student must have a 2.5 cumulative average at the end of the term in core curriculum in the following subjects: Language Arts, Science, Social Studies, and Mathematics.

*The grade point average printed on the final report card may reflect an overall average, not a cumulative average.

Students must score at the basic level or above on the end of the year state assessment (LEAP 2025) in ELA and Math to maintain continuance in the magnet program. Performance in all subjects on the state assessment, including Science and Social Studies, is used to determine placement and levels of necessary intervention.

Any student who fails to meet the academic requirements for the magnet program will be terminated from the magnet program at the end of the term.

Any student that receives a third suspension at any point in the school term for unacceptable behavior (ISI or out of school) will not be allowed to remain in the magnet program.

Any student that is removed from the magnet program for any reason may not re-enroll during the same school year.

Any student with excessive tardies and/or absences may be removed from the magnet program.

*****A student will not be removed from the magnet program due to quarantine related absences.*****

PROMOTION

Promotion to the next grade level is based on the policies and regulations of the Calcasieu Parish School Board once students have met the requirements to remain in the magnet program at T.S. Cooley.

ATTENDANCE REQUIREMENTS

All students are expected to attend class every day that school is in session.

ATTENDANCE

We believe that regular attendance is vital to the learning process of each student. Once a student arrives at school, he/she is expected to remain and attend class throughout the day.

ARRIVAL

The school day begins at 7:45 AM. Students should arrive at school between 7:15 and 7:40 AM. A child shall be considered tardy if they are not in school by 7:45 AM. It is the responsibility of the parent or guardian to sign the child in at the office. After 3 tardies, a letter is automatically generated to notify the Child Welfare and Attendance Department. A student may be referred to the Truancy Court if a child has five or more unexcused tardies in a semester. Acceptance to the magnet program may be rescinded if a student has excessive tardies and/or absences.

*****Office staff will meet parents in the front circle drive to check in tardy students.*****

All students not riding a bus to school must be dropped off in the car rider line.

ABSENCES

Absences are excused for personal illness, death in the immediate family, or recognized religious holidays.

Elementary students may not miss more than 5 days during a semester, 10 days during the school term. A child not in attendance for the required days per year will not be given credit unless there are documented extenuating circumstances.

*****Quarantine related absences will be documented. A student will not be penalized for these absences.*****

Half-Day Attendance: A student is considered to be in attendance for one-half day when he/she is present for more than 25% but not more than 50% of the instructional day.

Full-Day Attendance: A student is considered to be in attendance for a full day when he/she is present for more than 50% of the instructional day.

Students are responsible for all work missed due to absences. Please call the office by 10:30 to request missed work. Inform the office if a parent/guardian will pick up the work or if it should be sent home with another student. Work may be picked up in the office after 1:30 PM.

*****Homework and missed assignments may also be emailed to the student/parent.*****

When a student returns to school from an absence, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence. This note must be turned in to the office.

Choir students are expected to participate in all performances. Absences on the date of a choir performance require a doctor's note or advance administrative approval.

*****There will be no choir for the 2020 - 2021 school year.*****

Students who plan to be absent for family trips or outside events must submit notification to Mrs. Alcock and the homeroom teacher three weeks prior to the absence. Family trips are recorded as unexcused absences as a school system policy. All work will need to be requested prior to the absence and completed according to the guidelines stated in the Parent and Student Responsibilities. No exceptions.

EARLY CHECKOUT

Any student leaving school early must check out through the office. Only those persons listed on the emergency card will be allowed to check out that student unless other arrangements have been made with the office. Any student signed out prior to 3:00 PM will receive an early checkout. A student may be referred to the Truancy Court for excessive early checkouts.

