

COE  UNITY

*council oak*  
**ELEMENTARY**

**FAMILY**  
**GUIDEBOOK**  
**2024-2025**





# WELCOME

LETTER FROM

*Robin Emerson*  
interim principal

Welcome to a new school year at COE. It is going to be an incredible year for all of us. We are dedicated and focused in creating a learning experience that is inclusive, supportive and honors the holistic and academic growth for each child. We hope that you embrace our **COEmmUnity** and partner with us as we work creating experiences that nurture the life long love for learning. Thank you for choosing COE and trusting us to provide high quality educational opportunities.. We thrive best when we have your support and we invest in our kids together.

We do hard things WELL at COE!

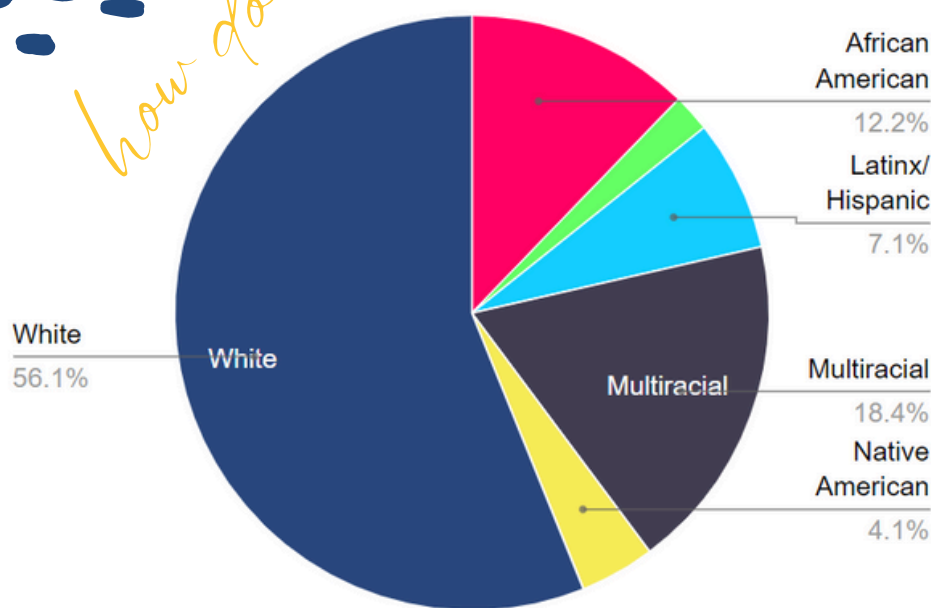
My Best,  
Robin



# council oak elementary ABOUT US

BY THE NUMBERS...

*how do we identify?*



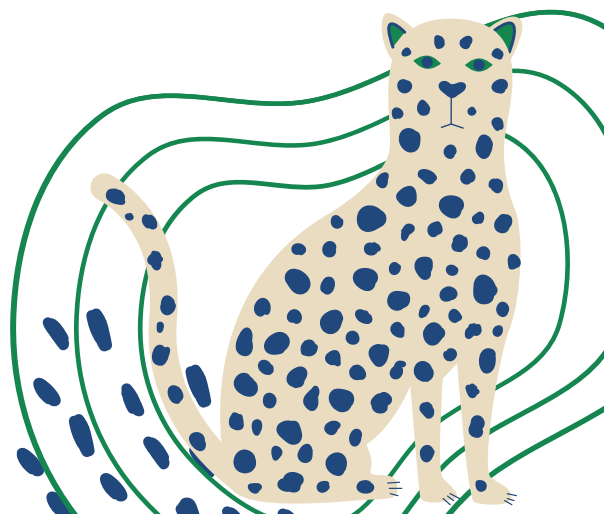
**530** children  
**63** faculty & staff  
PreK- 5th Grade  
**2** Amazing Family  
Organizations:  
The Council Oak PTA  
& The Council Oak  
Foundation



