



2023-2024 STUDENT HANDBOOK

COPOPA ELEMENTARY SCHOOL

13644 West River Road
Columbia Station, OH 44028
Phone 440.236.5020
FAX 440.236.1220

Office Hours

8:00 a.m. - 3:45 p.m.

School Hours

8:00 - 8:20 ~ Breakfast

(Students arriving on a bus will be released from the bus for breakfast at 8:00)

8:10 ~ Student Drop-Off

8:10 ~ Buses Unload

8:30 ~ Tardy Bell

(Students must be in classroom to not be considered tardy)

3:20 ~ Car Rider Dismissal

3:30 ~ Bus Dismissal

Important Numbers

Copopa Office	440.236.5020
Copopa Fax	440.236.1220
Board Office	440.236.5008
Transportation (Bus Garage)	440.236.8222
Columbia Middle School	440.236.5741
Columbia High School	440.236.5001
Little Raiders Preschool	440.236.5021

A MESSAGE FROM THE PRINCIPAL...

Dear Copopa Families,

On behalf of the staff at Copopa, it is our pleasure to welcome all students and parents to the 2023-2024 school year. We look forward to being your partners in education and helping each student have a successful and rewarding school year.

This handbook is designed to outline the practices, procedures, and rules of Copopa. Please review the handbook and keep it for a reference throughout the school year.

Communication between home and school is imperative. We will make every effort to keep you informed and encourage you to communicate with us. Our school website and app will help keep you informed of current and upcoming school events. Your help, cooperation, and involvement is encouraged. I look forward to meeting and working with everyone.

Sincerely,

Ms. Carla Molnar

Principal

VISITING COPOPA

It is our belief that **instructional time** is vital.

- All entrances to Copopa Elementary are secure during school hours.
- If a student is tardy to school, the adult bringing them will push the buzzer at the front door and wait for office instructions.
- If a student is being picked up for an early release, the adult picking them up will buzz the front door and follow office instructions. You will be required to show ID.
- All visitors must come to the Copopa front doors. **Do not enter through the Columbia Middle School unless instructed by the Copopa Office.**
- Please sign in, take a visitor's badge. **Wear the badge in a visible place as all staff has been instructed to question any person without a badge.**



LUNCH

There are special rules in the cafeteria, which will be explained to your child by Columbia staff. Also, do not drop off any outside fast food items for your child to eat at lunch. This is a safety concern. The district is using a **point-of-sale** system. Money can be added to each child's account. Information will be sent home with your student.

- Students will be permitted to charge **1 lunch (not snacks or milk)**.
- **Birthday treats are not allowed to be handed out or distributed during the lunch period.**
- We offer a peanut-free table for students with peanut allergies. Please make sure you contact our school nurse, Mindi Porter, to discuss your child's allergies.

RECESS

All children will be required to participate in recess.

- A number of variables are considered when making the choice to stay in for recess. Typically, if the wind chill temperature falls below 20 degrees F or if it is raining, recess will be held inside.
- Please see that your child is properly clothed for existing weather conditions.
- **No playground equipment or toys should be brought to school. This includes electronic hand-held games, iWatches, phones, and the like.**
- Shoes for recess MUST have a back. (No flip flops without a back; Crocs should have the strap on them)
- Parents are **not permitted** to attend recess with their child.



DRESS GUIDELINES

- Brief and revealing clothing are not appropriate apparel in school. **No spaghetti straps or halter tops.**
- No **hats, visors, or bandanas** except for a medical or on designated special spirit days.
- Messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug use, or violence, or that are **otherwise contrary to the school's educational mission.**

- Proper footwear is required at all times. No **cleats**. No **“heely” style shoes permitted**.
- Shoes for recess Must have a back. If your child wears a sandal type shoe to school, they must change into appropriate shoes for recess. (No flip flops without a back; Crocs should have the strap on them)
- Slippers should not be worn to school. If there is a slipper spirit day, students should still wear proper shoes to and from school. Children can then change into slippers in the classroom. This is for slipper spirit days only, not on a daily basis.
- Gym shoes are required for physical education. Please consider shoes that can be tied easily. If kids cannot tie their own shoes, please consider Velcro.

T-SHIRT MESSAGES

We respectfully ask parents to help us monitor these messages. Some of the “messages” on the market are not appropriate for school and others are questionable. We continue to work on **building good character** and **good decision making** with the focus on respect, responsibility, honesty, caring and citizenship.