*****The approved adult checking out the student should call the front office at 217-4680 upon arrival at school. The student will be escorted to the vehicle in the front circle drive. No early checkouts will be allowed after 2:30 PM.*****

DISMISSAL

Dismissal begins at 3:00 PM for all car riders. All students not attending our Extended Day Program should be picked up by **3:15**. All car riders must be picked up in the car rider line. **Parking anywhere on campus and walking to the car rider line is not permitted.** Each late pick-up will be documented by office staff. A conference will be held after 3 late pick-ups in a semester.

*****Each child is expected to know how they will get home each afternoon. Frequent changes must be relayed to the homeroom teacher and office staff. Students must have a confirmed seat on a bus roster prior to riding the bus for the 2020 - 2021 school year.*****

DISCIPLINE POLICY

T.S. Cooley's assertive discipline plan is not meant to replace or restrict the use of measures outlined in the Calcasieu Parish School Board Policy Manual for correcting unacceptable behavior. When the efforts of all concerned fail to modify the behavior of a student, and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance, utilizing due process procedures for suspension or expulsion, may be initiated. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare and with preserving the proper atmosphere for teaching and learning in the magnet program.

STEP ONE

High expectations are in place in all areas of the school. Minor infractions are documented by each homeroom teacher for each violation of the advertised expectations. Consequences are awarded based on each classroom contract. Excessive documented minor infractions in a semester can lead to an office referral.

Removal from the classroom: A student may be immediately removed from a classroom by the teacher if the student's behavior substantially prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student exhibits disrespectful or threatening behavior toward a student or teacher. If removed, the student shall not receive credit for the school work missed. Consequences are awarded following the CPSB Discipline Policy.

A conference may be required with the parents, teacher, and administrative team before the student is readmitted to the classroom.

STEP TWO

If a child receives two or more office-assigned conduct notices, they will be placed on probation for behavior. A letter will be sent requesting a conference with the administrative team and student's teachers. Detention and suspensions will be assigned for disruptions and/or violations of school rules as outlined in the CPSB Discipline Policy.

Frequency and severity of office referrals will impact a student's conduct grade on their report card each 9 weeks. Any suspension (ISI or out of school) results in an automatic "N" in conduct on the student's report card for that 9 week period.

STEP THREE

Any student receiving a third suspension (ISI or out of school) during a school term will not be allowed to remain in the magnet program.

OUTSTANDING CONDUCT

Students with outstanding conduct will be rewarded on a weekly and/or 9 weeks basis.

EVALUATION OF STUDENTS

GRADING SYSTEM

The following grading scale is in effect for all Calcasieu Parish elementary schools for Mathematics, English Language Arts, Science and Social Studies:

A	93 - 100%	Excellent
B	85 - 92%	Above Average
C	75 - 84%	Average
D	67 - 74%	Below Average
U	Below 66%	Failing

*This scale is also used for 2nd grade Social Living at T.S. Cooley.

Nine weeks grades are an average of daily/weekly assessments. The following scale is used:

A	3.5 - 4.0
B	2.5 - 3.4
C	1.5 - 2.4
D	1.0 - 1.4
U	0.0 - 0.9

Handwriting, Physical Education, Fine Arts, French, Social Living, and Conduct will be graded according to the following scale:

O	Outstanding
S	Satisfactory
N	Needs Improvement

GRADE REPORTING

All schools in Calcasieu Parish adhere to a 9 week grading period. Report cards for all students will be sent home approximately the 3rd day following the end of each 9 week period. Progress reports are sent home at 3 week intervals. **Parents/guardians are encouraged to access their child's Student Progress Center account to view current grades.**

EVALUATION

Students are evaluated both formally and informally. Data collected is used to provide diagnostic information, assess individual student performance, assess program effectiveness, and provide information for curriculum planning. Evaluations may include informal tests, projects, products, daily class work, classroom observations, student work portfolios, and activities designed and administered by teachers to diagnose and assess student performance.

Cheating on any assessment will result in an automatic failing grade for that assessment.

An assessment may be readministered to individual students for the purpose of determining mastery of material. The original grade on the assessment will not be altered.