**1 Mission**

**1 Vision**

**1 COEmmUNITY**





# MISSION

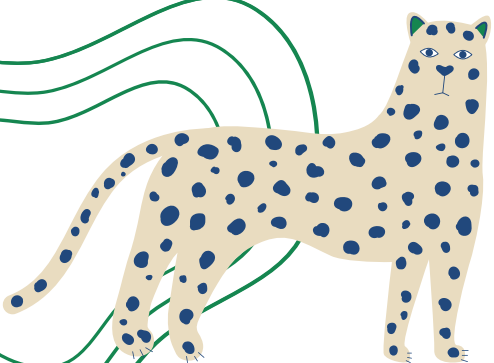
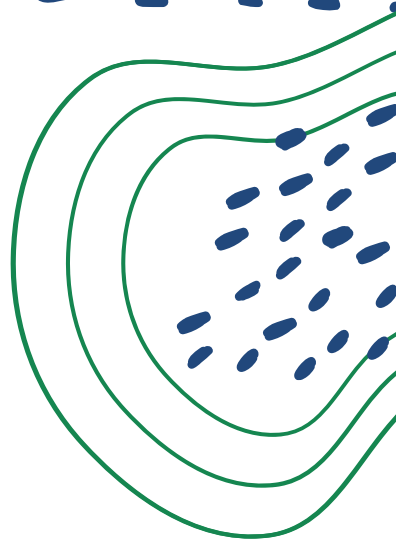
Council Oak creates an inclusive and supportive community that honors the holistic and academic development of every child.



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# VISION

At Council Oak, we nurture a lifelong passion for learning, driven by curiosity and exploration, centered around the whole child.



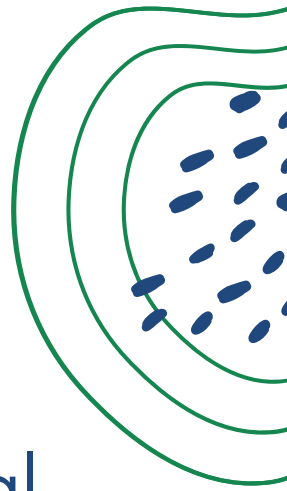




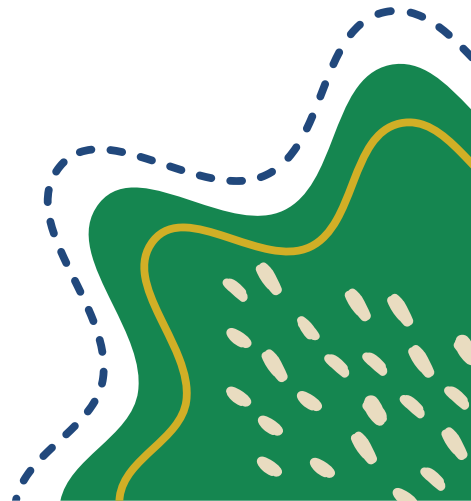
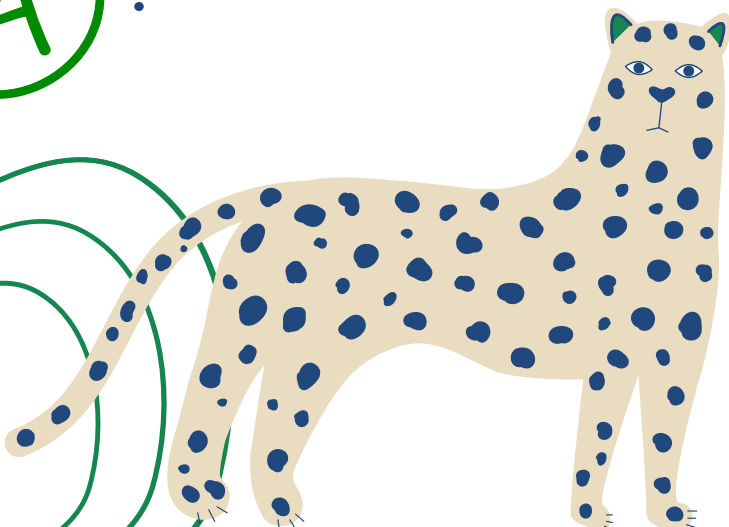
*Council Oak*

# ATTENDANCE GOALS

Our Attend to Win goal is 97% for attendance. We want to decrease our chronic absenteeism by 0.08%.



