

COPPER CREEK
ELEMENTARY SCHOOL

PARENT/STUDENT
HANDBOOK



“BOBCATS”
2016 – 2017



WELCOME TO COPPER CREEK ELEMENTARY SCHOOL

Welcome back to an exciting new year. The entire staff is looking forward to working with you and your children this year. We will strive to continue to provide an exciting and rewarding educational program for all children at Copper Creek Elementary. Your child's education and safety is our primary goal.

Delivery of instruction is multifaceted and differentiated in order to best meet the needs of the different learning styles of your children. A variety of programs are offered at Copper Creek. Examples of these programs include: SAGE (gifted), Special Education, Reading Support, Community Preschool, Developmental PreSchool, and our before and after school program, Bobcat Den.

Parent and community involvement is also a high priority. Parents are active on our Continuous Improvement Team (C.I.T.), PTSA, volunteer programs, and other school/community events.

This handbook outlines our district and school policies and procedures, and includes other helpful general information.

Your input is always welcome. Get involved and become an integral part of Copper Creek's education process.

If we can be of any service to you at all, please do not hesitate to contact our school office @ 623-376-3900.

Sincerely,
Copper Creek Administration

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COPPER CREEK ELEMENTARY SCHOOL

2016-2017

Office Hours:

- Monday through Friday-7:30-4:30
- Main Office: 623-376-3900
- Attendance (Automated): 623-376-3990
- Fax Number: 623-376-3980

SCHOOL HOURS:

Community PreSchool:

- AM 8:30-11:15
- PM 12:30-3:15
- FULL DAY 8:30-3:15

Early Release Days

- AM 8:30- 10:00
- PM 10:20-11:50



Developmental PreSchool:

- AM 9:00-11:30
- PM 12:45-3:15
- No Classes on Fridays and Early Release Days

Kindergarten:

- AM 8:30-11:15
- PM 12:30 – 3:15
- FULL DAY 8:30-3:15 (Blended Kindergarten Model)

Early Release Days

- AM 8:30- 10:00
- PM 10:20-11:50

Grades 1-6:

- 8:30-3:15

Early Release Days

- 8:30-11:50

Disclaimer

At times, during the school year, school procedures and District Board Policies are revised. Any new policies/procedures that occur will cancel and replace current information that is in this handbook. Also, Copper Creek Elementary cannot assume responsibility for the loss or damage to personal property brought to school.

*Additional information to be posted at a later date.

ANIMALS IN SCHOOL

Due to allergy concerns and safety issues, bringing animals into the classroom for a visit is **prohibited** at all times. Animals are **NOT** allowed on campus at any time.

ARRIVAL AND DISMISS-GRADES 1-6

Parents/Guardians-Increased Safety Measures.....Due to safety reasons, there is a district-wide procedure for parents being on campus during school hours. **Parents who walk their children to the classroom before school must sign in and out at the front office.** Parents will also **not** be able to go to their child's classroom prior to the dismissal bell. Listed below, are arrival and dismissal procedures. **Please remember to be patient.**

Bus Lot (Back of School)-If changes occur, new arrival and dismissal procedures will be sent home.

1. Busses pick up and drop off students in the bus turnaround only. Daycare buses also use this area. Students are not allowed to cross in front of the busses at anytime. No parking is allowed at anytime in this area.

Parking Lots (Front of School)-If changes occur, new arrival and dismissal procedures will be sent home.

NEW INFORMATION.....The City of Glendale, Police asked us to inform our community of violations that are occurring in our parking lot. The stated violation is that cars are parking and leaving their vehicle along the **blue line**. **This blue line is considered a fire lane and must be kept open at all times.** During the hours of 2:30 – 3:15 p.m., if you stay in your vehicle, it will not be considered a violation and you will not be ticketed. **During any other times, if you are in your vehicle, you will be asked to keep moving or if you leave your vehicle you will be ticketed. The fine for this is approximately \$100.00**