RESPONSE TO INTERVENTION (RTI)

Students who struggle to meet expectations in core content areas may be placed in small and/or individual settings for the purpose of receiving research based interventions designed to focus on academic areas of weakness. Participation will be flexible, depending on a student's ability to show adequate progress.

*The magnet program curriculum at T.S. Cooley will not be modified for any student.

CONFERENCES

Conferences are held frequently throughout the year to discuss the progress of students. Parents are encouraged to contact their child's teacher at any time to arrange a conference. In order to ensure adequate instructional time, conferences must be held at a time other than the teacher's scheduled class periods.

*****Virtual options will be provided for conferences.*****

HEALTH SERVICES

MEDICATION AT SCHOOL

Absolutely no medication is dispensed at school without the proper documentation. Forms are available in the school office. All medications must be signed in by the parent/guardian. Medication will not be accepted from a child.

If medication is required at school, a parent/guardian may:

- 1 - Come to school and administer the medicine, or
- 2 - Secure a form for medication to be given at school. This form requires the signature of a physician. The medication must be properly labeled.

*Aspirin and other over-the-counter drugs are considered medication and will be handled in the same manner.

ILLNESS AT SCHOOL

Parents/guardians will be notified if a student becomes ill at school. Fever, vomiting, loose stools, or other such symptoms demand that students be removed from school. Students must be symptom-free for 24 hours before returning to school. Decisions concerning notification of parents/guardians require a judgement based on the student's statement of feelings and the observation of appearance and behavior.

*****Students exhibiting signs of illness will be placed in the isolated room in the front office. Parents/guardians are expected to immediately come to the school if they are called regarding student illness. Official guidance for return to school requirements after illness/quarantine can be found at www.cpsb.org.*****

COMMUNICABLE ILLNESSES

A student with any condition that is contagious must be excluded from school and may return as noted:

Measles: 7 days after appearance of the rash

Chicken Pox: 7 days after the appearance of the vesicle or when the vesicles are healed

Mumps: when the swelling has subsided

*****Refer to CPSB guidance for return to school policies regarding COVID and quarantine.*****

Students with skin diseases, including scabies, ringworms, impetigo, or unidentified rashes, must secure a note from a physician stating the child can return to school.

Parents/guardians are notified if head lice are found on a student, and the student will be excluded from class immediately, according to the guidelines set by CPSB. Students should be treated with a medication that kills lice and eggs. All nits must be removed from the hair. Proof of treatment is required before returning to school. School office personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. All students must be checked in through the office with the parent present before being cleared to return to class.

IMMUNIZATIONS

As noted in the registration procedures, all children attending school must have evidence of being immunized. If such proof cannot be provided, the child will be restricted from school until validation can be given.

VISION AND HEARING SCREENING

CPSB nurses complete screening on students in grades K, 1, 3, and 5 each school year. A parent/guardian will be notified of any concerns in these areas upon completion of such screening.

SCHOOL NURSE

The school nurse is an employee of the Calcasieu Parish School Board. When school health problems arise requiring the advice of a physician, the nurse will consult the CPSB Medical Advisor. The health of a school age child is the responsibility of the parents, school administrators, teachers, and the school nurse.

MEDICAL EXCUSE POLICY

An excuse is required if a student should be excused from recess, going outside, or Physical Education due to an injury or illness. A parent/guardian note is allowed for up to three consecutive days of excused participation. A doctor's note is required after the third day. Notes should be brought to the office and may be faxed to 217-4681.

SAFETY REGULATIONS

EMERGENCY INFORMATION

The safety of all students is of utmost concern at all times. Regularly scheduled drills and evacuations are conducted to ensure a definite plan of action in the case of an emergency. These drills are held regularly at unannounced periods throughout the school year. The drills are conducted to teach self-control in times of emergency and to assure quick and orderly evacuation of the school building. You can assist your child by discussing the importance of such drills and the necessity of following the directions and guidelines for the drills.

