

# ***Copeland Elementary School***

*Parent and Student Handbook  
2019-2020*



*Dr. Laurie P. Taylor, Principal  
Ms. Jovanghn Howell, Assistant Principal*

*<http://www.rcboe.org/copeland>  
1440 Jackson Rd.  
Augusta, GA 30909*

*Office: (706)737-7228  
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## **RICHMOND COUNTY SCHOOL SYSTEM**

### **VISION**

RCSS will create a world-class, globally competitive school system where all students will graduate and are college/career ready.

### **MISSION**

Building a world-class school system through education, collaboration and innovation.

### **MOTTO**

Learning Today...  
Leading Tomorrow

### **BELIEFS**

- Every person has the right to a quality education.
- Education is the shared responsibility of the individual, home, school and community.
- Every person can learn.
- Respect and acceptance are essential for learning and personal development.
- A safe, healthy and orderly environment is essential to learning.
- Communication is the key to understanding among people.
- Excellence cannot be compromised.

### **RCSS GOALS**

- High academic achievement and success for all
- Community engagement
- Increase effective communication
- Create a high performing culture and workforce
- Provide a safe, orderly and healthy learning environment

**COPELAND ELEMENTARY MISSION STATEMENT**

The mission of Copeland Elementary is to provide global, diverse, rigorous, and relevant instruction to prepare...

**W**orldly

**I**nquiring

**L**imitless

**D**etermined

**C**aring

**A**ccountable &

**T**alented

**S**tudents...



in collaboration with the Wildcat community.

Copeland Elementary is an International Baccalaureate (IB) Primary Years Programme (PYP) Candidate School. As we move toward full authorization one of our goals is to develop the attributes of the IB learner profile in our students as they navigate the curriculum through the IB PYP Framework. The IB PYP, for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and the world outside.



## **Message from the Principal**

Greetings Copeland Wildcats!

Welcome to another exciting year at Copeland Elementary School! Copeland has a long standing and proud tradition of high academic standards, having thoughtful and caring students and a professional and dedicated staff. We are delighted to have your child with us and look forward to an amazing year of learning and growing.

It is my hope that your child is successful today, tomorrow and in the future! Good behavior and hard work will ensure success and achievement. Our goal is to provide your child with an EXCELLENT education in order to affirm a solid academic foundation for continued success in school and in life. It is critical your child is reading and doing mathematics on grade level so we must work together to achieve this goal.

A major component of academic success is involvement in the many activities and programs offered at Copeland. We have an amazing PTA and I'd like to encourage you to join, be active, serve as a school volunteer and be supportive of the school by embracing our vision and mission.

This year we move into our 4th year as an International Baccalaureate candidate school. We will expand the practice of inquiry-based learning experiences to help students achieve conceptual understandings of various topics. We will continue to focus on intervention strategies to ensure our diverse learners will achieve their learning targets by the end of the school year.

Teamwork and collaboration are necessary to make this a great school year for you and your child. If you have any questions or concerns regarding any aspect of your child's education, please do not hesitate to get in contact with me.

Again welcome to the 2019-2020 school year. I look forward to collaborating with you to elevate Copeland!

Your partner in education,

*Dr. Lammie Taylor,*  
*Principal*

*"The beautiful thing about learning is that no one can take it from you." -B.B. King*

**WELCOME**

The administration and staff would like to take this opportunity to welcome you to Copeland Elementary School. **The information in this handbook has been compiled to help you succeed at Copeland. It is as accurate as possible at the time of printing. If there are changes you will be notified.** The entire staff is here to assist you with your child's education. Come and share in our vision and excitement!

**Here to Serve you**

Communication is the key to success. Please feel free to contact us with any problem or concern you have. We are grateful for the positive attitudes so many of you share regarding our school. Listed below are the phone numbers to the school and county offices:

**Telephone Directory**

706-737-7228

Extensions:

Administration: 2610, 2609, 2608

Nurse: 2611

Counselor: 2659

Instructional Coach: 2604

IB Coordinator: 2658

Data Specialist/Registrar: 2603

Cafeteria: 2607

Media Center: 2606

Richmond County School System: 706-826-1000

RCSS Transportation: 706-796-4777

**School Day**

Breakfast 7:00—7:25 a.m.

Instructional Hours 7:30—2:30 p.m.

