Milton Cooper Elementary

18655 Imperial Valley Dr.	Leticia Gonzalez, Principal
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Dear Cooper Elementary Parents/Guardians:

On behalf of the entire staff we extend a warm welcome to Cooper Elementary. We are looking forward to helping you, and especially your child, have a great and memorable school year. I want to thank you for your support in our endeavor to educate your child! It takes a team to educate a child, and we could not do this without you.

We believe that every student in our school should experience success in a safe learning environment. We need YOUR help to accomplish these goals. Please take time to read the following school policies carefully and help us make our school a safe and exciting place to learn.

1. **The School Day**

   Staff members report to morning duties at 7:30am, ***therefore students are not to be dropped off before 7:30am because there is no one to supervise them***. Breakfast will be served *in the classroom* from 7:30 am to 7:50 am. Detailed information regarding breakfast in the classroom is on a separate sheet. If your child will be eating breakfast here please make sure they arrive on time. The students are to report to their classroom as soon as they arrive at school. The students are not to loiter in the hallway. The first bell will ring at 7:55am, and they will be considered tardy after 8:00am. Students will be dismissed at 3:15pm. Parents are asked to wait outside of the school until the bell rings.

2. **Classroom Interruptions**

   Instructional time for both teachers and students will be safeguarded by school staff, parents, and visitors. Interruptions to the classroom will not be allowed unless cleared through the office or principal. Any parent wanting to remove a student from the classroom must first receive a clearance slip from the office. Student supplies, lunches or lunch money will be delivered by the office staff with the purpose of allowing the classroom teacher maximum instructional time for all students.

3. **Parking**

   The parking area directly in front of the school is designated as visitor parking. Please do not park in the parking lot which is in front of the cafeteria. This area is designated for buses, staff and YMCA.

4. **"CHAMPS"**

   CHAMPS is a district initiative being implemented at all SISD schools this year. The overall goal of the *CHAMP*'s classroom management system is to develop an instructional structure in which students are responsible, motivated and highly engaged in the specific task at hand.

5. **Parent/Teacher Conferences**

   We recognize that both parents and teachers are busy and have full schedules, therefore all parent/teacher conferences must be scheduled in advance. Teachers have a scheduled planning period each day designed for instructional planning with grade-level teachers and for parent conferences.

6. **Telephone Privileges and Messages**

   Student emergencies will always receive priority attention with school office staff. Student messages will be placed in the teacher's mailboxes. Only emergency messages will be delivered to the classroom.

7. **School Visitations**

   Parents and visitors are always welcomed to the school and are asked to check in at the office upon arrival. Be prepared to present your driver's license or state id in order to be issued a visitor's badge which *must be worn while on campus*. Wednesdays are set aside as the day parents can join their child for lunch. Classroom visitations can be arranged in advance through an administrator and are limited to 45 minutes daily. Please check in at the office first. Parents and visitors who are guests of the school are not responsible for and do not have authority over other children at any time.

Your cooperation in complying with these school rules is greatly appreciated. I look forward to your involvement in the education of your child(ren).

Sincerely,

Leticia G. Gonzalez
Principal