

Coy Elementary School Student/Parent Handbook 2023-2024



Coy Elementary School
3604 Pickle Road
Oregon, Ohio 43616
419-693-0624

www.oregoncityschools.org

Coy Elementary School Mission Statement

The mission of Coy Elementary School is to foster exceptional academic achievement, lifelong learning, and social responsibility through powerful, positive relationships among its students, staff, and parents.

Dear Parent/Guardians and Students,

Welcome to Coy Elementary School and to the 2023-2024 school year! We are glad you are part of our educational family. We have a terrific group of students, staff, and parents who work together to provide excellent instruction, enriching activities, and a safe, warm environment in which our children learn and grow.

Coy Elementary School welcomes students from kindergarten through fourth grade. Our excellent staff is composed of individuals with a wide variety of educational and life experiences that enrich their work with students. Our parents and grandparents work very hard to give our students opportunities to learn outside our walls and experience social activities that enable them to grow into well-rounded, healthy individuals. Our students work every day to be responsible, respectful and build relationships with each other and with the adults who help them grow.

The purpose of this handbook is to help students and parents become better acquainted with the policies and procedures at Coy Elementary School. Feedback is critical for learning, so we also welcome you to call us with comments or questions at 419.693.0624 or email me at amolnar@oregoncs.org.

Again, we are excited to have you with us and we're confident that by working together we can help our students to be respectful, responsible and able to build strong, healthy relationships.

With warm regards,

Mrs. Amy Molnar, Principal

COY ELEMENTARY ROOM ASSIGNMENTS/PHONE EXTENSIONS

Rooms	Name	Dept.	Room
107	Mrs. Blanchong	Kindergarten	107
112	Mrs. Day	Kindergarten	112
106	Mrs. Moore	Kindergarten	106
111	Mrs. DiBenedetto	1 st	111
104	Mrs. Maher	1 st	104
105	Mrs. Spears	1 st	105
117	Mrs. Collins	2 nd	117
113	Mrs. Galvan	2 nd	113
114	Mrs. McGrady	2 nd	114
229	Mrs. Wilson	Counselor	229
204	Mrs. Gyurke	3 rd	204
206	Mrs. Laurell	3 rd	206
205	Mrs. Zeisset	3 rd	205
213	Mrs. Anderson	4 th	213
214	Mrs. Kessler	4 th	214
212	Ms. Shanks	4 th	212
209	Mrs. Kujawa	STEAM Integrator	209
218	Mrs. Givens	Intervention Specialist	218
115	Mrs. Rankin	Intervention Specialist	115
103	Ms. Good	Intervention Specialist	103
102	Ms. Washburn	Intervention Specialist	102
108	Mrs. Sagrero	Nurse	108
109	Ms. Roth	Secretary	109
119	Mrs. Molnar	Principal	119
149	Mr. Conley	PE	149
116	Mrs. Hagemann	Head Cook	116
229	Ms. St. Jullian	Title I	216
208		Title I	208
210	Mrs. Koegel	Title I	210
215	Ms. Allgeier	Music	215
Library	Mrs. Beach	Librarian	239
204	Ms. Kretzer	ESL	240
110	Officer Moore	School Resource Officer	110
211	Dresher & Associates		169

DAILY TIME SCHEDULE

Building Entrance Bell - 8:50
Student Breakfast Begins - 8:45
Classes Begin - 9:05

Recess/Lunch:

K - 11:20-12:10, 1 – 11:50-12:40, 2 – 11:55-12:45, 3 – 12:30-1:20, 4 – 12:35-1:25

Prepare for Dismissal - 3:30

Dismissal - 3:35

DROP-OFF / PICK-UP POLICIES

Students are permitted to be dropped off at 8:45 if your child is eating breakfast. Students not eating breakfast will be dropped off in the front and wait for the 8:50 bell before entering their class. When dropping off children you must follow the flow of traffic. **Do not enter the Northeast driveway. The Northeast driveway is reserved for buses. When dropping off, please pull all the way up to the cone at the far end of the circle before allowing your child to leave the vehicle. ONLY STUDENTS WHO CAN WALK INTO THE BUILDING BY THEMSELVES SHOULD BE DROPPED OFF IN THE CIRCLE. PARENTS WHO NEED TO ACCOMPANY THEIR CHILD INTO THE BUILDING SHOULD PARK IN THE EAST PARKING LOT THEN PROCEED INTO THE BUILDING. PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING WITHOUT PRIOR PERMISSION FROM THE OFFICE. STUDENTS ARE TO WALK TO THEIR CLASSROOMS ON THEIR OWN.**

When dropping off a tardy student, after 9:05 a.m., please escort your child into the main office to sign him/her into school.