Dismissal 2:30 p.m.

*\*Please do not send students to school before**7:00 a.m. The safety and well-being of our children is our number one priority. Staff are not on duty until 7:00 a.m.*

## Copeland Faculty and Staff 2019-2020

Principal	Dr. Laurie Taylor
Assistant Principal	Jovanghn Howell
Instructional Coach	LaTonga Williams
IB Coordinator	LaTonya Graham
School Counselor	Kathy Maddox
Bookkeeper	Katrina Collins
Data Specialist	Laketra Martin
VISTA/Parent Designee	Veronica Jordan
School Nurse	Toni Corkrin
Head Custodian	Runette Walton
Custodian	Mark Boyd
Custodian	Sarah Fair
Cafeteria Manager	Bergetta Lattimore
School Nutrition	Constance Jones
School Nutrition	Mary Law
School Nutrition	Amy Robinson
School Nutrition	Rosia Smalley
School Nutrition	Rhiana Surry
School Nutrition	Shirley Williams

<u>PreK:</u>	<u>2nd Grade:</u>	<u>5th Grade:</u>	<u>Specialized Teachers:</u>
Cristine Brinson	Sherri Amos	LaShandra Denson	Jartree Castillo (Gifted)
Ellecia Godbee	Pamela Echols	Jessica Jenkins	Dr. Tiffany Young-Norris (ESOL)
<u>Kindergarten:</u>	Ricah Gillens	Carlina Long	Chantel Grier (EIP4-5)
Pam Anderson	Tammy Moulton	Tonjula Robinson	Vanessa Ferguson ( EIP 2-3)
Daina Bussey	<u>3rd Grade:</u>	<u>Special Education:</u>	Carolyn Ritchey (EIP K-1)
Jennifer Heise	Santhia Murdaugh	Shantrell Baymon	<u>Paraprofessionals:</u>
Diane Murphy	Chanel Sheppard	Teresia Prescott	Sharon Donaldson (Literacy 3-5)
<u>1st Grade:</u>	Cailin Weaver	Wendy Walker	Tammie McNeil (SPED)
Shayla Brown	<u>4th Grade:</u>	<u>Specials Teachers:</u>	Angela Moses (K)
Andrea Bustos	Glenn Ford	Yaqueline Garcia (Spanish)	Darlene Reeves (K)
Alexandria Jackson	Sha-Kari Nelson	Ki-Eshia Graham (STEAM)	Kimberly Smith (K)
Paula Long	Joy Wakefield-Brace	Bethany O'Brien (P.E.)	Kelly Services (2-PreK, K, Literacy K-2)
Mary Jo Weegar		Latisha Fields (Comp. Science)	

**2019-2020 Approved Academic Calendar**

8/1	Open House Middle School 3:00-7:00 pm
8/2	Open House High School 3:00-7:00 pm
8/5	Open House Elementary School 3:00 –6:00 pm
8/6	First Day of School
8/21	Early Release Elementary/Middle/High
9/2	Labor Day Holiday (School Closed)
9/5	Progress Reports
9/18	Early Release Elementary/Middle/High
10/7	End of Quarter 1
10/8	Beginning of Quarter 2
10/14	Columbus Day Holiday (School Closed)
10/15	Teacher Work Day (Student Holiday)
10/16-17	Early Release Elem./Parent Conferences
10/17	Report Cards
11/11	Veteran’s Day Holiday (School Closed)
11/14	Progress Reports
11/25-29	Thanksgiving Holidays (School Closed)
12/20	End of Quarter 2
12/21-1/6	Christmas/Winter Break (School Closed)
1/6	Teacher Work Day (Student Holiday)
1/7	Beginning of Quarter 3
1/9	Report Cards
1/20	M.L. King Holiday
2/6	Progress Reports
2/14	Teacher Work Day (Student Holiday)
2/17	President’s Day Holiday (School Closed)
3/11	Early Release Elementary/Middle/High
3/12	End of Quarter 3
3/13	Beginning of Quarter 4
3/18-19	Early Release Elem./Parent Conferences
3/19	Report Cards
4/6-13	Spring Break (School Closed)
4/23	Progress Reports
5/18-21	Exams
5/22	Last Day of School Elementary/Middle School
5/25	Memorial Day (School Closed)
5/28	Report Card (Pick Up)
5/29	Report Card (Mail Out)



### **ABSENCES/ATTENDANCE**

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. Absences are either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education and local policy. As required by the Richmond County School System, Copeland Elementary would like to provide you with written notification of the State of Georgia's attendance law and the compulsory school attendance law. Please review the information in the RCBOE Code of Student Conduct and Discipline carefully and if you have any questions, please do not hesitate to contact the school at 706-737-7228.

