

**School Colors:**  
Blue & White

**School Mascot:**  
Colts

**2019 - 2020 Theme:**  
Road Trip/Adventure/  
Around the World

2019-2020  
**COPELAND ELEMENTARY SCHOOL**

18018 Forest Heights Drive Houston, Texas 77095  
Phone: 281-856-1400 FAX: 281-463-5510  
<http://copeland.cfisd.net/en/>

*Please keep this information page where you can use it all year.*

**School Hours:**  
8:05am - 3:20pm  
AM ECSE 8:05am -11:15am  
PM ECSE 12:10pm - 3:20pm  
**Club Rewind:**  
AM - 6:30-8:05 PM - 3:20-6:30

**ARRIVAL AND DEPARTURES**

**ARRIVAL:** All students may enter the building at 7:45 a.m. There is no supervision available for students who arrive on campus before 7:45 a.m. or remain after 3:20 p.m. **PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED OUTSIDE OF THE BUILDING.**

**DEPARTURE/TRANSPORTATION CHANGES:** If a child's end of day transportation needs to be changed, the parent/guardian must send a note with the date of the change and a signature. Please refrain from making changes to your child's after school transportation after **2:45 p.m.** There is no supervision for students who remain after 3:20 p.m. unless they are participating in an after school event. For information about CFISD's before school/after school child care program, contact Club Rewind at 281-807-8900.

**EARLY DEPARTURE:** If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and reason. We will make every effort to have your child in the office at the requested time. The person picking up your child must be listed on the student's emergency contact list and **must** show their driver's license.

**BUS RIDERS:** A student may not ride the bus other than the assigned bus. Requests related to after-school activities, such as sports and scouts, cannot be approved. It is the practice of CFISD that no Pre-K or Kindergarten student will be dropped off at a bus stop unless a responsible caretaker is there to receive them. When a caretaker is not available, the child will be brought back to the school, and the parent will be called to pick up the child from school.

**CAR RIDER DROP-OFF:** All car riders must go through the car rider line at the front of the school. Staff members will direct students to lead the way in opening/closing their own car door in a safe, staff-monitored zone. Parents needing to come inside should park in the lot and check-in at the front office.

**CAR RIDER PICK-UP:** Parents will be given a sign to place in the front window of the car for identification purposes. Parents must stay in their car and go through the car rider line. **Parents are not permitted to walk up and take a child from the car rider line.**

**WALKERS & BIKE RIDERS:** All walkers and bike riders enter the school through the front or side doors and are released from the side door next to the bike racks. Pre-K or Kindergarten students will not be released from this door without an adult there to receive them. Bike riders must walk their bikes on school property, both to and from school.

**SCHOOL VISITATIONS**

**We welcome your visits to Copeland. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned, and you will be given a personalized nametag for your visit which includes the area in which you are to visit (must be worn at all times).**

**Cafeteria Visits:** Please be on time to enjoy lunch with your child. Other family members (grandparents, aunts, etc.) wishing to join us for lunch must have a note from a parent or guardian giving them permission to eat with their child. You may bring lunch for your child only. Please sit with your child only at the designated parent table. This allows you priceless, quality, one-on-one time with your child.

**Classroom Visits:** Appointments are required and must be set up with the assistant principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

**Parties:** Only parents or legal guardians may attend class parties. All other visitors must be accompanied by a parent or legal guardian. Preschool children may attend with parents, but school-aged children are not permitted to attend due to space limitations.

**Playground:** For safety reasons, visitors will not be allowed on the playground during the school day (8:05 am-3:20 pm).

**WHO CAN HELP YOU?**

Homeroom Teacher	First Contact	281-856-1400
Nurse	Lisa Kane	281-856-1406
Librarian	Jennifer Buchert	281-856-1414
Counselor	Mariah Nomura	281-856-1497
Diagnostician	Angie Gutierrez	281-856-1403
Cafeteria Manager	Rhonda Popham	281-856-1413
Attendance Secretary	Monica Alfaro	281-856-1404
Administrative Secretary	Amy Vincer	281-856-1487
Principal's Secretary	Ellen Humphries	281-856-1412
Assistant Principal Life Skills, 1, 3, 5	Stefanie Berger	281-856-1580
Assistant Principal PPCD, Pre-K, K, 2, 4	Lily Fanning	281-856-1417
Principal	Ann Melancon	281-856-1412

**HONOR ROLL:** Students in grades 2<sup>nd</sup> – 5<sup>th</sup> are eligible for honor roll. To earn honor roll, students must receive all A's or a combination of A's and B's on the report card. In addition, students must maintain all S's in conduct and work habits.