This is a 4% increase from last school year. Meeting this goal helps us to achieve our overall School Grade Goal of **A**!



# HOW DOES COUNCIL OAK ENVISION COEmmUNITY?



**COEmmUNITY** is Council Oak's commitment to our children, families, and partners to cultivate active and authentic learning experiences based in our core beliefs.

We believe that COEmmUNITY creates the foundation for :

- Meaningful Relationships
- Empowerment
- Embracing Knowledge
- Critical Thinking
- Creativity
- Agency
- Curiosity
- Resilience
- Compassion
- Respect
- Whole Child
- Wonderment
- Constructivism
- Life Long Learning



- love and genuine understanding
- dignity and common decency, even in hard moments
- their desired name being used and pronounced correctly
- having their identity expression honored
- a calm and safe space to learn







# council oak WHO'S WHO



**Robin Emerson**  
Interim Principal



**Carrie Jones**  
Dean of Climate  
& Culture



**Travis Henson**  
Dean of Student  
Supports



**Shelly Trim**  
Principal's  
Secretary



**Marci Penwright**  
Administrative  
Clerk



**Patsy Morgan**  
Health Assistant



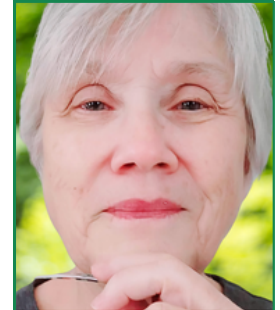
**Chelsie Fondren**  
Reading  
Interventionist