**Tardiness** A student is tardy when he/she enters the classroom after the ringing of the tardy bell at 7:30 a.m. In the event of being tardy, students are required to report to the front office and sign in. Front office personnel will issue a pass that the students will take to class. **Habitual unexcused tardiness to school may warrant disciplinary action.** See the RCBOE Code of Student Conduct and Discipline for specific consequences for tardies. In order for a student to be counted present for the day, a student must be in attendance before 11:00 a.m.

### **GA Compulsory School Attendance Law (O.C.G.A. § 20-2-690.1)**

*Mandatory education for children between the ages of 6 and 16*

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school or a home study program that meets requirements for a public school, private school or a home study program; and such child shall be responsible for enrolling in and attending public school, a private school or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person in which case the parent, guardian or other person alone shall be responsible.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this parent after the child's school system notifies the parent, guardian or other person who has control or charge of a child of five unexcused days of absence of a child shall constitute a separate offense.

**Attendance Protocol****1st and 2nd unexcused absence**

- Send Infinite Campus (IC) shout point notifications after every absence
- Attempt to contact parent

**3rd and 4th unexcused absence**

- Call parent at 3rd unexcused absence
- Call parent on the 4th absence if the initial attempt was unsuccessful

**5th unexcused absence (student is truant at this point)**

- Make Social Work referral
- Send *certified* letter to parents/guardians of students 6-16 years (uses letter provided by RCSS that includes the GA compulsory school attendance laws)
- Email copy of letter to School Social Worker (SSW)

**6th-9th unexcused absence**

- After 6th unexcused absence, an attendance review team member or designee should start scheduling parent conferences with parent(s)
- Invite SSW to scheduled parent conferences

**10th unexcused absence**

- SSW makes home visit(s)
- SSW contacts Truancy Officer
- SSW begin preparation for juvenile court referral

**11th -15th unexcused absence**

- SSW makes referral to juvenile court
- Truancy Officer begins home visits

**16th – 20th unexcused absence**

- Hearing and DJJ (Department of Juvenile Justice) interventions

**ADMISSION/REGISTRATION**

Students entering Copeland must reside within our school's zone with their parent(s)/legal guardian(s) or applied through the IB Magnet Program. You can find out if your address falls within the Copeland zone by consulting the RCSS website under the Parents tab: School Zone and Bus Stop Locator.

The following items are necessary for registration:

1. Certified birth certificate
2. Immunizations (GA form 3231)
3. Certificate of Eye, Ear and Dental Exam (GA form 3300)
4. Social Security Card
5. Proof of grade placement (end-of-year report card, withdrawal form)
6. Proof of residence in Copeland zone

Georgia Law requires that children must be five years old on or before September 1 to enroll in Kindergarten and six years old on or before September 1 to enroll in first grade in the public schools. A child who has lived in another state for at least two years before moving to Georgia and who was legally enrolled in a public kindergarten or first grade in the state may enroll in a Georgia public school kindergarten or first grade, provided the child will be five for kindergarten and six for first grade by December 31. To qualify for Pre-K, children must be four years old by September 1.

**Transferring:**

Should it become necessary for your child to transfer to another school during this school year, please notify your teacher or Ms. Martin 24 hours in advance so we may help make your transfer efficient. Library books and texts must be returned and any debts paid before withdrawal is complete.

**ARRIVAL/DISMISSAL PROCEDURES**

Safety and education of all students at Copeland Elementary must be the number one priority for everyone. In order for your child to be as safe as possible and receive the most instruction possible, we are asking for your assistance with the following procedures.