**ATTENDANCE:** Attendance is taken daily at 10:00 a.m. If your child is absent, please send a doctor's note within three days for the absence to be excused. A phone call does not excuse the absence(s). Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines.

**TARDIES:** Children who arrive to class after 8:10 a.m. are tardy, and tardy slips will be issued. Children arriving after 8:10 a.m. must be signed in by a parent.

**MAKE-UP WORK:** Students will generally be allowed the same number of days to make up work missed as the number of days they were absent. Parents and guardians should give the campus at least 24-hour notice when requesting make-up work.

**INCLEMENT WEATHER:** Inclement weather (heavy rain, thunder/lightning, hail etc.) will only be determined under **severe** weather conditions and will be determined by 3:00 p.m. If your child is a bike rider or walker, please ensure your child's rainy day transportation plan is on file with the front office.

**ID BADGES:** Students receive ID badges at the beginning of the year at no cost. If a student loses a badge, there is a replacement fee.

## BIRTHDAYS

\*Student birthdays are acknowledged at school during the morning announcements. Students will be invited to say the pledge.

\*Due to state regulations, cakes, cupcakes, food, favors, etc. are not allowed for any special occasions. Treats may be purchased from the cafeteria with 5 days' notice. Contact Ms. Popham, cafeteria manager, for details.

\*Due to the Privacy Act, homeroom lists may not be provided to individuals.

\*Students may not distribute invitations at school to personal parties unless an unaddressed invitation for every child in the class is provided to the teacher.

\*The delivery of gifts such as flowers, balloons, etc. is not allowed.

\*Parents may choose to acknowledge their child's birthday by joining the Copeland Birthday Book Club. Contact Jennifer Buchert, librarian, for more information.

## FORGOTTEN ITEMS

If you are dropping off forgotten items, lunch or glasses, you may leave them at the front desk. We will see to it that they are delivered to your child.

## PERSONAL ITEMS/ ELECTRONIC DEVICES

To prevent classroom disruptions, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, trading cards, sports equipment, cameras, stuffed animals, excessive jewelry, makeup, fidget spinners, etc.

Before students bring electronic devices to school, parents should complete and sign an electronic device permission form from the school. Campus and district personnel will not assume responsibility for damaged, lost, or stolen items. Students are not allowed to carry cell phones during the school day. Students in violation of rules related to electronic devices will have the device confiscated. The device will be returned to the owner after a \$15 fee is collected.

## BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items at school except for Copeland sponsored activities and events.

## CODE OF CONDUCT

The District Student Handbook/Code of Conduct will be available on-line through the district website: [www.cfisd.net](http://www.cfisd.net). You are asked to become thoroughly familiar with this very important document and to use it as a reference as questions arise.

## STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Copeland students include:

- Shorts, skirts, and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess and P.E. class. Shoes with wheels or cleats are not permitted.
- Hats, scarves, and other head coverings are prohibited unless it is for religious or medical reasons.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to, midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tank tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes.
- A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Pierced earrings are allowed, but all other body piercing jewelry is prohibited. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.
- Body tattoos, permanent or temporary, must be covered at all times.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.

*A good rule of thumb: When in doubt if clothing is school appropriate, it's best to make another choice.*



## Let's Work Together

-Please ensure that your contact information is up to date at all times with the front office. We need to be able to reach you in case of an emergency.

-Read notices and newsletters from our school.

-Set a regular bedtime.

-Make sure your child has a lunch or lunch money and keep your account updated.

## MEDICATION POLICY

\***All medicine**, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian or responsible adult.

\*Non-prescription medications will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian.

\*Prescription medication must be in the original container properly labeled with the child's name, name of medication and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

\*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

## PTO/VOLUNTEERS

**Please join the Copeland PTO. You may volunteer in many ways to assure the success of our children.**

**<https://copelandpto.membershiptoolkit.com/>**

## CAFETERIA

Meal Prices: Student: Breakfast \$1.00 / Lunch \$2.25

Adult: Breakfast \$2.00 / Lunch \$3.50

Cafeteria Manager - Rhonda Popham - 281-856-1413

*All parents are encouraged to set up an account with the cafeteria manager for use when lunch or lunch money is forgotten.*