**Susan Johnson**  
Speech  
Pathologist



**Emily Gonzales**  
ESS Specialist



**Judith Ide**  
ID/ESS Specialist



**Richard Carter**  
5th Grade Teacher  
Science/SS



**Nicole Lockridge**  
5th Grade Teacher  
Math



**Rachel Scroggs**  
5th Grade Teacher  
ELA



**Dominique Jones**  
4th Grade Teacher  
ELA



**Mollie Miller**  
4th Grade Teacher  
Science/SS





**Jana Simmons**  
4th Grade Teacher  
Math



**Erica Danley**  
3rd Grade Teacher



**Betty Foshee**  
3rd Grade Teacher



**Kresta Teegarden**  
3rd Grade Teacher



**Mary Boggs**  
2nd Grade Teacher



**Cacey Cottom**  
2nd Grade Teacher



**Sydney Moffitt**  
2nd Grade Teacher



**Chad Johnson**  
1st Grade Teacher



**Kelci Stansbury**  
1st Grade Teacher



**Jordan Walters**  
1st Grade Teacher



**Tina Webb**  
1st Grade Teacher



**Brooklyn Brunner**  
Kindergarten



**Celeste McNeal-Wood**  
Kindergarten



**Sunny Wachsmuth**  
Kindergarten



**Patty Eaton**  
Pre-Kindergarten



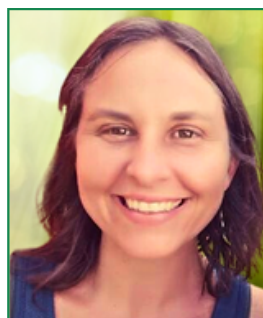
**Alyssa Anderson**  
Pre-Kindergarten



**Sarah Blanchard**  
Pre-Kindergarten



**Gracie Eaton**  
Pre-Kindergarten  
Teacher Assistant



**Tasha Kaysen**  
Pre-Kindergarten  
Teacher Assistant



**Ron King**  
Physical Ed.





**Greg Landburg**  
Music



**Katie Ryan**  
Art



**Kathleen Berrigan**  
Library



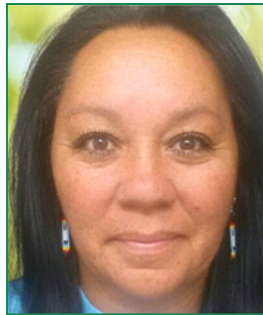
**Diane Stanford**  
SPARK



**Nichole Clemens**  
Paraprofessional



**Jennifer Brooks**  
Paraprofessional



**Shawn Tiger**  
Paraprofessional



**Cindy Shyers**  
Paraprofessional



**Ashley Emerson**  
Paraprofessional



**Isis Luciano**  
Paraprofessional



**Priscila**  
Paraprofessional



**LaCretia Jones**  
Paraprofessional



**Pascual Villa**  
Head Custodian



**Sandy Parker**  
Custodian



**Jeremy Flewelling**  
Custodian



**Tanya Thomas**  
Teacher Assistant



**Sarah Thomas**  
Family & Children's  
Services-  
Therapist



**Alexis Dunlap**  
Family and Children's  
Services- Youth Care  
Coordinator



**Karissa Semon**  
ELD Specialist



**Shayla Fortenberry**  
Champions  
Director





SCAN ME

Don't forget  
Supplies!



2024-2025

Pay your supply fee for the school year using the QR code above.

**WE LOOK FORWARD TO  
SEEING YOU IN AUGUST!**



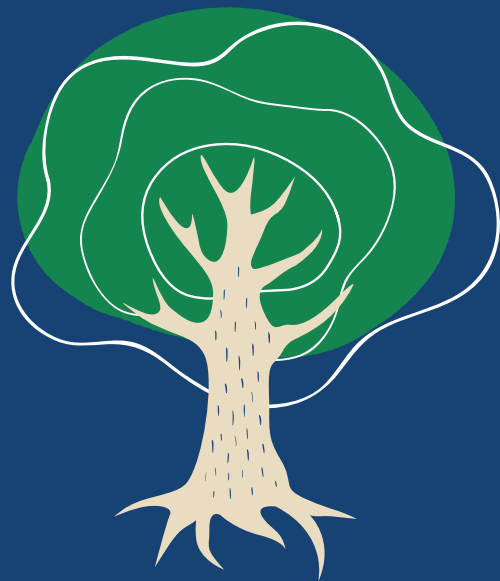


Welcome  
Back!!



COMPLETE YOUR BACK TO SCHOOL  
FORMS USING THE QR CODE!