**Arrival:**

1. Parents may walk their children into the school as long as there is NO interruption to the beginning of the instructional day.
2. Please limit morning conversations with teachers, as they have been instructed to begin teaching promptly at 7:30 a.m. They are also responsible for monitoring students as they arrive in the morning. Please contact the office to schedule an appointment with your child's teacher if more time is needed.
3. ALL visitors to the school **MUST** check in with the front office and sign in. A visitor's sticker will be given to you.
4. Any visits throughout the school day must be cleared through the principal and coordinated with your child's teacher. We encourage all parents to visit our school but we ask that you not interrupt instruction during your visit.
5. Car riders drop off on the right side of the building.
6. Vehicle should NOT be parked on the front curb from 7:00—8:00 a.m.

**Dismissal:**

Dismissal can be a confusing time for students and teachers. Your assistance is needed to help make our dismissal process as safe and efficient as possible.

1. The front of the building is reserved for front door walkers, busses and day care vans. Therefore the front parking lot will be OFF LIMITS for cars between 2:00 - 3:30 p.m. daily.
2. If you need to pick up your child early from school you must do so before 2:00 p.m. This will count as a tardy.
3. The car rider line will snake through the side parking lot. School personnel will facilitate traffic.
4. Walkers in grades Pre-K—2nd grade are NOT dismissed without an adult or older sibling escort.
5. ALL changes in transportation must be sent in on a signed written note to the teacher. **For the safety of your child, we cannot honor phone requests.**
6. Students are only released to people who are on the student's information form.

**Parking:**

When visiting Copeland during the school day, please park in the spaces provided in our front and side parking lots.

**Students will not be dismissed after 2:00 p.m.****AWARDS/HONORS CRITERIA**

Students will receive awards in the following categories during the End of the Year Awards Ceremonies. The academic awards would represent a student's cumulative average over the first 3 reporting periods.

**Learner Profile Awards** – Each class will select students that exemplify the 10 Learner Profiles.

**Principal Distinguished Scholars** – All A's, and S's (No suspensions or U's in conduct).

**A/B Honor Roll** – All A's, B's, and S's (No suspensions or expulsion or U's in conduct)

**Academic Achievement** – All A's and B's with conduct grades not included.

**Most Improved Student**

**Highest Average** in ELA, Math, Science and/or Social Studies

**Citizenship** – Best Interpersonal and Social Skills

**Perfect Attendance** – No absentees for the Entire Year

**Physical Education, Spanish and STEAM Award** (2 per grade level)

**Media Awards****Clubs and Organization Awards**

### **CLEANLINESS OF THE SCHOOL BUILDING**

Students are expected to cooperate in maintaining cleanliness in the classrooms, cafeteria, hallways, restrooms and playgrounds. They should exercise proper care in the use of school furniture and equipment. There will be NO gum chewing or candy in the school. This training in citizenship is just as important as mastering learning standards. Students will be expected to make financial restitution for the deliberate destruction of school property.

### **CLOTHING**

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The Principal or her designee shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. The Dress and Grooming policy must accommodate students whose religious beliefs are substantially burdened by this policy. Please refer to Rule 14 [State 21] in the RCSS Code of Student Conduct and Discipline.

### **COMMUNICATION**

You may contact the main office by calling 706-737-7228. Please do not call to ask that we change the way your child goes home. **We MUST have permission in writing to alter the mode of transportation. Please send a note to the teacher.** The office will determine if a phone call home to verify is necessary.

Neither students nor teachers will be called to the phone during the school day nor will they be expected to respond to text messages (Dojo, Remind, Edmodo, Bloomz etc.) or phone calls on their personal cell phones during the school day.

#### **Cell Phones (Students):**

RCSS policy does allow students to bring cell phones to school. They are only to be used with the teacher's permission. If a student is using their cell phone without permission it will be confiscated and given to the principal or her designee. The parent should contact the principal or her designee to arrange for the parent to pick up the cell phone.

#### **Connect with Copeland:**

If you would like to receive information related to Copeland please sign up for the Principal's REMIND.

#### HOW?

1. Text @h66k78 to 81010
2. Send email to h66k78@mail.remind.com

**Infinite Campus Messenger:**

Another way we communicate with parents is through our mass communications system, Infinite Campus Messenger. We use the system to call or email reminders and updates. In the event of an emergency, we could also notify you through this system. **Therefore**, it is critical that you keep current phone numbers and email addresses in our system so you can receive these messages. Please send to school your new home/cell numbers and email addresses as often as necessary.