1. The drop off spaces in front of the school in both parking lots are separated from the two parking lots and are to be used strictly for drop off and pick up procedures. **This is not a parking area. At no time can vehicles be left unattended.** When using the drop off or pick up route, traffic flow is from west to east only. This is marked by blue lines.
2. **Please keep moving forward until an open space is available.** If none are available, do not double park. Please either proceed to the exit and re-enter again, or park in one of the two parking lots. **Do not pick up or drop off your children in the parking lots unless you escort your child across the parking lot.**
3. **A Crosswalk/Speed Bump is located on the drive through area where the two parking lots are joined. Duty teachers assist students in crossing this area. Please use extreme caution when approaching this area.**
4. **Use both parking lots and the entire length of the drop off areas to avoid congestion.**
5. **There will be only one entrance (west lot closest to school) and one exit (east lot furthest from school). When exiting the parking lot, there is NO left turn.**
6. **If you are parked in the parking lots, just proceed to the drop off lane and exit out the east lot.**
7. **Please be kind and courteous to our duty teachers and volunteers.** They are looking out for the safety of your child. Your patience and adherence to the arrival and pick up procedures will make this experience safe and pleasant for all.
8. **Certain areas are designated as no parking zones or bike lanes and need to be strictly adhered to.** These areas include the areas around the entrance/exits, crosswalks, the main drive loop, in front of the school along Hillcrest Blvd., 71st Avenue on the west side of the school, 71st Avenue on the east side of Hillcrest Park, the bus turnaround area on the southwest side of the school, areas where no spaces exist, and unauthorized parking in all handicapped/car pool spaces.
9. **Two parking spaces are reserved for carpoolers and four parking spaces are reserved for handicap parking in the west parking lot.** Please do not park in these spaces unless you are registered and have a carpool sticker or a handicap sticker.
10. **Please do not bring oversized vehicles or trucks with trailers into our parking lots.**

Students

1. **Students are not allowed on campus before 8:15 a.m., unless they are going to breakfast, chorus, band, or a special school function.**
2. Students using the west bike rack need to walk their bikes either up to the crosswalk at 71st Avenue and Hillcrest or along the sidewalk where the buses park. They are not to cross in front of the bus entrance or entrance driveways.
3. **Skateboards, roller skates, scooters, skate shoes and rollerblades are not allowed at any time unless they can be secured in the bike racks.** Walk or bike ride with your children to school.
4. **Students are to stay on sidewalks at all times.** The only exception is if parents park in the parking lot and escort their child(ren) into the school. The crosswalk should be used in this situation. **Bicycles must be walked on sidewalks until they are all the way off of campus.**
5. Crosswalks with crossing guards are located at Hillcrest and 71st Ave. (crossing Hillcrest), Hillcrest and 71st Ave. (crossing 71st Ave.), and 71st Ave. and Tina.

6. Develop a car-pooling plan with your neighbors to transport your children to school. **Please do not ask your children to cross between cars at any time.** This is extremely dangerous.

ARRIVAL AND DISMISSAL-KINDERGARTEN STUDENTS

Transportation-Students should not arrive at school before 8:15 a.m. There will not be any supervision at the playground gate until that time. Due to the congestion in the Kindergarten Wing, please drop off and pick up your students at the Kindergarten Playground Gate at arrival and dismissal. Bus riders and daycare students will be taken to their assigned areas by a Kindergarten Duty Teacher. **Kindergarten Students are not allowed to ride their bikes to school as gates are locked after the first bell rings in the morning and not unlocked until dismissal time. Copper Creek Elementary cannot assume responsibility for the loss or damage to personal property brought to school.**

Transportation Changes-If any changes need to occur regarding your child's transportation from school, **please notify your child's teacher in writing** about these changes. **Teachers do not check their voicemail or e-mail once their afternoon session begins.** In the event of a change in transportation and it is after 12:00 p.m., call the main office at 623-376-3900 and the office staff will contact the teacher with the new information.

ATTENDANCE ABSENCES /TARDINESS

Regular attendance and being on time are two things that help children have a good attitude toward school and facilitate their individual success. If your child is unable to attend school, please call the automated attendance line using the voice mail telephone number at **623-376-3990**. Follow the prompts to record your child's absence. This service is available twenty-four (24) hours a day, seven (7) days a week. If you need to speak directly with the attendance clerk, you may do so by dialing 623-376-3900. The Attendance Clerk is available Monday through Friday between the hours of 7:30 a.m. to 4:30 p.m. **An unreported absence will result in a telephone call from our automated system to the home number. If you would like a different number to be called, please notify the school office.** Excessive absences can be a problem that ultimately affects a student's academic success. **A specific letter explaining the CUTS (Court Unified Truancy Suppression) Program will be sent home sometime during the first quarter of the school year.** If a student is going to be tardy, please call or send a note. **When tardy, students must report to the school office for a pass before going to the classroom.**

BEFORE SCHOOL PROCEDURES

Students may not arrive on campus before 8:15 a.m. Students arriving on campus prior to 8:15 a.m. to have breakfast must remain in the cafeteria until the bell rings. Any student, who habitually arrives at school early, will have their parents contacted. There will **not** be a morning recess on the playground prior to the start of school each day. Teachers report to their classrooms at 8:20 a.m.