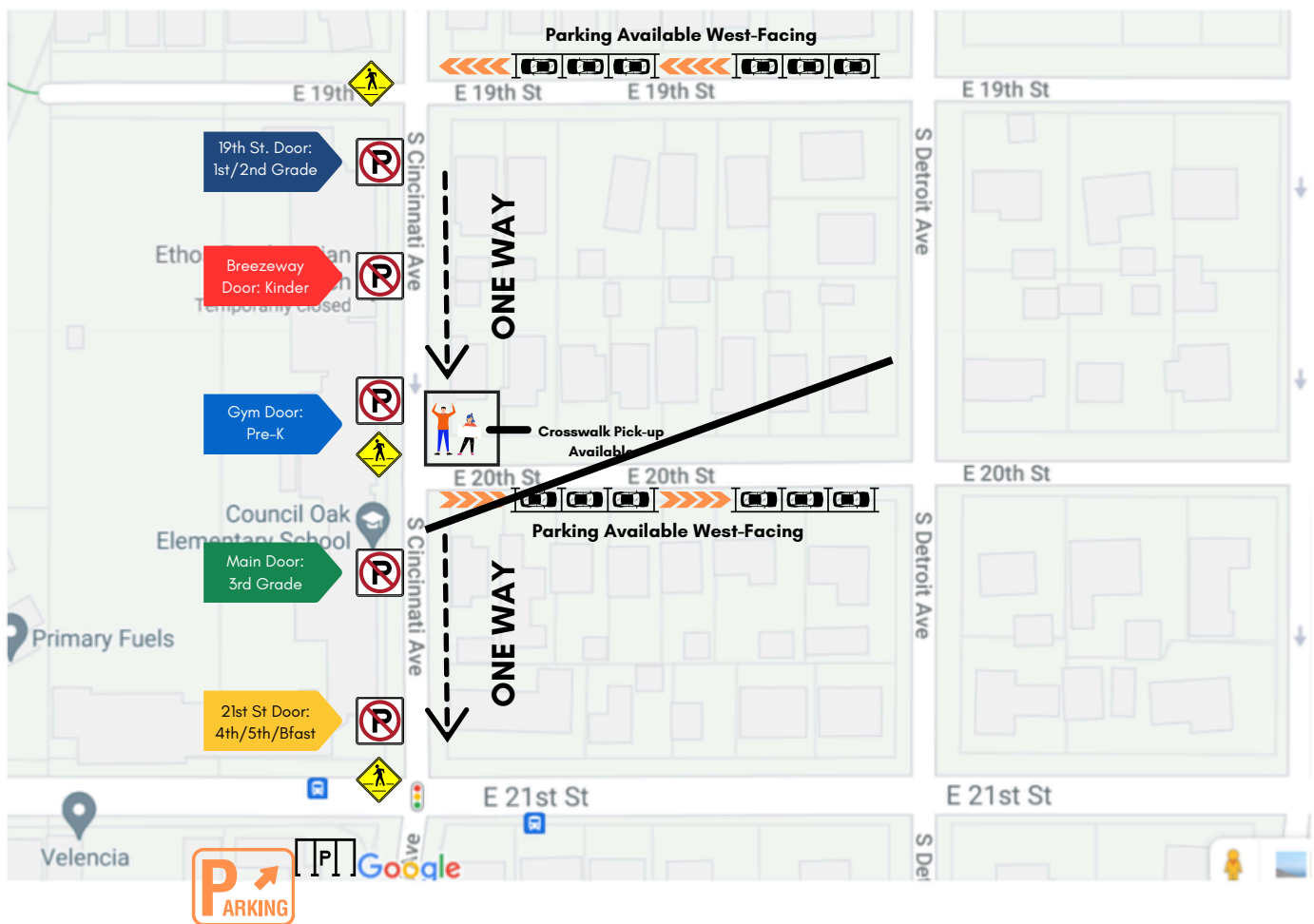
Have you completed your  
TPS Back to School forms?



COE  UNITY

# ARRIVAL

# DISMISSAL



Please utilize the map above for our arrival and dismissal carline procedures. Our school is situated in a unique space which can cause confusion or congestion when visiting the building or dropping children off for school. Detailed procedures will be on the following pages.

When parking in neighborhoods or residential lots. PLEASE, PLEASE, PLEASE be mindful of our neighbors by not blocking driveways or double parking. Additionally, children should NEVER be dropped-off or picked up along 21st Street. It is extremely dangerous. Please use our crosswalks.



# ARRIVAL



## BREAKFAST 7:00-7:20 AM



Breakfast is available from **7:00 AM to 7:20 AM** in the COE Cafeteria. Children and their grown-ups may enter through the 21st Street Door entrance and walk downstairs to the cafeteria. Families may accompany children at breakfast and walk them to class, exiting the building at 7:30 AM.

**Breakfast Parking:** If joining your child for breakfast, please park in the area lot across 21st Street and use the crosswalk. See map on previous page for details.


## WARM WELCOME 7:20-7:30 AM



All entrances will be open from **7:20 AM to 7:30 AM**. This year, we are welcoming families back into the building! You are invited to walk your children to their classroom door. Learning begins promptly at 7:30 each morning, so thank you for honoring that time by exiting the building when our learning song is played each day. At that time, all doors will be secured for safety reasons.

**Morning Parking:** Please utilize the neighborhoods for parking as illustrated on our Arrival Map. Parking can be found along 19th and 20th streets, going with the flow of traffic.

Be respectful in following the "No Parking" signs in the neighborhood. Please do not block driveways.



Children arriving to school after 7:35 AM will be considered tardy and will need to check in at the Main Office.