**Newsletters:**

Teachers are asked to publish a monthly/weekly newsletter on our school website. The newsletter includes important dates for the month, reminders about school-wide events and important instructional topics. Please check the website monthly to keep up with all that is going on at Copeland Elementary. If you do not have access to the internet, we will send home a hard copy of the newsletter with your child.

**Parent Portal:**

The Infinite Campus Parent Portal provides families in the RCSS online information about their child's achievement. Go to [www.rcboe.org](http://www.rcboe.org), click on the **Parent Tab**, select **Infinite Campus Parent Portal Instruction** or scan the barcode below for direct access.



**Social Media:**

Like the *Copeland Elementary School* Facebook page @CopelandESWildcats



**Signing Students out Early:**

Parents should NOT pick up students before the end of the school day except where there is a legitimate emergency. Please make an effort to schedule appointments after school hours. Students who are picked up before 2:30 p.m. will be counted tardy and therefore may not be eligible for perfect attendance.

If it becomes necessary for you to pick up your child early, come to the office to sign him/her out for the day. You may also send in your written permission naming the adult you wish to authorize to pick up your child (if not listed on the *2019-2020 Student Information Sheet*). Include a phone number where you can be reached. As a general rule, students should remain in school until dismissal. Teachers are NOT allowed to dismiss students who have not been signed out by the office staff. **ALL persons visiting the school must come by the office first.**

**DISCIPLINE**

The school provides each student with the maximum opportunity to acquire an education. No student has a right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented regardless of location.

The RICHMOND COUNTY BOARD OF EDUCATION CODE OF STUDENT CONDUCT AND DISCIPLINE will be distributed to all students. Please read it carefully and explain when necessary to your child.

**Copeland Elementary School Behavior Management:****Teacher Managed Behaviors (Level One)**

- inappropriate language
- minor acts of physical aggression (pushing, shoving)
- defiance/willful refusal/insubordination
- lying/cheating (academic dishonesty)
- disruptions — excessing talking, out of seat
- name calling
- ”horse playing”
- off-task behavior
- throwing objects
- inappropriate computer use
- eating/drinking in class
- sleeping in class
- unauthorized use of electronic devices/cell phones (visible and/or on)
- unprepared for class

**Office Managed Behaviors (Level Two)**

- severe/chronic violation of teacher managed behaviors with documentation
- alleged bullying/harassment
- repeated lack of cooperation with documentation
- repeated defiance/insubordination
- severe property damage
- leaving assigned area without permission (notify the office)
- violation of district technology guidelines
- animals at school

**Office Managed Behaviors (Level Three)**

- bomb threat (false alarm), pulling fire alarm
- possession of a real weapon/explosive device
- threats of bringing/using weapons
- substantiated bullying or intimidation
- sexual harassment/sexual offense
- theft/burglary of substantial monetary items
- excessive vandalism/property damage
- possession/distribution/use of OTC medication, controlled substance, tobacco or alcohol
- gambling
- possession of drug paraphernalia
- severely abusive language
- severe physical aggressions (defined as actions that require a visit to the nurse)

**Positive Behavior Interventions and Support (PBIS):**

Copeland Elementary is a Positive Behavior Interventions and Support School. Our PBIS committee has established behaviors that are acceptable and expected throughout our school. Students are taught those behaviors and positively rewarded when they display the expected behaviors.

What is PBIS?

- a systems approach for building capacity
- a continuum of behavioral supports
- prevention focused efforts
- instructionally focused behaviors
- empirically sound practices
- data information analyzed and utilized on a frequent basis

PBIS has 5 Critical Components:

1. Clear expectations
2. Explicitly taught
3. A system in place for encouraging appropriate behavior
4. A system in place for discouraging inappropriate behavior
5. A data collection system: Are we doing what we said we would do?  
Are we achieving the student outcomes in which we said we would achieve?



## **EMERGENCY PROCEDURES FOR EVACUATION OF THE BUILDING**

### **Fire Drills:**

Fire drills at regular intervals are required by law and are an important safety precaution. The alarm is a continuous loud sound. It is essential when the alarm sounds that everyone promptly clears the building by the prescribed route as quickly and quietly as possible. Students should refrain from noise and remain outside the building until the teacher tells them to re-enter.

