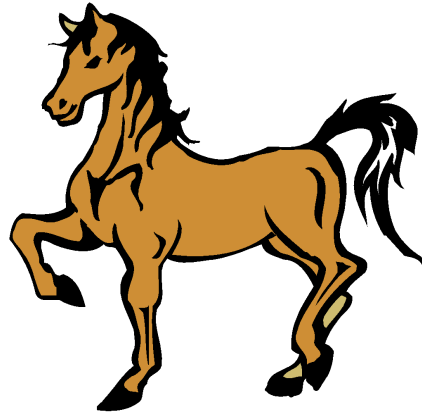


2017-2018 STUDENT – PARENT HANDBOOK



"Home of the Colts"

**Amy Dyal, Principal
Heather Roche, Asst. Principal**

**3460 Copper Colts Court
Middleburg, FL 32068-4371
Phone: (904) 336-0675
FAX: (904) 336-0677
cge.oneclay.net**

COPPERGATE INFORMATION DIRECTORY

- Absence (to report your child absent).....Robyn Shuey
- Address/Phone Changes (Student/Parent).....Same as absence (above)
- Attendance Concerns.....Carlann Burney/Amy Dyal
- Bookkeeper & Principal's Secretary.....Ruby Canavan
- Cafeteria & Lunch Accounts.....Rita Holden
- Curriculum/Tests.....Heather Roche
- Discipline.....Amy Dyal/ Heather Roche
- ESE Secretary / IEP Scheduling.....Cylela Harmon
- Free / Reduced Lunch Applications.....Rita Holden / Carlann Burney
- Front Office Secretary.....Robyn Shuey
- GuidanceErika Gilbert
- Health Room (Clinic).....Andrea Finochhiaro, R.N.
- Library / Media Center / News Team.....Kim Miskowski
- Lost & Found (Health Room).....R. Shuey/A. Finochhiaro
- Volunteers.....Heather Roche

School Hours/Bell Schedule:

Cafeteria Open for breakfast	7:55 a.m.
First Bell (supervision begins)	8:15 a.m.
Tardy Bell	8:30 a.m.
Early Check-Out Concludes	2:15 p.m.
Dismissal	2:42 p.m.

Neither the school nor the Clay County School Board may be held liable for any harm that may befall a student who arrives at school prior to 8:15 a.m. or is not picked up from school by 3:00 p.m.

Coppergate Elementary School

Attendance

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. School attendance can be followed by checking a student's report card and/or calling the school.

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team, and the school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24).

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, if a concern arises about attendance.
- Following an absence, a note must be received from the parent or guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and the absences will be considered unexcused.
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Tardies are handled and dealt with individually at each school, but are taken into account when and if legal action is pursued.

What are excused absences?

Absences may be excused when it is due to personal illness of the student, serious illness or death in the immediate family, holidays of the

student's faith, or if conditions exist making school attendance impossible or hazardous to health and safety. All other reasons shall be considered unexcused.

A child will be marked tardy if he/she is not in the classroom at 8:30 a.m.

*Perfect Attendance is earned quarterly by a student having no absences and no tardies.

Make-Up Work

Students are required to make up work missed due to **absences**. Students will be given three days plus one day for each additional day's absence. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know their child will be out for an extended length of time. **A 24-hour notice for requested work is required.**

Bikes-Skateboards-Scooters

Bikes must be locked during school hours. The school is not responsible for theft or vandalism of bikes.

Check Policy

We accept checks under the following conditions:
If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law.

Code of Conduct

The Code of Student Conduct will be available on the CCSD website (oneclay.net). Hard copies will be available in the school office.

Clay County School District Dress Code

The following guidelines are to be followed:

Permitted Apparel:

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity. Shorts, dresses or skirts should be 3 inches above the knee or longer. If leggings are worn, the top **MUST** be the proper length of 3 inches above the knee or longer.

- Shirts must cover the shoulder and not expose undergarments or the midriff.
- Footwear must be worn at ALL times.

Non-Permitted Apparel:

- Apparel with violent imagery, off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans.
- Apparel that is tight fitting, such as spandex skirts/dresses, leggings without proper length top, cheer shorts, etc.
- Sleepwear (bedroom slippers, pajamas, etc.)
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through, muscle shirts.
- Hats, hoods, bandannas, and caps are not to be worn inside unless approved by administration.
- Any apparel or accessory that presents a safety hazard for the student/school.

Grades and Report Cards for all grades will be available via the Parent Portal.

Kindergarten through Grade 2: Standards based report card.

Grades 3 – 6 use the following grading scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 – 59

See district calendar for specific days.

Honor Roll Guidelines (only for grades 3 – 6):

1. ‘All A’ Honor Roll: students must have A’s in all subject areas.
2. ‘A/B’: students must have all A’s and/or B’s in all subject areas.

****Conduct does not count toward Honor Roll.***

Library/Media Center

Daily hours for students: 8:15 – 3:00

Clinic

In order for children to take medicine at school the parent must provide written permission including the following information:

1. Medicine must be in the original container,

2. whether it is prescription or over the counter.
2. The name of the medicine.
3. The amount of the dosage.
4. The time it is to be administered.
5. The purpose of the medication.

All medication, including cough drops, aspirin, etc. must be brought by an adult to the clinic. Students may not have any medication in their possession. Medication left in the clinic at the end of the last day of school will be discarded.

LUNCH / BREAKFAST PROGRAM

See website for prices and monthly menus.

1. When paying by check, make checks payable to CGE Cafeteria. Include the student(s) full name and student number(s) on the check.
2. **Accounts may be used only by the student to whom it was assigned.**
3. To make pre-payments and monitor student accounts, go on line to **myschoolbucks.com**.
4. Carbonated drinks are not allowed.
5. Applications for the **Free and Reduced Meal Program** can be completed on-line at the CCSD website under the Food Service Department.

Physical Education

Athletic shoes must be worn on P.E. and Run/Walk days. If your child cannot participate due to injury or illness, please send a note.

Possession of Cell Phones/Electronic Devices

Students are allowed to have cell phones/electronic devices in their possession, *except during testing*, but they must be in their backpacks and turned off at all times.

Videotaping and Photographing

Notify the school in writing within 48 hours of your child’s enrollment if you do not want your child’s photo or work being publicly displayed.

Visitors

All visitors must check in at the Front Office. Classroom visit requests should be submitted to your child’s teacher at least 48 hours in advance. Children not enrolled in this school may not visit the classrooms during school hours.