

Frequently Asked Questions about Copeland Manor School 2018-2019

What are "important times" at Copeland to remember?

- 7:45 -- supervision begins on playground
- 8:05 -- bell rings - students line up
- 8:08 -- students enter school
- 8:15 -- learning begins (students marked tardy arriving after 8:15)
- 2:45 -- dismissal
 - Bus riders go to the multipurpose room
 - Champions go to the cafeteria
 - All other students exit the front door

What time does my child eat lunch and have recess?

Lunchroom

- 11:25 - 11:45 Kindergarten, 1st and 4th Grades
- 11:45 - 12:05 2nd, 3rd and 5th Grades

Recess

- 11:25 - 11:45 2nd, 3rd and 5th Grades
- 11:45 - 12:05 Kindergarten, 1st and 4th Grades

How do I sign up to receive emails from the school?

Go to the Copeland website and click on the "Parent Email" tab. Follow the link to "register." You will receive school newsletters and periodic informational email blasts from the school and District 70. Remember to update your email address if it changes!

How do I report an absence?

Call the Attendance Line at Copeland: **847-932-0058**. Please provide your child's name, teacher, parent name and reason for the absence. Please let us know if your child has a fever. Requests for homework should be emailed to teachers.

When should I keep my child home from school?

Daily attendance is encouraged at Copeland for all grade levels. However, students who are ill should be kept home for the day. Students who vomit or run a fever need to be symptom-free (without fever medicine) 24 hours before returning to school. Please contact the school when your child is absent for school.

Is busing provided to and from school?

Busing is provided free of charge to students who live further than 1.5 miles from school or must cross a street that has been identified as hazardous. Students who do not qualify for free busing may purchase busing for the year, payable in advance. The cost for the 2018-2019 school year is \$850.00 for the entire year for both directions, \$425 for one-way.

Is before- and after-school care available?

"Champions", a separate entity from District 70, offers a before- and after-school program (6:30 - 7:45 and 2:45 - 6:00) on-site at Copeland. You can find more information at www.discoverchampions.com or call 1-800-246-2154. Champions at Copeland direct number: 847-345-1038.

What time should my child arrive at school?

Students who arrive later than 8:05 should enter through the office doors in the circle drive. A student is considered tardy if they arrive after the bell at 8:15 AM. Optimally, all students are in the classroom, with coats and backpacks put away, sitting at their desk and beginning their morning work by 8:15 AM. Students miss important information when they are tardy.

What special occasions are there during the year?

Two classroom parties are planned each year at Copeland (Halloween and Valentine's Day). We take a whole school field trip to a children's theater performance, thanks to our Copeland Family Association. Classroom celebrations are separately communicated.

How am I notified if school has been cancelled?

District 70 uses the School Messenger Notification System that will automatically call your home phone number to inform you of any emergencies, such as when school is canceled. You can also check the district website www.d70schools.org.

How can I participate in my child's classroom?

Volunteerism is valued and encouraged at Copeland. A wide variety of activities will be available such as reading to students, supporting classroom stations, chaperoning field trips or cutting out and preparing instructional materials at home. More information about volunteer opportunities will be posted in your child's classroom at Curriculum Night held in the first weeks of school.

How do I communicate with my child's teacher?

Copeland teachers are committed to two-way communication with parents. Email is often the most efficient form of communication and parents can reasonably expect a response within 24 hours. If your message is urgent, you may call the school office at 847-362-0240.

May I send in Birthday Treats to celebrate my child's birthday at school?

Due to an increase in the number of food-related allergies in recent years, birthday treats in the form of food are discouraged. However, you and your child can choose a special activity or way to celebrate birthdays through a "birthday menu." These will be provided by classroom teachers in the fall.

Is there an area where parents are encouraged to park?

Unfortunately, parking space is at a premium at Copeland. Parking on the circle is permitted for short time periods, and is designated for people with special physical needs. Parents are encouraged to park on 7th Avenue or approved areas on local streets. **Parents should not park or enter the staff parking lot**, as this is not designed to be a "turn around" area and will add to congestion.

Where do I drop my child off on days when there is indoor recess (rain or severe cold)?

Students can be dropped off in the circle drive in the front of the school and they can enter through the main office or cafeteria doors.

What is the temperature cutoff that determines Indoor Recess?

Please remember to send your students prepared to play outside in the cold weather. Recess will be outside unless the wind chill drops below 0 degree.. Make sure they wear gear to keep them comfortable while they go out for fresh air and exercise. To play in the snow, students need a hat, gloves, coat, snow pants, and snow boots.

Does Copeland have a "lost and found"?

Clothing and other items left behind are placed in the blue lost and found box in the front entry outside of the office. **Please put your family name on all coats, lunchboxes and any item that you may want to reclaim.**

Can my student order hot lunch?

District 70 uses Chartwell's Food Service to supply hot lunches daily. There are two choices every day, and you can find a lunch menu on the Copeland website behind the Food Service link. Lunches are currently \$2.90 each and a carton of milk is \$0.30 each. Every student has an account that is charged when they purchase a lunch or milk. To activate your child's account and get the ability to add money using a credit card, go to the Food Service link on the website and choose "MySchoolBucks.com". You will receive your child's school ID in August to use to create an account (if you lose it, please ask the school secretary). Follow their step-by-step instructions.

Alternately, you can send in a check for their account, made out to Libertyville District 70. If you have more than one student, please clearly mark how much should go into each account. Please keep track of your student's account and add money as necessary. If a student goes below zero and orders a lunch, they will be provided with a cheese sandwich until the account is replenished.

CFA Vendor Lunches and Smoothie Days

As a fundraiser, the CFA provides another option for student lunches on **Thursdays**. Information on CFA vendor lunches will be coming home soon. Lunches will be for sale from local vendors: Cafe Pamigliano (pasta), Dominos (pizza), Max's Dawg House (hot dogs), and Culvers (cheeseburger, grilled cheese, etc.). The first CFA food day is September 13th (pizza day). The CFA will also sell fruit smoothies as a fundraiser a few times during the school year. Information will be coming out on these options after the start of the school year. Please make vendor lunch payable to the **CFA**.

Where do I pick up my child?

All students exit the front of the school. Students getting picked up will be walked to the front of the school by their teachers. It helps to have a predetermined spot so students know where to meet you.

The answers to many questions that arise during the school year can be found by visiting our school website. You will find school supply lists, the school calendar, Copeland's Newsletters (Paw Prints) and much information about the Copeland Family Association (CFA). This site is continuously updated and will also link you to teachers' emails and emergency closing information.

www.d70schools.org/Copeland

Important Dates To Remember

August 16, 2018

New Family Orientation 11:00 am

August 22, 2018

Kindergarten Kick Off 9:45 - 10:15 AM
First Day of School for Grades 1-5

August 23, 2018

First Full Day of Kindergarten

December 21, 2018 - January 6, 2019

Winter Break

March 25 - March 29, 2019

Spring Break