Fire drill instructions are posted in each room and must be followed. Each drill should be treated as if it were an actual emergency situation. Although speed is important in any such procedure, of greater importance are orderliness and the ability of all students to follow directions and proceed in an orderly manner.

### **Tornado Drills:**

As with fire drills, tornado drills are an important safety precaution. Prior to a tornado drill, there will be an announcement on the intercom. Teacher will then direct students on evacuation procedures.

## **GIFTED PROGRAM**

RCSS provides a program for all qualifying students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher levels of motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or on three(3) of four(4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

## **GRADES/GRADING**

### **K-3 Standards Based Report Cards:**

The purpose of the standards based reporting system is to provide parents, teachers and students with more accurate information about students' progress toward meeting standards. Parents will be more aware of what their children should know, understand and be able to do by the end of each grading period.

How is progress measured?

1—Beginning Learner

2—Developing Learner

3—Proficient Learner

4—Distinguished Learner

**Grades 4-5 Report Cards:**

Students in grades 4-5 shall be evaluated in all courses by means of numerical grades. These numerical grades represent the following letter grades:

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = below 70

In grades 4-5 a letter grade of “D” or above shall indicate that the student’s academic performance complies with the Georgia Board of Education Rule 160-4-2.13 as a passing score for the course.

**Graded Papers:**

We endeavor to ensure the success of each student enrolled at Copeland. Graded papers and conduct reports will be sent home weekly. Please check for these and sign the appropriate form and return to your child’s teacher(s).

**Report Cards:**

Students progress information will be sent home every 4.5 weeks. The report card envelope must be signed and returned to the school the day after it goes home. The schedule for 2019-2020 is below:

September 5 - Progress Reports (Quarter 1)

October 17 - Report Cards (Quarter 1)

November 14 -Progress Reports (Quarter 2)

January 9 - Report Cards (Quarter 2)

February 6 - Progress Reports (Quarter 3)

March 19 - Report Cards (Quarter 3)

April 23 - Progress Reports (Quarter 4)

May 28 - Report Card (Quarter 4) PICK UP

May 29 - Report Card (Quarter 4) MAIL OUT

## **HOMEWORK**

Homework contributes to the development of independence and responsibility on the part of the student. Students should review daily lessons regardless of whether or not there is a homework assignment. Assigned homework may include: reading, writing, outlining, book reports, current events, projects, etc.

***\*ENCOURAGE YOU CHILD TO READ AT LEAST 20 MINUTES EVERY NIGHT\****

## **HEALTH SERVICES**

It is most important that you let us know of any unusual circumstances concerning your child's health (i.e. heart condition, allergies, seizures, diabetes, sickle cell anemia etc.). Please furnish us with all necessary phone numbers so that we can get in touch with you at all times during the school day.

A health card must be on file with the school nurse.

**Medicine:** Occasionally a child may require medicine or medical treatment during the school day. Daily administration of medication requires a doctor's statement. The prescription medicine with the doctor's statement are secured in the clinic and administered to the child by our Clinician or designee.

## **LEGAL CUSTODY RIGHTS**

Schools need proof of legal custody and visitation rights. In cases where parents are separated or divorced and one parent has legal custody, the school must have proof of the court order that spells out both custody and visitation rights as part of the permanent record. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. **We will not become involved in a custody battle. Parents cannot be legally denied access to their children without a copy of a court order specifying no contact is permitted.** We will, however, work closely with you to ensure your child's safety and welfare.

## **LOST AND FOUND**

The school cannot assume responsibility for your lost items. However, if you will report them immediately to the office, every effort will be made to help. As "found" items are turned in to the teacher or office we will store them on the stage in a "**Lost and Found**" box. At the end of each month, those items will be donated to a nonprofit organization.

**LUNCHROOM**

The Copeland Café serves all students free breakfast and lunch regardless of the stated financial status of the parent(s)/guardian(s).

Well-balanced attractive, hot lunches are served each day to students through the cafeteria. We encourage you to visit our lunchroom and have lunch with your child.

Extra milk and lunch items can be purchased.

Students who wish to bring their lunches from home must adhere to any nutritional requirements established by the State. Canned or bottled soda and candy are NOT permitted in the lunchroom. Students are not allowed to take fast-food purchases in the original containers into the lunchroom.

Breakfast is served daily from 7:00—7:25 a.m.