POLICY FOR ABSENCE

*** Please understand that attendance matters for all students and staff. Attendance has a direct effect on the district’s state report card and achievement performance. More importantly, it will directly impact your child’s academic success. 100% attendance is our goal for all Copopa children.

1. **Reporting Absence** - Parents should notify the school by calling 440.236.5020 between 8:00 and 8:30 a.m. to report an absence. Please leave a **voicemail** if we are on another line.
2. **Missing Children Act** - State law requires us to verify student absences. If we do not receive a call from you verifying your child’s absence, then we must contact you by phone. Please take the time to call when your child will be absent.
3. **Make-up Work** - Students are allowed one day for each day of excused absence to make up class work (up to the last day of school). Parents may request work **when you call your child in sick in the morning**, to be ready for pick up **after 3:00** or it can be sent home with a sibling/neighbor.

POLICY FOR TARDIES

The tardy bell rings at **8:30 a.m.** Any student arriving at the classroom after that time is considered tardy and must present a pass to the teacher. The pass must be obtained at the office **AFTER the child’s parent or guardian signs the child in.** Excessive tardiness will result in **disciplinary action** from the office.

The Ohio General Assembly passed House Bill 410 to promote school attendance and control truancy.

Attendance is measured by hours instead of days:

Excessive Absences:

- Absent 38 or more hours in one school month with or without a legitimate excuse.
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truant:

- Absent 30 or more consecutive hours without a legitimate excuse.
- Absent 42 or more hours in one school month without a legitimate excuse.
- Absent 72 or more hours in one school year without a legitimate excuse.

When a student has Excessive Absences from school, the following will occur:

1. The district will notify the student’s parents in writing within seven days of the triggering absence.
2. The student will follow the district’s plan for absence intervention.
3. The student and family may be referred to community resources.

When a student is Habitually Truant, the following will occur:

1. Within seven days of the triggering absence, the district will assemble an absence intervention team;
 - a. Assemble the absence intervention team comprised of school personnel, the student’s parent or guardian, and the Lorain County Attendance Officer.

- b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan.
3. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Important!

The law requires us to notify you if the "excessive absence" threshold of 38 hours in one month or 65 hours in one school year is met. **These hours include doctor visits, dentist visits, hospital stays, tardies of more than 30 minutes per day, vacations, planned absence, etc.** Even though your child may have a legitimate doctor's excuse for an absence, or you may have completed a vacation or planned absence request, we still have to send you a letter.

PLEASE KEEP YOUR CHILD HOME FOR THE FOLLOWING

Coughing – if they have a persistent disruptive cough.

Diarrhea – until diarrhea has ceased for 24 hours without medication.

Fever 100° or higher – until fever is below 100° for 24 hours without medication.

Lice or nits – until treated and "nit-free." **Must be checked by clinic or office staff before returning to classroom.** Parent must bring the child into school for recheck.

Rash – if rash is untreated or if child is too uncomfortable even if treated.

Strep Throat/Scarlet Fever – until he/she has been on antibiotics for 24 hours.

Vomiting – until vomiting has ceased for 24 hours without medication.



*School reserves the right to refuse entry to any student displaying symptoms of a communicable disease in accordance with the Ohio Department of Health Communicable Disease Guidelines.

DOCTOR/DENTAL APPOINTMENTS

APPOINTMENTS - Please attempt to make medical and dental appointments for your child after school hours. In the event that you must take your child out of school for an appointment, always request a doctor's note for the office.



PRESCRIPTION MEDICATION

- If prescription medication is required and must be administered during school hours, a **prescription medication form must be filled out**, including the **physician's** and parent signature.
- The medication must be brought to school **by an adult in the original container** and will be stored in a locked cabinet. This procedure is required by state law and Board of Education policy.
- A law now allows students to carry their asthma inhaler and/or epipen with them. **A prescription medication form must be on file in the office for the student to carry their asthma inhaler or epipen.**
- If the procedure for prescription medication is not followed, the medication will not be able to be administered by designated school personnel.
- All prescription medication must be picked up within **TWO WEEKS** after school ends. All medication not picked up will be destroyed. **We cannot send medication home with students.**
- Staff are not permitted to administer over-the-counter medication such as Tylenol, cough syrup, cold medicine.

PEANUT & TREE NUT FREE

Columbia Schools makes every effort to reduce exposure and cross contamination for children with severe nut allergies. Information is sent home to every family explaining the safety guidelines. Please understand that there will be a need for certain classrooms to be "Nut Free" with more stringent guidelines in place.