*****Drills will be modified to ensure proper social distance protocols. Verbal review of procedures will be emphasized.*****

Parents/guardians will be contacted through the automated school messenger system, and local media will be informed in the event of a dismissal due to an emergency.

*No child may be checked out when a school lockdown/shelter in place has been declared. An "all clear" must be approved from the CPSB Risk Management Department or law enforcement in order to release students.

STUDENT INFORMATION

It is extremely important that the school has accurate information on file concerning each child. Information should be updated in the Student Progress Center (online). Please complete ALL INFORMATION REQUESTED on the Student Enrollment Form that is sent home at the beginning of the school year. Should any of the information change during the school year, it is the responsibility of the parent/guardian to update information in the Student Progress Center (online) and notify the office so that changes can be made. It is imperative that the school is able to contact a parent or another adult who will take responsibility for a child in an emergency.

LEGAL CUSTODY

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgement shall be submitted to the school office. A copy of the judgement will be kept on file. In the absence of a legal document, a child can be released to either parent.

ARRIVAL AND DISMISSAL

Students are not to be at school prior to 7:15 AM. Support staff personnel are not responsible for the supervision of children. Upon arrival, all students should proceed to the cafeteria for Morning Assembly. Students arriving after 7:45 are considered tardy and must report to the office to be signed in by the parent/guardian.

*****Please contact the office to make arrangements for drop-off prior to 7:15 AM. We will work with each family due to limited bus capacity. All students will report directly to their classrooms each morning. Students will have an opportunity to eat breakfast. Breakfast will be eaten in the classroom or courtyard.*****

Your child should be informed on how he/she gets home before the start of the school day. You are highly encouraged to establish a consistent routine. Children often forget. A note to the teacher is crucial when there is a change in their regular routine. In emergencies, please call the office. We will notify your child of the change. Calling to change or communicate transportation plans should be rare. Calling daily or almost daily creates unnecessary confusion.

All students should be off campus by 3:15. Any student remaining at school past 3:15 each day should be enrolled in the Extended Day Program. Late pick-ups will be documented by office staff. A conference will be held after 3 late pick-ups in a semester.

Car Riders: All students transported to and from school by car need to be dropped off and picked up only at the designated covered areas on each side of the school. Cars should enter the line from Center Street. Please be courteous to other drivers. Students are not allowed to be dropped off or picked up in the front circle drive.

Parking on **school grounds** is not permitted at the time of dismissal. All parents will be required to pick up students in the car line.

Bus Riders: Transportation is provided at designated locations around the parish. Students are under school supervision while on the bus, and misbehavior may result in the loss of privilege of riding the bus. Parents will be notified of misconduct on the bus.

*****Bus riders will be dismissed on a staggered schedule to ensure proper social distancing.*****

A student requesting to ride a bus with another student for one time must receive approval from administration.

RAINY DAY DISMISSAL

In case of inclement weather, children will be kept indoors during dismissal and called to the pick-up point upon arrival of the parent/guardian.

PARKING

Please avoid parking in the front circle drive before 8:00 AM each morning and after 2:15 PM each afternoon. This area is reserved for bus pick-up/drop-off only.

There is no parking on campus to walk to the car line at the time of dismissal. No exceptions. Please plan accordingly.

VISITORS

All visitors, volunteers, and substitutes must register in the office upon arrival at school and receive a badge. Visitor parking is available in the front of the school or along the side streets.

*****No visitors are allowed on campus. Administrative approval is required for any volunteer duties requested by the school. Anyone entering the school must successfully pass the screening exam. Anyone needing to stop by the school for any reason during the school day should call the front office upon arrival. Business will be conducted in the front circle drive.*****

Visitors are welcome to attend any advertised program held at the school as well as any field trip with an invitation from the homeroom teacher. Siblings and students not enrolled at T.S. Cooley are expected to remain with their parent/guardian at all times.

