



Copeland Manor School
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Lori Poelking, Principal
Steve Feldman, Assistant Principal



Dear Copeland Families,

In order to help promote positive behavior at Copeland School, we must help children recognize what behavior is also unacceptable. In order to track behaviors and provide feedback to students, each time an unexpected behavior is observed, it will be written up on a behavior form.

All behaviors are classified as a broken promise or minor behavior. A major behavior is an action that requires teachers to stop class and will result in a student going directly to the office. That student will need to talk to Mr.

Feldman and will result in a broken promise form being written up and a phone call home. A minor referral is an action that is unexpected, but can be handled in the classroom. If a child receives a minor write-up, it will go home so you can discuss the behavior at home, sign it and return it the following school day. The student will not need to go to the office after a minor write-up. If a child receives 3 minor write-ups in one trimester, they accumulate to equal a major write up.

This means that the child will be sent to the office to discuss the behavior with

Mr. Feldman. Unfortunately, if a child receives a Broken Promise or gets three minors, then they might miss part of the Positive Behavior Assembly that we have each trimester and get retrained during that time. This program holds students accountable for “expected” behavior throughout the building, not just in the classroom. Whatever staff member witnesses an “unexpected behavior” will write it up, give it to the Homeroom teacher, and then it will be sent home. This way the teacher knows that a student was “written up”, and will not have to wait until the info comes from a copy of the behavioral form later in the day or the next day.

If you have any questions, please contact:

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