

**School Colors:**  
Blue & White

**School Mascot:**  
Colts

**Grounding Statement:**  
Every Colt counts, every moment matters.



**2023-24**

18018 Forest Heights Drive, Houston, Texas 77095

Phone: 281-856-1400 FAX: 281-463-5510

<https://www.cfisd.net/Copeland>

**School Hours:**

8:15am – 3:40pm

AM ECSE 8:15am -11:30am

PM ECSE 12:25pm – 3:40pm

**Club Rewind:**

AM - 6:30-7:50 PM – 3:40-6:30

### ARRIVAL AND DEPARTURES

**ARRIVAL:** All students may enter the building at 7:50 a.m. There is no supervision available for students who arrive on campus before 7:50 a.m. or remain after 4:00 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 **2:55 p.m.** There is no supervision for students who remain after 4:00 p.m. unless they are participating in an after-school event. For information about CFISD's before school/after school childcare 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 only ride their 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.

**CAR RIDER PICK-UP:** Parents will be given a tag 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:** Walkers and bikers will gather at the bike racks near the parent drop off loop each morning and will then be escorted by a staff member to the side entrance of Copeland. In the afternoon, a staff member will escort walkers and bikers to the bike rack for pick-up. If your child is in Pre-K or Kindergarten, a parent must be at the bike rack to receive their child.

### SCHOOL VISITATIONS

- **Lunch visitors are welcomed daily beginning September 11, 2023.** If your child forgot their lunch, you may personally deliver a lunch to your child at their designated lunch time, or they will receive a lunch from the cafeteria.
- We are not able to deliver items to your child throughout the school day. Please be sure your child has everything they need (lunches, laptop, jacket, snack, water bottle, etc.) prior to leaving for school. We are also not able to accept any type of balloon, flower, or food deliveries for students.
- Visitors should make an appointment to meet with campus staff.
- For the safety and security of our students, 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**).
- **Playground:** For safety reasons, visitors will not be allowed on the playground during the school day (8:15 am-3:40 pm).

### Who to Call?

Homeroom Teacher	First Contact	281-856-1400
Nurse	Lisa Kane	281-856-1406
Librarian	Jennifer Russell	281-856-1414
Counselors	Kaylee McArthur Amy Roberson	281-856-1407
Diagnosticians	Angie Gutierrez	281-856-1403
Cafeteria Manager	Rhonda Popham	281-856-1413
Attendance Secretary	Amy Vincer	281-856-1404
Administrative Secretary	Tina Lax	281-856-1417
Principal's Secretary	Jill Hill	281-856-1412
Assistant Principal Life Skills, 1, 3, 5	Stacy Cranford	281-856-1417
Assistant Principal ECSE, Pre-K, K, 2, 4	Lily Fanning	281-856-1417
Principal	Stefanie Berger	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 9:20 a.m. If your child is absent, please send a 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 8:20 a.m. are tardy, and tardy slips will be issued.

**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 3:15 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.

Plastic ID Card - \$3.00

Bus Replacement Card \$5.00

Lanyard - \$1.00

Plastic Sleeve - \$1.00

## BIRTHDAYS

\*Student birthdays are acknowledged at school during the morning announcements.

\*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, party bags, etc. is not allowed.

\*Parents may choose to acknowledge their child's birthday by joining the Copeland Birthday Book Club, purchasing dessert through the cafeteria, or purchasing an announcement on the marquee. The birthday book club will automatically be in your School Cash account. You may purchase dessert by contacting the cafeteria. You can purchase an announcement for the marquee through the PTO website at <https://copelandpto.membershiptoolkit.com/home>.

## 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: <https://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, and oversized or baggy clothes.
- Leggings and biker shorts are permitted with a long shirt or tunic that completely covers the buttocks area. Biker shorts must be at least mid-thigh and longer than your shirt.
- 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. 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.
- 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

- We do have water bottle fillers, so please send a water bottle labeled with your child's name each day.
- CFISD uses SchoolMessenger for student and staff emergency notifications. If you are not currently receiving emails or text messages text Y to 67587.
- Read newsletters from Copeland: <https://www.cfisd.net/domain/231>
- Stay up to date on our website at: <https://www.cfisd.net/Page/119#calendar8405/20210823/month>
- Sign-up for School Cash: <https://www.cfisd.net/Page/1863>
- Check out our social media accounts:
  - Facebook @Copeland Elementary – CFISD
  - Twitter @CopelandCFISD
  - Instagram @copelandCFISD
  - Trixie's Instagram @TrixietheLibraryDog
- Set a regular bedtime for your children.

## PTO/VOLUNTEERS

Please join the Copeland PTO. You may volunteer in many ways at: <https://copelandpto.membershiptoolkit.com/>

## MEDICATION POLICY

- Hand sanitizer is allowed.
- All medications (including cough drops and medicated lip balm) can only be given to a student when a parent/guardian has brought it to the nurse's office and signed in. It must be sealed in the original container and not expired.
- Parents may designate a responsible adult to drop-off or retrieve a student's medication. The parent/legal guardian must provide a written letter with a copy of their identification specifying the person who has permission to transport the medication.
- Prescription medications must be 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.**

## CAFETERIA

Cafeteria Manager - Rhonda Popham - 281-856-1413  
All parents are encouraged to set up an account for use when lunch or lunch money is forgotten  
<https://www.cfisd.net/domain/787>