## DOOR ENTRANCES

1ST/2ND 19TH STREET DOOR

KINDER BREEZEWAY DOOR

PRE-K GYM DOOR

3RD MAIN OFFICE DOOR

4TH/5TH 21ST STREET DOOR



# DISMISSAL

## DISMISSAL NUMBERS

Safety is a top priority at Council Oak. All children will be assigned a unique number that families will post when picking up their child(ren) whether using the carline or crosswalk pick-up. Each child will receive two dismissal numbers at the beginning of the school year. Please have ONLY the Council Oak issued numbers posted clearly for staff to see and they will release your child(ren) to you at the curb or crosswalk.

## OFF-SITE AFTER CARE

Children who utilize an aftercare program or bus pick-up will wait with their teacher until their transportation is waiting in our bus-loading zone on the South end of Cincinnati.

## CROSSWALK PICK-UP

For our families who use our crosswalk pick-up, we ask that you **have your child's dismissal number clearly visible and remain at the east side of Cincinnati**. For safety, we must have the sidewalk clear on the school side and a clear line of sight. It becomes very difficult when there is congestion on the sidewalk with extra people. Please honor "No Parking" signs in neighborhood and do not block driveways. It creates a huge issue for our Maple Ridge community.

## CAR LINE PICK-UP

If your child is a car rider, please place dismissal number where it is clearly visible to the adults on the sidewalk. They will call your child(ren) and they will dismiss to your car.

### PRO TIPS:

- Pull vehicle completely to the curb and stay in your car.
- PK-2nd Grades will dismiss north of the 20th St. crosswalk, 3rd-5th Grades will dismiss south of the crosswalk. Plan accordingly when getting into car line to expedite your pick-up.
- If picking up a sibling group, older siblings will be released to the youngest sibling's pick up area. See map for designated doors.

Patience is KEY  
in car line.  
Please do not  
ever call out to  
your child to  
cross traffic to  
get to you!





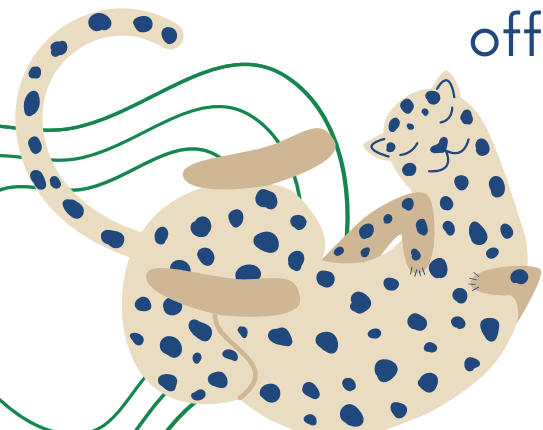
# VISITORS

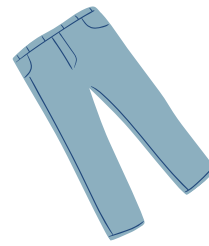
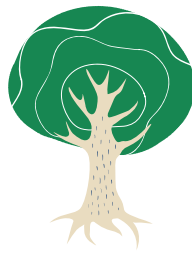
We are thrilled to welcome families back into the building for the 2024-2025 school year! Any visitors beyond 7:30 AM must sign-in and out through the main office and receive a visitor's badge. If you have any questions or need assistance, please contact the main office at (918) 833-9400.

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# VOLUNTEERS

Volunteers are the life blood of our COEmmUNITY, and are an integral part of our goals for this year. There are many opportunities and capacities for volunteering. If you are interested in helping, we do require a background check on file. Please contact the main office with any questions.





# COUNCIL OAK ELEMENTARY DRESS CODE

Council Oak does not enforce traditional uniforms, however, we do follow the Tulsa Public Schools dress code guidelines. Below are some highlighted dress code items we want to emphasize:

- No hats or sunglasses will be worn inside the building.
- We have several opportunities for specialty dress days, so save your pajamas for those days!
- Tops: must cover child's entire torso; Bottoms: must cover child from the waist to mid-thigh and be in good repair. With all clothing, undergarments must be covered.
- Shoes must be closed-toe and suitable for both indoor and outdoor play.
- Any clothing that has inappropriate adult messaging or alludes to inappropriate adult messaging will not be allowed.
- While we support all sorts of self-expression, animal ears, tails, or other costume accessories can become distracting in the classroom. Please leave those items at home.