A \$20.00 charge will be made for each returned check. Checks will not be accepted after a returned check. (This pertains to ALL school business.)

**Meal Prices:**

Student Breakfast	NO charge
Adult Breakfast	\$2.00
Student Lunch	NO charge
Adult Lunch	\$3.75
Extra Milk	\$0.50

**Lunchroom Behavior:**

We know children enjoy talking at lunch and few believe it is an important time to socialize. However, should your child's behavior become unruly (yelling, throwing food, playing with food, using profane language etc.) your child will sit at an assigned table for silent lunch. Should the misbehavior continue they will be removed from the lunchroom to finish their lunch and subsequent consequences may be given.

## **MEDIA CENTER**

The media center is essential to the functioning of our school. It provides media and technology services to our students, faculty, staff and administration. We operate on an open schedule that allows students regular access on both an individual and class basis. The mission of the Copeland Media Center is to create a safe, nurturing environment for all patrons to have free access to information. The library wishes to inspire a love of reading and a passion for knowledge, to support the instructional goals of the school and provide students with the information literacy skills needed for success in the globally diverse 21st century.

## **PARTIES**

### **Birthday Parties:**

Parents may bring **STORE bought** cakes, cup cakes, cookies etc. only during the students lunch time. ***Homemade goods cannot be served to the students at the school.***

### **Class Parties:**

Teachers may have celebrations in the classroom that are academically based. Notifications will be sent home by the school/teacher regarding these celebrations.

## **PARENT TEACHER CONFERENCES**

We want to maintain communication with the home. Parent teacher conferences may be arranged by contacting Ms. Maddox, school counselor at extension 2659 or [MaddoKa@boe.richmond.k12.ga.us](mailto:MaddoKa@boe.richmond.k12.ga.us). **Parent conferences will be held as needed on Mondays and Fridays throughout the year during teacher planning periods.**

Additionally, RCSS has 4 days (October 16, 17 and March 18, 19) allotted for parent conferences and those will be arranged by your child's teacher.

**PARENT TEACHER ASSOCIATION (PTA)**

Kids whose parents are involved in their education do better academically and socially. By joining PTA, you become a local stakeholder in the school educating your child. Membership in PTA helps to strengthen programs supporting family-school relationships, provides free resources on such topics as STEM and health and safety. Be a powerful advocate for your child by joining PTA and watch how your involvement supports the academic and social growth of your child and other children in your school. If you are interested in joining the PTA please contact the school at 706-737-7228 and ask to speak with Ms. Veronica Jordan.

**PROMOTION POLICY**

The Georgia Department of Education promotion policy requires that all students must be reading on grade level in third and fifth grade as evidenced on the Georgia Milestones test. Additionally fifth grade students must core a developing, proficient or distinguished level learner on the mathematics portion of the Georgia Milestones test.

The RCSS promotion policy is that K-5 students must earn a passing grade in ELA and Mathematics and earn a passing grade in two out of the three in Science, Social Studies and Health.

**PARENT VOLUNTEERS**

Parents are a vital part of our school community and as such your involvement is encouraged! Volunteer your time in the library, your child's classroom as a reader, room parent, chaperone field trips etc. **To be eligible to volunteer in any Richmond County School you must participate in Volunteer Training and receive a volunteer card.** Trainings will be held at least once a month at Copeland Elementary. See the school website for upcoming volunteer training dates and times. If you have any questions please contact Ms. Kathy Maddox, counselor for more information.

### **RESPONSE TO INTERVENTION**

Copeland Elementary utilizes a Response to Intervention (RTI) team to help parents and teachers meet the needs of individual students. This is a regular education function. The RTI team is made up of professionals and the student's parents to identify, plan and recommend instructional strategies to help the student achieve success in the school setting.

### **SAFETY PATROL**

Fifth grade students who model having high expectations and citizenship qualities are recommended by their teachers to participate as members of the safety patrol. These students help with traffic control inside the school. Our patrol provides a valuable service to parents and students especially when they help students find their place in the mornings. Patrol members start each day at 7:00 a.m.

### **SCHOOL COUNCIL**

The purpose of the School Council is to bring communities and schools closer together as well as have parents be part of the school-based decision-making process. If you are interested in serving on the School Council, please contact Dr. Taylor at 706-737-7228.

