



## **2024-2025 COPOPA 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 ~ Car Rider Drop-Off

8:10 ~ Bus Rider Drop-Off

8:30 ~ Tardy Bell

*(Students MUST be in class at 8:30, not in the hallway, not checking into the office)*

3:20 ~ Car Rider Dismissal

3:30 ~ Bus Rider 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 2024-2025 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, Twitter page, and district 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.

Kind Regards,

*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. . The district is using a **point-of-sale** system. Money can be added to each child's account via the PaySchools website or you can send money into school with your child.

- Please, do not drop off any outside fast food items for your child to eat at lunch. This is a safety concern.
- Students will be permitted to charge **1 lunch (not snacks or milk.)**
- Students who pack lunch should make sure they also pack condiments such as ketchup, mustard, BBQ sauce etc. If you are unable to provide these items in your child's lunch, students may purchase condiments for 10 cents per packet.
- Condiments are always included for students that receive a school lunch.

- **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 unless a doctor's note is given to the school nurse.

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, footballs, jump ropes, etc.**
- 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 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 class. Please consider shoes that can be tied easily. If kids cannot tie their own shoes, please consider Velcro or slip-in.

### **BATHROOMS AND SELF-HELP SKILLS**

Copopa Elementary has multiple bathrooms for students to use during the day. Most primary grades have scheduled classroom bathroom breaks throughout the day. The upper elementary grades often use an "as needed" approach for their classes.

Your child should be able to take care of toilet needs by themselves. This includes wiping themselves and buttoning or snapping pants. *If your child has a bathroom accident and is not able to clean-up themselves, a parent will be called to come assist with changing.* At this age, if an accident does occur, it is oftentimes best for the student to go home, get washed up, and then return to school. It is a good idea to pack a change of clothes (shirt, pants, underwear, and socks) for your child to store in his/her locker. If your child has a medical condition that requires additional bathroom support, please talk to your child's teacher and the school nurse ASAP.

### **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, kindness, and citizenship.

### **POLICY FOR ABSENCES**

\*\*\* 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 236-5020 between 8:00 and 8:30 a.m. to report an absence. Please leave a **voicemail** if we are on another line or if it is before or after school hours.
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.** There will be a three minute warning bell at 8:27 a.m. This is to alert any students in the hallway or at the lockers to make sure they go to the classroom. 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 can result in **disciplinary action** from the office.

**The Ohio General Assembly passed House Bill 410 to promote school attendance and control truancy. This law has been in effect since**

**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; and
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 absences, 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 FROM SCHOOL HOME FOR THE FOLLOWING:**

**Coughing** – if they have a persistent disruptive cough.

**Diarrhea** – until diarrhea has ceased for 48 hours without medication.

**Fever 100° or higher** – until fever is below 100° for 48 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 48 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 and send it back to school with your child upon their return to school. Please pay attention to the important dates in the Copopa Chronicle so your child does not miss testing dates or other events.

### **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, or Calamine lotion.

### **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 snacks, treats, or gift bags are prohibited from being sent into the building.

### ***Holiday Parties***

Our wonderful PTO will plan food in accordance with the safe snack 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 Columbia PTO to assist with these activities. You can view the "safe snack" list on our website.

### ***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.
- Buses run and should arrive 2 hours later than your usual pick up. Please be flexible.
- The school day ends as usual.

### **LOST LIBRARY BOOKS**

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 that may lead to suspension and/or expulsion of a student.

### **CODE OF CONDUCT OFFENSES**

The Columbia Local Schools Board of Education has established the following categories of misconduct as those which may result in disciplinary action which are not limited to and may include: detention, Saturday School, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion from the Columbia School District. Appropriate due process will be followed according to Ohio Revised Code 3313.66.

1. **Academic Misconduct** - A student shall not cheat or plagiarize.

**2. Acceptable Use/Internet Safety** - A student shall not violate any portion of Board Policy EDE, Acceptable Use Network/Internet Policy. This includes any action that may disrupt the educational process, be illegal or unsafe or not be related to the processes of education in the Columbia Local Schools.

**3. Aggressive Behavior/Victimizing/Threatening/Bullying** - A student shall not hurt another person either physically or psychologically. A student shall not threaten another person with physical violence, loss of property or coerce by any means.

**4. Appearance and Dress** - A student shall not be inappropriately dressed for school. Student dress shall not be disruptive to the educational process.