*Scan me*



In need of clarification or assistance?  
We have resources for you! Please see  
the following page or use the QR  
code to see the full dress code policy.  
You may also reach out to our main  
office at 918-833-9400.

## TULSA PUBLIC SCHOOLS POLICY 2601-R: STUDENT DRESS CODE

### General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent\*) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

\*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

### Outerwear

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

### Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

### Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

### Lower Garments

Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.

### Footwear

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

### Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ear.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

### Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

# *council oak* **CONTINUED LEARNING**



## **FAMILY ENGAGEMENT**

Council Oak maintains a strong focus in growing academic competencies within our children. Research has shown that meaningful family engagement positively impacts youth outcomes across various domains. At Council Oak, we view education as a partnership where children are active participants in their own learning. We strongly welcome families to be a part of this partnership in extending learning opportunities beyond the classroom.

## **EDUCATOR SUPPORT**

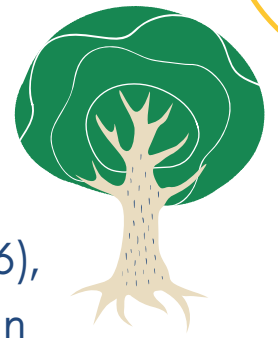
At the beginning of each week, our classroom educators will share (via email) the upcoming learning concepts planned, upcoming graded assignments expected, as well as resources necessary to support those concepts at home.

**Talk to your classroom educator  
about Canvas and what that  
looks like at home!**





# WE READING!



Decades of early literacy research, from Durkin (1966), Bus van Ijzendoorn, and Pellegrini (1995), to Neuman and Celano (2006), provide convincing evidence that the interactions young children enjoy at home with their caregivers, especially conversation and hearing stories read aloud specifically play a significant role in academic success and beyond. ([www.scholastic.com](http://www.scholastic.com))



At Council Oak, we encourage and invite children to read nightly with their families. See below for suggested times for specific age groups.

**Pre-Kindergarten/Kindergarten**  
**First Grade/Second Grade**  
**Third Grade**  
**Fourth Grade**  
**Fifth Grade**

**A nightly invitation to read**  
**10-15 minutes nightly**  
**15-20 minutes nightly**  
**20-25 minutes nightly**  
**25-30 minutes nightly**

## CONCEPT & SKILLS PRACTICE

Your classroom educators have resources available for continued learning at home. We know through research that extending connections made in the classroom is the most beneficial support for academic growth. Because of that, the target of extending children's learning into their non-school time intentionally supports learning concepts explored in class, increases fluency with fact & process recall, as well as invites our families to engage in thought-provoking dialogue with children.





# 2024-2025 STUDENT CALENDAR

FIRST DAY OF CLASSES: AUGUST 20  
LAST DAY OF CLASSES: MAY 21\*\*

» First Day of Quarter Last Day of Quarter «

Parent Conference Days Oct. 11, March 17

Commencement Week May 12-18

Holiday/Break – No Classes

## CLASSES NOT IN SESSION

Labor Day ..... September 2  
Fall Parent/Teacher Conferences\* ..... October 11  
Indigenous Peoples' Day ..... October 14  
Teacher PD day ..... October 15  
Civic Engagement ..... November 4-5  
Thanksgiving ..... November 25-29  
Winter Break ..... December 23-January 3  
Teacher PD day ..... January 6  
Martin L. King Jr. .... January 20  
President's Day ..... February 17  
Spring Parent/Teacher Conferences\* ..... March 17  
Spring Break ..... March 18-21  
April Holiday ..... April 25

\* Please check with your school for exact dates and times

\*\* Any additional calendar days beyond May, naturally occurring or other, will result in an extension of the calendar or distance learning days could be declared.

The Enrollment Center is closed each Wednesday, February 17-21, and March 17-21.