*****There will be no field trips or programs for the 2020 - 2021 school year.*****

PLAYGROUND

Morning and afternoon recesses are provided for the students each day. Children are instructed to walk to and from the playground. No toys from home are allowed on the playground. Any student injured on the playground during recess will report to the office.

*****Students will play outside with their static group. Students will wear their face covering to the playground. Face coverings may be removed once students are social distanced outside.*****

PARENT & STUDENT RESPONSIBILITIES

It is the responsibility of each student to:

- 1 - Respect the rights and privileges of other students, teachers and staff.
- 2 - Arrive at school with the appropriate materials and assignments.
- 3 - Obey all school rules and behave in an acceptable manner.

*****Appropriate materials include a face covering and water bottle for the 2020 - 2021 school year.*****

It is the responsibility of the parent/guardian to:

- 1 - Ensure each student arrives at school on time.
- 2 - Support the learning goals of the magnet curriculum.
- 3 - Establish open communication with school personnel to provide a team approach for success.

To effectively maintain an environment conducive to learning, the following guidelines are in place:

COMMUNICATION

It is important that all contact information for each student is kept up to date at all times.

Parents/guardians can update personal information through the Student Progress Center. Please contact the front office for assistance.

1 - Important messages issued from the school will be sent periodically through the automated system. Contact the office to confirm the phone number(s) and email addresses that will receive these messages if you have questions or concerns.

2 - E-mail addresses requested on the student enrollment form will be used strictly for teacher communication and school business.

3 - REMIND accounts are used by each grade level throughout the school to send reminders about dates and events. No less than one parent/guardian per family is required to sign-up. Messages sent from T.S. Cooley on this platform are unable to receive a reply. These messages are reminders and are not all-inclusive of classroom events and activities.

4 - Conveying Messages to Teachers: Teachers may be contacted most efficiently via their CPSB email account. If you are unable to email a teacher, please contact the office. Please respect the personal time of teachers. Conducting school business by contacting staff members through social media accounts or texting is not permitted. **All school business should be conducted through CPSB e-mail.**

5 - Conveying Messages to Students: We value and protect instructional time. Immediate messages will only be relayed to students in the event of an emergency. Changes of transportation messages need to be called to the office before 2:00 to ensure the message reaches your child. **Transportation changes should be a rare event.**

6 - Conveying Messages to Parents/Guardians: Students are responsible for relaying school notes and graded papers to their parents/guardians. Systems are in place in each classroom to assist with organization and efficiency of these materials.

7 - Emails and phone calls are expected to receive a response within 24 hours on weekdays.

8 - We encourage a team approach to ensure success for each child. Please feel free to set up a conference, contact our counselor, or meet with administrative staff at any time to address concerns or highlight accomplishments.

GRADE LEVEL SPECIFIC INFORMATION

Each grade level will provide a document at the beginning of the school year to outline grading policies and classroom expectations. It is the responsibility of each family to acknowledge this document and refer to it throughout the year.

HOMEWORK

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned.

As stated in the absence policy, daily missed work and homework must be requested by 10:30 AM. Work may be picked up after 1:30 PM or emailed to the student/parent.

CHECKING SCHOOL BAGS/FOLDERS

It is important that student's book bags and folders are checked each and every day. Graded papers will be sent home each week and must be returned with a parent signature each week. Parents/guardians are encouraged to promptly respond to a teacher's request for signatures, conferences, supplies, etc. School planners are provided for students in grades 1 - 5 to communicate homework assignments and important events.

TEXTBOOKS

Student textbooks/workbooks are issued each year. It is the responsibility of the student to return the same textbooks issued in acceptable condition at the close of the school year. Lost or damaged books must be paid for at the close of the term.

MONEY ENVELOPES

When sending money to school for various purposes, please place the money in a sealed envelope or zippered bag with the child's name, teacher's name, amount enclosed, and the specific use intended.