When picking up your child from school at the end of the day, you must park your car and wait for the dismissal bell. Students are not to exit the building into the parking lot without an adult. Students should leave for home promptly at 3:35 p.m.

COY ELEMENTARY POSITIVE BEHAVIOR SUPPORT SYSTEM

Philosophy

Coy Elementary School strives to provide a safe, secure, stimulating environment for all learners. We believe that in order to achieve this goal all students must be taught clear behavioral expectations. With hard work and dedication, the entire staff, parents and students agree to uphold our guiding principles of being responsible, being respectful, and building relationships.

Universal, Unconditional Student Support

Coy Elementary School staff values the unique qualities and abilities inherent in each individual student regardless of how that student performs or what he or she accomplishes. In order for students to meet behavioral expectations, it is imperative they realize their own individual worth and importance as a member of the school community. Part of what makes a safe, secure, and stimulating environment for all learners is the ability to make mistakes and learn from them. Positive risk taking can lead students to reach heights they may not have thought possible. We believe: every person learns, every person can contribute and every person makes mistakes. To that end, all staff members have committed themselves to fostering each student's understanding of his or her unique place at Coy Elementary School. This commitment includes, but is not limited to:

School-Wide Responsibility Agreement

Coy Elementary School staff agrees to post, teach and model our three guiding principles, as well as clearly articulated classroom rules that reflect these principles. The staff has committed to support students' acquisition of the skills necessary for living out these principles.

Building-Wide Guiding Principles

Together We are one!
Passion for Growth!
Own it!

School-Wide Management System

All classrooms throughout the building have the same color-coded system to track student behavior. Students begin on the color green daily. The color coded system will run as follows:

Green – All students begin daily

Yellow- Student warning

Orange- Lose 1/2 recess and complete a written penalty as assigned by the teacher

Red- Student is sent to the office to complete a "think sheet" and a written penalty regarding the color changes. The "think sheet" will be discussed with the principal or designee and sent home with the student. The student is required to return the "think sheet" to the office upon their return.

Blue- Office referral and a minimum of a before school intervention will be assigned. A phone call to parent will also be made by the principal or designee.

Minor and major offenses are defined below. Our card system is in place throughout the entire day in every area of our building. Minor offenses will require a single card pull. Major offenses will require the student to turn their card directly to blue. Should a student receive three blue cards in one quarter, a parent conference will be required. If a student continues to pull his/her card to blue beyond the parent meeting, the student will lose the opportunity to participate in privileges as decided and discussed during the parent conference. Should a student receive more than three blue cards during a quarter, an in/out of school suspension could be assigned.

Minor/Major Offense Chart

The chart below defines a list of minor/major offenses. **The determination of minor/major offenses will be at the discretion of the staff member involved.**

Behavior	Minor	Major (Automatic Blue Card)
Inappropriate Communication	Name calling, insults, inappropriate slang and non-directed profanity or drawings	Any abusive language/drawings/racial slurs viewed as threatening, physical harm or bullying/harassing
Physical Contact/Fighting/Physical Aggression	Not keeping hands, feet and objects to self	Intentionally harming others
Defiance/Overt Defiance	Purposefully not following directions Lying	Insubordination, back talk to any staff member
Disruption	Talking while others are talking, shouting out, excessive talking	Temper tantrum, exposure of private body parts, throwing items
Property Misuse/Stealing	Breaking own materials, writing on another person's/school property	Destruction of another person's/school's property; intentionally taking something that does not belong to him/her Restroom misuse
Weapons (Real or Fake)		Weapon or any resemblance of a weapon real/fake including but not limited to: guns, knives, lighters or any type of explosive material
Tobacco/Vapes and/or Drug Products		Any type of tobacco/drug/vape product
Technology Use		Inappropriate behavior while online

***In the case of a serious offense involving physical injury, weapons (real/fake) or drugs, the administrator will take immediate action, which could result in emergency removal and/or suspension.

