

# **KINDERGARTEN STUDENT HANDBOOK**

## **2023-2024**

Copopa Elementary School  
13644 West River Road  
Columbia Station, OH 44028  
Phone (440) 236.5020 FAX (440) 236.1220

### **Office Hours**

8:00 a.m. - 3:45 p.m.

### **School Hours**

8:00 - 8:20 ~ Breakfast

*(Students arriving on a bus will be released from the bus for breakfast at 8:00)*

8:10 ~ Car Rider Drop-Off

8:10 ~ Bus Rider Drop-Off

8:30 ~ Tardy Bell

*(Students need to be in the classroom at 8:30)*

3:20 ~ Car Rider Dismissal

3:30 ~ Bus Rider Dismissal

### **Important Numbers**

Copopa Office .....	440.236.5020
Copopa Fax .....	440.236.1220
Board Office .....	440.236.5008
Transportation (Bus Garage) .....	440.236.8222
Columbia Middle School .....	440.236.5741
Columbia High School .....	440.236.5001
Little Raiders Preschool .....	440.236.5021

### **Kindergarten Teachers**

Mrs. Andrews

Mrs. Gawronski

Mrs. Moore

Mrs. Ondrejko

## **Dear Parents,**

As your child's kindergarten teacher, I look forward to getting to know both you and your child. Each school year is new and exciting for me as I am sure it is for your child. New friends and experiences await us all!

This packet is designed to acquaint you with the policies of the kindergarten classroom. The kindergarten classroom is "ours" as it belongs to you, your child, and to me, the teacher. Each of us will have a special role to play in order to make this year a valuable experience.

**Please make sure you take the time to review the Copopa School Handbook as well as this one. There are some items that are not addressed in this booklet that are procedures, routines, and expectations for all students in the building.**

## **Attendance Procedures/Office Info-**

You must notify the office and teachers of any changes in bus routes, addresses, phone numbers, medicines, etc. You also need to call the office for any absences. **You must sign your child in and out** of the office if they are tardy or leaving early.

## **Planned Absence-**

You will need to obtain a Planned Absence form from the office (at least three school days in advance) if your child will be missing school for an extended amount of time (e.g., vacation). Planned absence will be authorized by the principal.

## **Supplies and Forms-**

Please bring in your child's supplies at their appointment time. Your child will put their supplies away at this time as a way to get to know their classroom and teacher a bit more. You will be filling out forms for me, the teacher, at this time. I will collect the forms when I bring your child back to you.

## **Parent-Teacher Communication-**

Report cards will be sent home quarterly. Parent-teacher conferences are held in November for all students and March if needed.

We will be using Bloomz and a district App as a way to communicate. Look for information to come.

## **Self Help Skills-**

Your child should be able to take care of toilet needs by themselves. This includes wiping themselves and buttoning or snapping their pants. The children will be tying their own shoes (or attempting their best). Please help them at home as they develop this important skill. If they are unable to tie, please use Velcro or slip-on shoes. As cool weather sets in, children need to independently put on and zip or snap their jackets. Please make sure they practice this skill at home as well.

Your child will be writing their name on just about everything they make. Providing your child with paper and writing utensils will help them to become strong writers. Writing their name from left to right with **one capital and the rest lowercase letters** is what we are targeting this fall.

We work hard in kindergarten on appropriate school behavior. Rather than interrupting the flow of discussion or instruction to constantly re-direct individuals, the children in our class will participate in a PBIS Raider Way behavior program. This helps each child gain more self-control. It is very important for your child to develop control of his/her own behavior.

### **Snack and Lunch-**

We will provide a "working snack" during our day. We will send home a note asking for monthly snack donations.

We are using a point-of-sale system, PaySchools Central, to put money on your child's lunch account. Information will be sent home with your child to explain this procedure. Milk is included with a school lunch. Milk can be purchased for anyone who packs a lunch.

### **The First Weeks of School-**

All children are at very different levels. The first few weeks of kindergarten are VERY routine. Please do not panic if you think the work is too "easy" for your child. Our lessons will include various levels for all children to be challenged. For example, when we brainstorm and write all the "Aa" words we can think of, some children will be learning what the letter "Aa" looks like. Others will identify how it sounds in different words; while other children will watch as I write the word and see how to put letters together to form a word and read it. All levels are very typical for a kindergarten class. Your child will learn a lot this year. All children are at different levels.

### **Buses-**

If your child is a bus rider, he/she should take the bus on the first day of school. It can be a difficult separation to watch your child get on the bus, but the best thing that you can do for your child and their classmates is to let your child begin the routine from the very first day of school.

The bus tag given to your child at their appointment time should be worn the first few weeks of school. It is VERY IMPORTANT for your child to learn what bus number they ride home.

Children will be escorted to their buses after school by their teacher for the first week. Soon they will be doing this independently. **Make sure your child knows their bus number.** (Depending on a friend to guide your child is not always a good idea as they may be sick, etc. Your child needs to be confident in their ability to get to their bus.) Teachers and the principal will be around to help your child every day throughout the year.

### **Homework-**

Homework is given in kindergarten to provide a connection between school and home. Doing these activities will help your child practice the skills that are learned at school. We do expect these activities to be completed. We will be sending home high frequency words weekly, and as they come up in our lessons throughout the year. Math Simple Solutions homework will be given. More information will follow.

Thank you in advance for taking the time to help your child be a successful kindergartener!

### **Checking Book Bags-**

I will remind all of the children to check their bags for any money, papers, or notes **as they come into the room**. The children will be learning to be responsible for their things. (It is impossible for the teacher to check every book bag.) Responding to notes found at the end of the day as the child is packing up their belongings is nearly impossible. We look forward to seeing their responsibility grow.

### **Grading-**

Encourage your child to do their best work. Please make sure you go over the papers that come home with your child. If there are any errors, please go over the mistakes.

To see Kindergarten Common Core Standards, visit the Ohio Department of Education website or go to [www.corestandards.org](http://www.corestandards.org).

### **Birthdays-**

Outside birthday treats or gift bags are prohibited from being sent into the building. We will recognize him/her on their special day with lots of good wishes.

### **Reminder-**

Please do not bring any toys to school. We have plenty of learning items in our classroom and the playground is for running around and having fun. This is a school-wide policy.

# Go Raiders!