*****Online payments are preferred. Visit www.cpsb.org/cooley, Online School Payments.*****

LOST AND FOUND ARTICLES

Parents/guardians are urged to put names in all jackets, coats, etc. brought to school. The Lost & Found cart is located in the main hallway. Students are encouraged to look for lost items on the cart. Unclaimed items will be donated to charity at the end of the term.

PERSONAL ITEMS

Electronic devices, toys, and trading cards of any type are not permitted at school. Any item that becomes a distraction will be confiscated. "Smart" watches/devices that are a distraction and/or used inappropriately will be confiscated. Disciplinary action may be used at the discretion of the administration.

SCHOOL POLICIES

DRESS CODE

Each student should arrive at school properly dressed and well groomed. Guidelines for acceptable, traditional, good grooming should be taught and enforced in the home by the parents/guardians as part of their responsibility in training their children for responsible citizenship. Cleanliness shall be a basic consideration.

The dress code policy of T.S. Cooley is used in conjunction with CPSB dress code expectations. The latest information can be accessed on the CPSB website (www.cpsb.org).

*****Please note the CPSB face covering requirements found in the CPSB Code of Conduct.*****

The following guidelines are in place in addition to the CPSB dress code expectations:

Spirit items purchased through the school (t-shirts, polos, socks and headbands) in good condition can be worn every day. Personal monograms/logos are not allowed.

Tan khaki or navy blue pants, skirts, shorts, or jumpers must be traditional uniform style and color. No jeans, corduroy, wind-suit material, sweat pants, stretch pants, leggings, spandex, baggy pants, carpenter or cargo styles, or side-knee pockets are allowed.

Appropriate shoes must be worn that allow students to actively participate in physical education. Athletic shoes with foot and ankle support are required. Students should not wear boots/shoes with a heel. Sandals are not allowed.

Clothing should not distract or disrupt classroom instruction or the school environment.

Appropriate dress is required for free dress days, picture days, free-bottom Friday's, etc. The length of all shorts/skirts/bottoms should follow the CPSB guidelines and reflect respectable students. Leggings are not allowed as a stand alone item.

Undershirts, compression shirts, and/or pants should be uniform colors. Note: royal blue is not an approved uniform color for T.S. Cooley.

Socks are required at all times and should be navy blue, khaki, hunter green, black, white, or the approved spirit socks purchased through the school.

No headwear shall be worn on campus, with the exception of knit caps in extremely cold weather.

*****T.S. Cooley baseball caps purchased through the spirit store will be allowed on designated days.*****

Any complaint concerning the dress code shall be dealt with by school administration.

CLASS FEES

Fees are designated for classroom supplies and are collected at the beginning of the school year. These fees allow for the purchase of classroom needs, art supplies, and technology not furnished by the school system. Contact the administration if a problem arises whereby fees cannot be paid in a timely manner.

*****T.S. Cooley fees are \$15/student. The fee for virtual students enrolled in CPSB Connected Classrooms is \$25/student.*****

FIELD TRIPS

T.S. Cooley students are afforded the opportunity to participate in numerous field trips. These trips are an extension of the curriculum for each particular grade level. The appropriate fees must be paid before a student is allowed to attend a field trip, including class fees, cafeteria bills, and extended day balances. The student must also have a permission slip signed by a parent/guardian. The school office cannot accept verbal permission over the phone for a child to attend a field trip. All students in the class must travel on the bus with the teacher to the field trip.

*****There will be no field trips for the 2020 -2021 school year.*****

Chaperones for field trips are occasionally required. In this case, it is most often asked for parents/guardians to provide their own transportation. Please do not bring other family children on the trip, especially if they are enrolled in school. As a chaperone, you may be asked to transport lunches, supplies, and possibly children that become ill while on the field trip.

Refunds for field trips are not guaranteed if a student is not able to attend.