Classroom Snacks

For grade levels that eat early or late in the schedule, a snack is sometimes in order. Each grade level will communicate how classroom snacks are managed. Classroom snacks are eaten **in the classroom**. Classroom procedures are in place to sanitize or hand wash after snacks to minimize cross contamination outside the class.

Birthday Treats

Due to health concerns, outside birthday treats or gift bags are prohibited from being sent into the building.

Holiday Parties

Our wonderful PTO will plan food in accordance to the guidelines. The PTO will set up a sign-up genius for parents to volunteer to send in treats/snacks for holiday parties. We have holiday parties for Halloween, Christmas, and Valentine's Day. For more information, consider going to the PTO to assist with these activities.

Minimizing Cross Contamination

Cross contamination is the most difficult piece to manage. We are placing great importance on hand washing and sanitizing before and after students eat. Similarly, if your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick!

SCHOOL CLOSINGS – 2 HOUR DELAY

If school has to be closed for any reason, please listen to local radio and television stations. School closings due to inclement weather will be reported on radio station 930 WEOL AM. There may be an occasion where a **2-hour delay** is warranted. The purpose of a **2-hour delay** is to allow time for weather and roads to clear and still maintain a school day.

- Start of school is 10:30 a.m. (2 hours from the regular start).
- Lunch is served but the menu may change for that day to accommodate the shortened morning.
- Busses run and should arrive 2 hours later than your usual pick up. Please be flexible.
- The school day ends as usual.

LOST LIBRARY BOOK

The Copopa librarian will send notice that a book has not been returned. If it cannot be located, you will be asked to pay for the lost item. We regret that lost book money cannot be refunded, even in the event that the book is found after payment.

STUDENT CODE OF CONDUCT

Specific types of misconduct in school and/or school related activities will lead to consequences may lead to suspension and/or expulsion of a student.

STUDENT MANAGEMENT

1. Students are expected, with the help of the adults in the building to resolve their own conflict and manage their own problems. Students are expected to be knowledgeable of the student code of conduct and expectations of the classroom and building.
2. Teachers are expected to have classroom rules and handle student management with logical consequences and communicate with parents regarding behaviors.
3. Parents are expected to be knowledgeable and supportive of school expectations and assist in the explanation of and the understanding of the student code of conduct.
4. The principal is expected to handle school-wide problems, repeat problems, and more serious incidents. Parent contact, teacher communication and logical consequences will take place.

CONSEQUENCES

Consequences for one's actions may result in but are not limited to the following:

1. Reprimands
2. Phone calls home
3. Denial of privileges
4. School counselor referral
5. Recess detentions
6. Lunch detentions
7. After school detention
8. Saturday school
9. Parent conference
10. County mediator

11. In-school suspension
12. Out-of-school suspension
13. Recommendation of expulsion

CELL PHONES

We understand that in today's world many young students have a cell phone. However, there is not a use for a cell phone at the elementary level. If a student possesses a cell phone, it should remain in the student's book bag in the off or silenced position. If you need to pick your child up from school you need to call the office, not a personal cell phone. If we need to get in touch with a parent we will do so using the emergency contact numbers on your OneView account. This also includes the use of smart watches/iWatches. Although a watch can be worn for the watch's intended purpose, smart watches and iWatches should not be used during the school day for texting, games, or other apps. This includes lunch and recess. Failure to comply with these guidelines will result in the cell phone or watch being taken away and a parent/guardian will need to come to school to pick it up.

SCHOOL BUS PROCEDURES

The school bus is a privilege that can be taken away if it is abused. The bus driver has a tremendous responsibility seeing that the students arrive at their destination safely. Discipline must be maintained on the school bus so that nothing interferes with the driver's concentration. When students misbehave on the school bus, the driver's concentration is then diverted and a serious accident could occur. Failure to comply with bus rules may result in loss of bus privileges. At such time, a student is **not** excused from attending school, but the parent must provide transportation to and from school.

NO daily passes will be issued. If you have further questions, please reach out to the transportation department at 440.236.8222.

SCHOOL SUCCESS

Students will receive their report cards four times a year. Parent-teacher conferences will be held twice a year, once in November and once in March. You will be notified of dates and times. You will have the ability to sign up through a secure website for your child's conference. A schedule for the grading periods will be provided at the start of the school year.