## AUGUST 2024

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	»20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER 2024

SU	M	TU	W	TH	F	SA
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER 2024

SU	M	TU	W	TH	F	SA
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## NOVEMBER 2024

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## DECEMBER 2024

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29	30	31				

## JANUARY 2025

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## FEBRUARY 2025

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23	24	25	26	27	28	

## MARCH 2025

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23	24	25	26	27	28	29
30	31					

## APRIL 2025

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## MAY 2025

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31						

## JUNE 2025

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29	30					

## JULY 2025

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TulsaSchools.org

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Tulsa Public Schools



# DATES TO REMEMBER

AUGUST 19: MEET THE TEACHER 3-5PM

AUGUST 29: BACK TO SCHOOL NIGHT

(5-6 PM TITLE I PTA AND 6-7 PM IN CLASSROOMS)

SEPTEMBER 12: COE-MMUNITY PICNIC ON PLAYGROUND

SEPTEMBER 14: FOUNDATION CLEAN UP

SEPTEMBER 24 & 26: PICTURE DAY

OCTOBER 2: WALK TO SCHOOL DAY

OCTOBER 3 & 8: FALL CONFERENCES

OCTOBER 8: MAKE UP PICTURE DAY

OCTOBER 27- NOVEMBER 1: KINDNESS WEEK

OCTOBER 31: BOOK CHARACTER DAY (PK-K PARADE)

NOVEMBER 4-5: CIVIC ENGAGEMENT

NOVEMBER 8: VETERANS DAY ASSEMBLY

NOVEMBER 9: FOUNDATION "GET SAUCED"

NOVEMBER 16: HOLIDAY MARKET

DECEMBER 12: WINTER PROGRAM (3RD GRADE)

DECEMBER 20: WINTER PARTIES



# STAY CONNECTED

## CLASSROOM COMMUNICATION

Classroom teachers will be sending emails home to families at least once weekly. Please be sure that all family members emails are up-to-date in PowerSchool, as that is the general method of creating our email lists. Homeroom teachers will also be utilizing Talking Points throughout the year for different communications.

## WEEKLY COUNCIL OAK BULLETIN

The Weekly Bulletin for our Council Oak Elementary community is sent home via School Messenger at the end of each week. The Bulletin includes a calendar of events for the upcoming week as well as announcements, newsworthy items and a usually a note from Mrs. Emerson. Be sure to check your email each week to learn more about classroom and school-wide events.



## CONNECT WITH YOUR *Council Oak* PTA & FOUNDATION

<https://www.counciloakfoundation.org> and/or

<https://www.facebook.com/counciloakpta>



# council oak CELL PHONE POLICY



While we respect the need for children to have communication with families from school, personal cell phones and smart devices can not only become a distraction, but a safety issue if an emergency ever occurred.

We invite children who use cell phones or smart devices to leave them off and stored securely in the child's backpack or locker for the entirety of the day. Because the school is not responsible for stolen or damaged items, children may also take their phones/devices to the office. No large devices such as Ipads or laptop computers are necessary or allowed in the building.



**PRO  
TIP!**

Contacting our office is  
still the quickest and best  
way to contact your child  
while in school. Call us at  
918-833-9400!







# *council oak* **BEHAVIOR RESPONSE**



Council Oak prioritizes meaningful relationships among children, staff, and families. We stand strong in our commitment to creating a safe and holistic space for learning, and there are times when behavior can affect those environments.

Recognizing the whole child, restorative practices are at the core of our response to behavioral concerns. We follow the Behavior Response Plan as stated in the Tulsa Public Schools Student & Family Success Guide to inform behavior response decisions. Below are the initial responses educators consider when addressing behavior:

- 1ST EVENT**    **Verbal Redirection and/or Restorative Conversation**
- 2ND EVENT**    **Move to different location within the same space as class**
- 3RD EVENT**    **Move to Buddy Teacher with Reflection**
- 4TH EVENT**    **Parent Contact and Referral**



access the TPS Behavior  
Plan, here!



Family and Teacher partnerships are the foundation of a successful school year! Be sure to contact your child's teacher should you have questions or concerns about daily interactions. Together in COEmmUNITY, we create the best supports to offer children the most rewarding learning experience. ❤️