CLASS CELEBRATIONS

Class celebrations are held at several points during the year to recognize holidays or achievements in the classroom. Other children not enrolled at Cooley should not attend these celebrations unless specifically approved.

Refreshments or treats that do not require special attention may be sent to school with permission of the teacher. These treats will be shared by the class at lunch or under the direct supervision of the classroom teacher. Treats must be store-bought and sent to school in the original packaging with ingredients listed. Homemade treats are not allowed.

Birthday parties for students or teachers will not be permitted during the school day. Cupcakes or cookies in observance of a birthday are acceptable and will be distributed in the cafeteria during lunch. Please do not send flowers, plants, and/or balloon arrangements to school for your child. Delivery for these items will be refused. Invitations for parties should not be distributed at school to a select group of students. The whole class, all girls, or all boys must be included to distribute invitations at school.

CLASS ROSTERS/PARENT REQUESTS

Placement of students is based on the needs of all children in each grade level. We work tirelessly to create a balanced classroom to ensure the highest possible levels of academic and social development for all children. Parent concerns are considered. Requests are not guaranteed.

CAFETERIA

Our cafeteria is especially interesting and attractive to students and we strongly encourage participation in the breakfast and lunch program. Meals are well-balanced and tastefully prepared to promote good nutrition.

A computer system is used to monitor meals served and payments received. **Advanced lunch payments are required. No charging is allowed. Online payments are preferred. Monthly payments are preferred.** Payments sent to school should be sent in a sealed envelope marked with the student's name. Free and reduced lunches are available to qualifying families. Free and reduced meal applications are online only. Application information is included in each child's Meet & Greet packet. The cafeteria manager and administrator will notify you if your child's account becomes delinquent.

Students may bring their own lunch to school, and it must be eaten in the cafeteria.

*****Meals will be provided for CPSB Connected Classroom virtual students. Visit www.cpsb.org for details.*****

Parents are invited to each lunch with their child when space and numbers permit. Please call our cafeteria manager prior to 9:00 AM if a meal will be purchased.

*****There will be no lunch visitors for the 2020 - 2021 school year.*****

Quiet conversation is permitted in the cafeteria. Students are expected to use acceptable manners and keep their eating area clean.

*****Students will eat with their static groups in their classrooms or designated outside areas.*****

EXTENDED DAY

As an added service, T.S. Cooley offers an Extended Day Program which provides adult supervision after the regular school day. The students are kept at school and monitored by paid staff under the guidance of the school administration and guidelines established by the CPSB. This is a structured time that allows students to complete homework, enjoy snacks, and play supervised games.

A registration fee, insurance, and routine payments are required for participation in this program. Payments are due prior to care. Failure to pay in a timely manner is a valid reason for dismissal. Applications and more detailed information are available through the school office or by contacting the Extended Day Coordinator.

*****There will be no drop-ins allowed. Registration packets will be available at Meet & Greet. All packets must be returned prior to the first day of school. Students will stay in static groups of no more than 25 students. Pickup for all students will be curbside. Parents will call the advertised Extended Day phone number upon arrival and students will be escorted to the vehicle.*****

PTO

Our Parent Teacher Organization is active and open to all parents, grandparents and supporters of T.S. Cooley. Multiple opportunities are available throughout the school year to volunteer time and talent in various areas around the school. Statistics indicate that children perform much better in school when their parents are involved in school activities. We truly appreciate the support!

*****Traditional volunteer activities will not take place due to visitor restrictions. Adjustments will be made and advertised on our website and PTO Facebook page.*****

STUDENT SERVICES

MORNING ASSEMBLY

Morning Assembly is held each morning in the cafeteria beginning at 7:40 AM. Student leaders make announcements, celebrate achievements, lead a patriotic song, and say the pledge. Students are required to be present and actively participate during assembly.

*****Students will not gather for Morning Assembly for the 2020 - 2021 school year. A modified version of assembly will be broadcast to each classroom every morning.*****

While waiting for assembly to begin, students are expected to read. This is preparation for the school day, and students are expected to conduct themselves accordingly.