PROCEDURE FOR HANDLING PARENTAL COMPLAINTS

Good teacher-parent communication and a respectful relationship are vital throughout your child's life and academic journey. At times misunderstandings, differences of opinions or disagreements can involve students, staff and parents. It is important that even during these times, lines of communication stay open so that conflict can be resolved quickly and respectfully. In the event that a problem cannot be resolved collaboratively between the two parties, the following process will be utilized.

- Upon receipt of a parental complaint regarding curriculum, co-curricular activities or classroom management procedures, the Administrator receiving the complaint will inform the teacher and the teacher will make personal contact with the parent within two (2) school days. It is the responsibility of the teacher to inform the building principal of the status of the complaint. The building principal will follow up with a contact to the person expressing the complaint to determine if the teacher contact has resolved the issue.
- If such conferences do not lead to understanding and a resolution of the problems involved, the building principal and the teacher will meet to develop a means to deal with the complaint.
- The administrator, upon initially receiving a complaint, should inform the parent of the complaint procedure, which is as follows:
 1. The parent should discuss the complaint first with the teacher.
 2. The teacher will be in contact with the parent within two school days.
 3. The parent should contact the building administrator if the teacher does not contact him/her within two school days or if the parent is not satisfied with the results of the conference.
- All anonymous complaints will be disregarded.
- If a board member receives a parental complaint, the board member shall encourage the parent to contact the appropriate administrator or the superintendent if the appropriate administrator is not available.

SAFETY

Copopa goes to great measures to keep you children safe while at school.

- Monthly fire drills and tornado drill practice
- Supervision by Copopa staff during all times of the day
- Principal, custodian and numerous staff carry radios and can be contacted immediately at all times
- All entranceways secured throughout the day and video monitored, visitors must enter through the secured office door
- Open communication between district and local emergency service agencies
- District and building crisis plan implemented
- Students are only permitted to leave with their legal guardian unless a signed note is provided allowing for family or other to take them from school premises.

Fire Drills

Fire drills are practiced on a regular basis. Students are instructed in the correct procedures for a fire drill. Each classroom has instructions and an exit map posted to indicate the nearest fire exits

Tornado Drills

Students are instructed each year in the proper procedure for a tornado emergency. Each class has an assigned area during a tornado drill. Practice drills occur during the year.

Lock Down Drills

Students will participate in both partial and full lock down drills throughout the school year.

End of the Day Pickups

If your child is a bus rider, but you are picking them up at the end day, we will be **continuing** the practice of either sending a note **OR** calling Copopa by **2:55 pm** to be put on the pickup list.

PBIS

CLSD implements PBIS as a framework for supporting the academic and behavioral needs of our students.

PBIS stands for **P**ositive **B**ehavioral **I**nterventions and **S**upports and reflects an approach to student behavior that focuses on prevention and values of positive behavior support. PBIS is a tool and framework for prevention that assists school personnel in organizing evidence-based practices that improve and increase academic performance and desired social behaviors for our students. Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS places emphasis on classroom management and preventive school discipline that must be integrated and work together with effective academic instruction in a positive and safe school climate to maximize success for all students. Our goal as a building is to create and maintain a positive school culture because we know that this is what is best for students and what you expect and trust us to do as educators.

PBIS includes school-wide expectations that will be taught and modeled throughout the year to ensure that our students understand how they can make our school a safe, friendly, and happy learning environment. PBIS is a team-based process for school problem solving, planning, prevention, and evaluation. The Copopa PBIS team meets on a regular basis includes the administrator, counselor, and various staff members.

What are the CLSD behavioral expectations?

The Columbia Local School District has adopted a unified set of behavioral expectations for the district. These expectations not only apply to the classroom, but to the cafeteria, recess, the bus, sporting events, field trips, etc. You may already know these because your child has spoken about them or you have seen things posted throughout the buildings and district.

Our district-wide expectations are: **Pride, Respect, Integrity, and Empathy.**

Students will have the opportunity to earn Copopa stamps for showing empathy, integrity, respect, and pride throughout the day, every day. This is the **Raider Way!** A collection sheet with these stamps is then be used to “buy” items from the building prize cart. There is no limit to how many stamps/tickets a student can earn in a quarter. More importantly, any staff member can hand out these stamps/tickets. Stamp/ticket counts start over at the beginning of every quarter.

We appreciate your help and support with this at home. Talk to your child about these expectations on a regular basis.

If you have any questions concerning PBIS, please speak to your child's teacher, Mrs. Dunn (counselor) or Ms. Molnar (principal.)

Go Raiders!