**5. Arson/Unauthorized Fire** - A student shall not set or attempt to set a fire or cause an explosion.

**6. Assault** - A student shall not attack any other person or behave in such a manner that would cause or threaten to cause injury to any other person.

**7. Bomb Threats, False Alarms** - A student shall not cause a false alarm to be sounded, falsely communicate a bomb threat, or falsely contact 911.

**8. Use of Pager, Cellular Phone or Similar Communication Device** - Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property as long as these devices are turned off during school hours or while participating in an extra-curricular event. First time violators of this policy are reported to the Principal who confiscates the device and holds it in his/her office until the end of the school day. Subsequent violations result in confiscation, loss of privilege and forfeiture of the device to the District.

**9. Continued and/or Repeated Violations of School Rules** - A student shall not refuse to comply with school rules and reasonable directives of school personnel.

**10. Disruption** - A student shall not create a condition, indulge in any activity, or use any device that disrupts the educational process or is offensive to others. Likewise, a student shall not make any utterance, gesture, or act which offends the sensibilities or threatens the safety of others.

**11. Disorderly Conduct** - A student shall not, by use of violence, force, coercion, threat, harassment or insubordination cause or threaten to cause the disruption or obstruction of any function or operation of the school or of the educational process.

**12. Explosives** - A student shall not possess, handle, construct, transmit, conceal, or use any firework, explosive device, or substance which can be used as an explosive.



13. **Extortion** - A student shall not force or attempt to force any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.

14. **Failure to Comply with Direction** - A student shall not fail to accept discipline and/or comply with the direction of staff.

15. **False Identification** - A student shall not refuse to provide identification to school personnel. A student shall not give false identification.

16. **False Reporting** - A student shall not make a false report or false accusation which results in the mandatory reporting of an incident of physical, sexual, psychological, or any other form of child abuse pursuant to Section 2151.421 of the Ohio Revised Code, nor shall a student make a false accusation or a false statement that in any way defames or damages the reputation of a staff member.

17. **Fighting** - A student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting. If a student who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, 30-A the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the action(s) taken by the school district.

18. **Firearms** - A student shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a firearm, while on titled school property, in a vehicle parked on titled school property, or at any school-sponsored activity regardless of location. A firearm is any weapon, including a starter gun, which is designed to expel or may be readily converted to expel a projectile by the action of an explosive. This includes, but is not limited to: any firearm ammunition, muffler or silencer, any explosive or incendiary charge of more than one-quarter ounce and any other instrument or device similar to those already listed.

19. **Forgery** - A student shall not forge the name of another, falsify times, dates, grades, addresses, or other data the school may require whether orally or in writing.

20. **Gambling** - A student shall not engage in or promote games of chance or place bets when money or anything of value is at risk.

21. **Gangs** - Gangs are prohibited. A gang is defined as any non-school sponsored group possibly of secret and/or exclusive membership whose purpose or practice includes the commission of illegal acts, violations of rules/Regulations, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation,

recruitment, wearing of colors, fighting, assault, hazing, or establishing “turf” on titled school property, at school functions, or school-related activities will not be tolerated.

- a. A student shall not participate in gang-related activities.
- b. A student shall not appear with or wear gang identification such as attire, colors, or clothing.
- c. A student shall not designate boundaries or “turf” or belong to any group that has designated boundaries or “turf.”
- d. A student shall not participate in hazing, initiation, or recruiting activities.
- e. A student shall not deface property with gang graffiti. A student who violates this action will not only be subject to the notification of his/her parent/guardian by school authorities, but also, when deemed appropriate, the student’s prohibited gang activity will be reported to the local authorities.

22. **Hazing** - A student shall not cause or participate in any act of initiation that causes or creates a risk of causing physical, mental, or emotional harm to any person.

23. **Horseplay** - A student shall not exhibit noisy/unrestrained behavior which is inappropriate.

24. **Interference or Intimidation of School Authorities** - A student shall not interfere with the discharge of the official duties of district personnel by the use and/or threat of force or violence.

25. **Intrusion/Unauthorized Area** - A student shall not be on school grounds or in areas to which the student is not assigned before, during, or after school hours except with the permission of the principal/designee.

26. **Malicious Harassment** - A student shall not maliciously and intentionally intimidate or harass another person because of that person’s race, color, ancestry, religion, national origin, gender, age, disability or personal characteristics.

27. **Columbia Schools Policies and Ohio Laws** - A student shall not violate any Board Policy or Ohio Law while in the custody and control of the school or a “school safety zone.”