### **SCHOOL COUNSELING PROGRAM**

The elementary counseling program seeks to understand each child as a person and a student. The following aspects will be used throughout the year to help your child move through his/her various phases of life:

- early identification of needs
- parent and school communication
- a developmental classroom guidance program to help children gain skills to help him/her be successful in life
- planned group activities to develop inter/intrapersonal skills
- preventive as well as developmental guidance.

Counseling services are available for every student in the school and are provided in a confidential manner. Requests for counseling can be made by administrators, teachers, parents and students. Services include individual and group counseling, as well as parent consultations. Parental permission is required for continual counseling.

**SCHOOL CLOSING/INCLEMENT WEATHER**

RCSS and/or Copeland Elementary will send calling post messages in the event of school closing. You may also log on to [www.rcboe.org](http://www.rcboe.org) for school closing information. Local radio and television stations will carry all school closing announcements.

**STUDENT RECORDS-PARENTS RIGHTS**

In the case of divorced parents, either or both natural parents, custodial and non-custodial, must be provided access to the child's records, unless there is a legally binding document to the contrary.

**TESTING**

**The Assessment Program in Richmond County** complies with the state mandate to assess the achievement of students on their mastery of academic skills. This program includes the administration of tests at various grade levels and content. The following assessments are administered at Copeland Elementary:

- Kindergarten GKIDS (ongoing)
- i-Ready Diagnostic and Progress-monitoring (K-5)
- Unit Pre/Post Test (K-5)
- Benchmark Assessments (grades 2-5)
- Georgia Milestones Assessments (EOG):
  - Third grade—Reading and Mathematics
  - Fourth grade—Reading and Mathematics
  - Fifth grade—Reading, Mathematics, Science, Social Studies

**TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for the proper care of textbooks and library books, and must pay for late, lost, or damaged books. Parents are responsible for payment of all lost or damaged textbooks or library books.



### **TITLE ONE**

Copeland Elementary is a Title-I School. The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The following information regarding our status as a Title I school can be found on our web page at <http://www.rcboe.org/copeland>:

School Compact, Parent Involvement, Reporting Progress to Parents, Teacher Qualification Letter, Reporting Fraud Letter, Right to Know Letter, Title 1 FLP Letter, Complaint Form, Title I Complaint Procedures

### **VALUABLES AT SCHOOL**

Students will be solely responsible for their personal property. It is advisable that all non-school related personal property be left at home to ensure security.

### **VISITING SCHOOL**

A parent's visit to the child's classroom is always welcomed and encouraged. Even though visits are welcomed, please consider the following *expectations*:

1. Be prepared to show your ID upon entering the main office.
2. Sign in/out in the front office and obtain a visitor's pass.
3. Classroom observation is not a time for parent/teacher conferences rather for you to observe your child. Parents are reminded that visits are for the purpose of observing the behavior(s) of their child and not other peoples children.
4. Limit classroom visits to 30 minutes.

**General Suggestions to Parents:**

1. Please do not phone/text your child during school hours. Students will not be allowed to take calls/texts. Messages will be relayed immediately if there is an emergency.
2. Your child is not to bring dangerous or distracting articles to school such as play guns, water guns, laser guns, pocketknives, kitchen knives, matches, toys, gameboys, i-Pods, CD's, (or other electronics) or expensive jewelry. Your child should NOT bring large amounts of money to school.
3. Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, etc. We donate a large amount of clothing to charities each year that is *not marked*. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.
4. Your child **must** have plenty of sleep each night for him/her to do their best work at school.
5. If there is something you want to know about school, if something has happened at school that worries you or your child, you feel there has been a misunderstanding, or you need more information for any reason call or make an appointment to see the teacher and/or principal.
6. Visit our school. You are welcome to visit or observe in your child's classroom. **(We simply ask you to please obtain a pass from the office first and do not expect your child or the teacher to talk with you during your visit—it's *their* school time!).** It is highly desirable that you attend the various meetings and school events arranged by the teacher or the principal throughout the year.

"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."

Jane D. Hull

Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations.

Bob Beauprez



**Copeland Parent and Student Handbook**

*Dr. Laurie P. Taylor, Principal*  
*Ms. Jovanghn Howell, Assistant Principal*

*Copeland Elementary School*  
*1440 Jackson Road*  
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