Expectations and Responsibilities

Students are permitted as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that individuals must be willing to accept responsibility for their own actions. To ensure that each student receives a quality education free from disruption, it is very important that students, parents, and teachers know and share the responsibilities that lead to that goal.

Student Responsibilities

1. Be at school every day, on time.
2. Dress in a neat, clean, and proper manner.
3. Treat the school staff with respect.
4. Put forth an honest effort each day.
5. Obey all school and classroom rules.
6. Listen to the teacher, follow directions, and answer all questions required.
7. Bring school supplies as required for classroom work.
8. Do all assigned work.
9. Act in a manner that does not injure, threaten, or scare others.
10. Take home graded papers and written information from school.
11. Help make the school a place where everyone can learn.

Parent Responsibilities

1. Send your children to school regularly and on time.
2. Keep in close contact with the school to ensure good communication.
3. Assume responsibility for helping your children develop good habits of behavior.
4. Speak positively about the school and education in front of your children.
5. Recognize and help your children understand that the teacher assumes the role of the parent while your children are at school.
6. Encourage and lead your children to develop proper study habits at home.
7. Teach your children respect for property and the rights of others.
8. Make certain your children come to school well-rested
9. Provide necessary school supplies for your children to perform classroom work.
10. Plan to discuss daily work assignments and report cards with your children in a constructive manner.
11. Attend requested parent conferences.

Teacher Responsibilities

1. Provide an effective program of education and maintain an atmosphere conducive to learning.
2. Serve as a model for students by showing respect for themselves, their students, students' parents and school personnel.
3. Maintain close contact with parents regarding their child's/children's progress.
4. Indicate a genuine interest and concern for the welfare of the students.
5. Assist students in every possible way to follow the rules of expected behavior.
6. Teach students responsibility for their actions by enforcing the rules of conduct and disciplining fairly and appropriately.
7. Recognize the growth, success, and achievement of students while allowing for individual differences.

School-wide Behavioral Expectations

Respecting everyone's rights in the classroom is very important, but there are also other times when students are not in the classroom that care must be taken to act appropriately. Good behavior is also important on the playground, in the cafeteria, during assemblies, walking the hallway, using the restroom, and during any school-related function. The following matrix is meant to help guide and encourage appropriate student behavior in these special situations.

The Ram Way

	Recess	Cafeteria	Restroom	Hallway	Assembly
Together We Are One!	-Play fair and share -Include others -Be kind -Use equipment properly -Remain quiet in line and walk quietly into building	-Be considerate of others -Wait patiently -Help others -Follow staff directions	-Wait patiently -Respect privacy of others	-Quiet in hallways -Move with the flow of traffic	-Respond immediately to quiet signal -Actively listen
Passion for Growth	-Solve problems peacefully during recess -Try different activities -Make new friends	-Remember your lunch number -Use table manners	-Use scheduled breaks	-Hands and feet to self -Face forward -Take care of hallways -Respect others' property	-Respond appropriately to guests, speakers and performers.
Own It!	-Own your words, choices, and actions -Think before acting -Communicate problems to monitors	-Clean up area -Use walking feet -Use inside voices	-Use toilets, sinks, soap and towels correctly -Clean up -Be quiet and quick	-Use walking feet -Get Permission -Listen to Staff	-Remain in one spot facing forward -Sit cross-legged -Keep hands and feet to yourself

Positive Support for Student Success

Recognizing students' positive traits and achievements stimulates them to succeed. To that end, teachers have classroom rewards/incentives built into their system and students are chosen monthly to recognize their positive behavior with the principal.

POSITIVE STUDENT RECOGNITION

All students are recognized during the end of year classroom awards. Grade levels recognize the following accomplishments:

Kindergarten Graduation – diploma, perfect attendance and citizenship

1st Grade – promotion/completion, perfect attendance and math facts

2nd Grade – promotion/completion, perfect attendance, math facts and citizenship

3rd Grade – promotion/completion, perfect attendance, math facts and citizenship

4th Grade – promotion/completion, math facts and perfect attendance

PARENT-GRANDPARENT ASSOCIATION

The Coy Parents' and Grandparents' Association (PGA) is a dynamic organization made up of parents and grandparents who are willing to share their time and talents to help increase student achievement and enhance our school climate. Call our school office for more information about contacting our officers.