ENRICHMENT

The following Enrichment classes are offered for T.S. Cooley students:

French

Physical Education

Music

Art

Library

Theater - Paw Productions

*****Students will transition to Enrichment classrooms in their static groups. Face coverings must be worn for all students during these transitions. Each classroom will be thoroughly cleaned and disinfected between classes. Paw Productions will not be offered for the 2020 - 2021 school year.*****

SERVICES

Speech is offered to any student who has been diagnosed as needing assistance in this area. Individual and small group instruction enables a student to become proficient and secure in his/her speech.

SPARK classes are offered for gifted students that qualify for the program. At present, students are bused from T.S. Cooley to Dolby one day per week. Contact the school counselor for additional information.

*****SPARK teachers will visit T.S. Cooley and service static groups in a separate classroom.*****

Additional services may be provided by CPSB based on a student's individual needs.

EXTENSIONS TO THE CURRICULUM

The following opportunities are currently available for T.S. Cooley students:

4-H

Tech Cubs

Beta Club

Chess Club

50+ Student Leadership Positions

Kids for Christ (student-led faith-based club)

All Pro Dads (parent-initiated monthly meetings)

*Various academic competitions will be held throughout the school year. Entries are dependent on local competitions offered and the qualifying criteria for each competition.

*****There will be no club participation for the first 9 weeks of school. Changes will be advertised in the school newsletter and website.*****

DISTRICT AND STATE POLICIES

Visit www.cpsb.org, Parents/Students, Resources for a complete list of all current CPSB guidelines and policies.

The Family Educational Rights and Privacy Act (FERPA) can be found [HERE](#), and at the posted link.

• 2020 - 2021 •

COOLEY CONNECTION

WWW.CPSB.ORG/COOLEY

Communication is the key to our success!
Check the headlines on our website
at least weekly to stay connected!

ALL information below can be accessed on our site.



NEWSLETTERS

We are going digital! School and classroom newsletters will be distributed each Monday.

ACCESS INFORMATION:

SCHOOL: Quick Links | Weekly Newsletters
CLASSROOM: Link in REMIND message

****This information is essential for success! ****



ONLINE PAYMENTS

Online payments are available for all fees collected throughout the year.

ACCESS INFORMATION:

Quick Links | Online School Payments



CAFETERIA FEES

Cafeteria fees are paid through a separate link. Advance payments are required.

ACCESS INFORMATION:

Quick Links | Make a Cafeteria Payment



EXTENDED DAY

Our Extended Day Program is available this year with **monthly tuition** only. No drop-ins will be allowed. Details, registration packets, and payment information can be picked up from the front office OR accessed online.

ACCESS INFORMATION:

HEADLINES | EXTENDED DAY PROGRAM



CONTACT INFORMATION

Email addresses and websites for all teachers are accessed on our school site. All emails are answered within 24 hours on weekdays.

ACCESS INFORMATION:

GOLD FACULTY TAB AT TOP OF PAGE

The first place to access curriculum information in the event of quarantine or school closure will be the website of your child's homeroom teacher.



REMIND

REMIND messages are the primary source of communication from homeroom teachers to families. Each grade level has a specific code to receive messages. (Codes are included in this packet.)

Each family is required to have no less than one guardian sign up to receive messages.



SPIRIT ITEMS

The final deadline to purchase spirit items for the 2020 -2021 school year is September 30th. We will not place another order after this date.

ACCESS INFORMATION:

HEADLINES | ORDER SPIRIT ITEMS



DAILY REQUIREMENTS

Each student is required to wear a face covering at school. (Details can be found at <https://www.cpsb.org/Page/412>)

***All students should also bring a water bottle to school daily. Water fountains will not be used this school year.**

Pop-top bottles are preferred. Water refill stations will soon be installed on our water fountains.*



