**School Colors:**
Blue & White

**School Mascot:**
Colts

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

# COPELAND ELEMENTARY

## 2025-26

18018 Forest Heights Drive, Houston, Texas 77095
Phone: 281-856-1400 FAX: 281-463-5510
https://www.cfisd.net/Copeland

**School Hours:**
8:15am – 3:35pm
AM ECSE 8:15am -11:25am
PM ECSE 12:25pm – 3:35pm

**Club Rewind:**
AM - 6:30-7:50 PM – 3:35-6:30

## 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 OR DROP THEM OFF ON FOREST HEIGHTS.***

**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. Changes to your child's after school transportation cannot be made 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/afterschool 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. Pre-K or Kindergarten students will not 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 loop. Please have your student exit the car when the staff member signals. We will unload in the front of the school and the side of the car rider loop nearest the school. Please note, student drop-offs are not allowed on Forest Heights.

**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. Please note, student pick-ups are not allowed on Forest Heights.

**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 their designated exit. If your child is in Pre-K or Kindergarten, a parent must be there to meet their child. Please note, with the restoration of bus services, we will no longer have Horseshoe walkers crossing Barker Cypress.

## Who to Call?

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|---|---|---|
| Homeroom Teacher | First Contact | 281-856-1400 |
| Nurse | Jennifer Maddox | 281-856-1406 |
| Librarian | Jennifer Russell | 281-856-1414 |
| Counselor | Kaylee Johnson | 281-856-1407 |
| Diagnostician | Angie Gutierrez | 281-856-1403 |
| Cafeteria Manager | Rhonda Popham | 281-856-1413 |
| Attendance Secretary | Amy Vincer | 281-856-1404 |
| Administrative Secretary | Krystle Vetter | 281-856-1417 |
| Principal's Secretary | Jill Hill | 281-856-1412 |
| Assistant Principal Life Skills, 1, 3, 5 | Cathy Engel | 281-856-1417 |
| Assistant Principal ECSE, Pre-K, K, 2, 4 | Laci Serrato | 281-856-1417 |
| Principal | Stefanie Berger | 281-856-1412 |

## SCHOOL VISITATIONS

- ***Lunch visitors are welcomed daily beginning September 2, 2025***. 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 (7:45 am-4:00 pm).

## LUNCH SCHEDULE

ECSE: 12:20-12:50
PK: 11:20-11:50
K: 10:45-11:15
1st: 11:15-11:45
2nd: 1:15-1:45
3rd: 12:45-1:15
4th: 11:45-12:15
5th: 12:15-12:45

**HONOR ROLL:** Students in grades 2nd – 5th 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 9:23 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:** Students who arrive after 8:15 MUST be walked to the front office by a parent. The front office will ask you to sign your student in.

**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 (lightning, hail, tornado etc.) will only be determined under **severe** weather conditions. If your child is a bike rider or walker, please plan to pick your child up from 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.

Campus and district personnel will not assume responsibility for damaged, lost, or stolen items. Cell phones should remain off and in the student's backpack during the school day. Students in violation of the cell phone policy will be given a warning the first time. If a second violation occurs, 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. We ask that all visitors/volunteers adhere to the above dress code. Thank you.*

## Let's Work Together

- We do have water bottle fillers, so please send a sports top 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.
- The Copeland Hoofbeat is sent the first Friday of each month via SchoolMessenger.
- Stay up to date on our website at https://copeland.cfisd.net/
- Sign-up for School Cash: https://www.cfisd.net/parents-students01/resources/school-cash-online
- Check out our social media accounts:
  - Facebook @Copeland Elementary – CFISD
  - 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 both prescription and over the counter (including cough drops) require a signed health care provider (HCP) order with the exception of Tylenol, Motrin, Benadryl and antacids. All medications must be brought by a parent in the original, unopened, unexpired container. Medications must be FDA approved.*
- 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. A parent must sign a medical authorization form to be dropped off with the medication.
- 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.schoolcafe.com/