28. **Profanity or Obscenity** - A student shall not use profanity or obscene gestures. This includes the possession of materials that are considered to be obscene or pornographic.

29. **Narcotics, Alcoholic Beverages, and Drugs** - A student shall not possess, use, sell, distribute, transmit, or be under the influence of alcohol, drugs, or controlled substances. A student shall not possess, use, transmit, sell or conceal any instrument of drug abuse or related paraphernalia.

30. **Other Dangerous Weapons and Instruments** - A student shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a dangerous weapon or instrument while on titled school property, in a vehicle parked on titled school property, or at any school-sponsored activity regardless of location.

- a. A knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or pointed object which may or may not be fastened to a handle and having a blade length of two and one half inches or longer.
- b. Other dangerous instruments include, but are not limited to, metal knuckles, razors of all descriptions, and propellants that may be used to or are intended to harm, threaten or harass students, staff, parents/guardians, or community members. This includes any object that may be used as a weapon to injure or intimidate.

31. **Possession of Stolen Property** - A student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.

32. **Robbery** - A student shall not take another person's property by force or threat of force.

33. **School Bus Violations** - A student shall not interfere with or disrupt the operation of a school bus by activities which pose or tend to pose a danger to the safe operation of a school bus, including, but not limited to: failing to remain seated, throwing objects out the window or at a passenger or the driver, shouting, disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.

34. **School Safety Zone Violation** - Any misconduct that occurs off of district property but is connected to activities, events, or incidents that have occurred on district property. This includes misconduct that regardless of where it occurs is directed at a district official or employee or the property of a district official or employee.

35. **Sexting** - The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise.

36. **Sexual Activity** - A student shall not engage in sexual activity on school premises or at school-related activities.

37. **Sexual Harassment** - A student shall not sexually harass another person with any materials, acts, or words that are unwanted or unwelcome.

38. **Theft** - A student shall not take or attempt to take property which does not belong to the student.

39. **Tobacco** - A student shall not smoke, use, or possess any tobacco products on titled school property, within school buildings, or at any function or activity supervised or promoted by the school. This shall include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking device, vaping devices and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form

40. **Trespassing** - A student under suspension, expulsion, or emergency removal shall not enter upon any titled school property of the Board of Education without the express permission of the Principal. Such presence is considered trespassing and may be cause for arrest.

41. **Truancy** - A student shall not be truant, tardy or absent without an excuse. A student shall not cut class and/or school.

42. **Vandalism** - A student shall not damage, deface, or destroy property.

43. **Violation of School Rules and Regulations** - A student shall not refuse to comply with school rules and regulations.

44. **Violation of School Discipline Procedures** - A student shall not violate conditions of disciplinary procedures. Such violation will be considered a separate disciplinary violation and shall be subject to additional consequence.

45. **Withholding Information** - Students are not permitted to withhold information regarding an act or violation of school rules or regulations that could endanger students, school personnel, property, or the educational process. Reasonable knowledge of disruptive actions or dangerous situations must be reported immediately to school authorities to avoid disciplinary action.

### **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 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 conferences
10. County mediator

11. In-school suspension
12. Out-of-school suspension
13. Recommendation for 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 throughout the school day. 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 bus 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 November and 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 your child safe while at school.**

- Monthly fire drills, severe weather drills, and/or lockdown 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

#### **Severe Weather 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.

#### **Lockdown 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 of the day, we will be **continuing** the practice of either sending a note **OR** calling Copopa by **2:55 pm** to be put on the daily pickup list.

### **PBIS**

CLSD implements PBIS as a framework for supporting the academic and behavioral needs of our students. This is a state mandated requirement.

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. We meet on a regular basis

### ***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 used to “buy” items from the building prize cart. There is no limit to how many tickets a student can earn in a quarter. More importantly, any staff member can award a PBIS stamp. **Ticket counts start over at the beginning of every quarter.**

We have enclosed a copy of our PBIS procedures matrix. This handout is the same throughout the building regardless of who the classroom teacher is. By setting common procedures throughout the building, students and parents know the expectations for all areas.

We appreciate your help and support with this at home. Talk to your child about these expectations on a regular basis. You can also use the conversation starters on the enclosed handout to learn about your child’s school day and to help reinforce these expectations at home. If you have any questions concerning PBIS, please speak to your child’s teacher, Mrs. Dunn (counselor) or Ms. Molnar (principal.)

*Go Raiders!*