BICYCLES, ROLLERBLADES, SKATESHOES, SKOOTERS, AND SKATEBOARDS

Students are permitted to ride bicycles to school. For safety reasons, it is recommended that only third through sixth grade students ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students who ride bicycles must assume all responsibilities and risks involved. While on campus, students are to walk their bicycles. Bicycles must be parked and **locked** in one of the two bicycle racks. Each student should have his/her own lock and not share it with another student, whether it be a brother, sister or friend. Students who are found loitering in the bike racks or touching other student's bikes will be referred to the school office.

Please do **not** have your child leave their bike in the bike rack after school hours or on the weekends as bike racks are locked **during school hours only**. Mini-bikes, motorcycles, motor-bikes, motorized scooters, regular scooters, skateboards, skate shoes, and rollerblades are not recommended, however, if these items are brought on campus, they **must** be locked up in the bike rack. **Copper Creek Elementary cannot assume responsibility for the loss or damage to personal property brought to school.**

BUS INFORMATION

While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner. Riding a school bus is a privilege provided for students living beyond a one-mile walk from school, **or attending a field trip. Please refer to the Student Rights and Responsibilities Handbook for Bus Procedures.**

CHAIN OF COMMAND GUIDELINES

We always encourage parents and community members to contact the school regarding any questions or concerns. **The first line of communication should always be with your child's classroom teacher.** For any safety issues or school concerns, always feel free to contact a building administrator. Often times, however, the school secretary, can answer your questions. Contact the school secretary @ 623-376-3904. If you have a concern about your child's teacher, please contact them directly. If the problem is not resolved, then contact the school administrator. If the concern remains unsolved the following chain of command should be followed:

1. Child's teacher
2. Principal/Assistant Principal
3. District Office
4. Associate Superintendent
5. Superintendent
6. School Governing Board

CHILD PROTECTION

Custody - If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order **must** be on file in the school office. Unless your court order is on file with us, we **must** provide equal rights to both parents.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school **must** have a **signed note by the custodial parent**. In addition, please be sure the assigned person is also listed as a responsible party on the child's "Student Health and Release Information Sheet."

Reporting Child Abuse - According to state law, child abuse is **not** something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect **must** be reported to Child Protective Services (CPS) and the police department. People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability. The district's reporting procedures, developed by teachers and school officials, and endorsed by the Arizona Department of Education, involve a team. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call Child Protective Services at 1-888-767-2445.

CLOSED CAMPUS

Please be reminded that students are not allowed to leave the school grounds on their own during lunchtime or any other time during the school day. If a student needs to be checked out early, a parent or a designated party indicated on the Student Health and Release Information Sheet must come to the school office and sign him/her out. Your child will not be released to **anyone** who is not listed on the Student Health and Release Information Sheet. **If your child is being signed out by a person on the Student Health and Release Information Sheet and it is not an emergency, prior notification is required.**

COMMUNITY ED SCHOOL PROGRAMS

Throughout the school year, Copper Creek Elementary School will offer a variety of opportunities through our Community Ed School Program. For more information, contact the school office at 623-376-3900 or go on the Copper Creek Website @ <https://coppercreek.dvusd.org/> under Departments.

Behavior: Students are expected to follow the same rules in community school programs as during the regular school day. Student must display good sportsmanship and teamwork. Serious offenses may result in the student's removal from the program with no refunds.

CONFERENCES

Conferences are scheduled twice each year (October and March). This is the time when parents and teachers talk about students, their progress in school, and their special needs. In the Deer Valley Unified School District, we think both parents and teachers are partners in the education process of your child. Please join the teacher in finding the best way to help your child learn. Because conference times are limited, we suggest you think about what you'd like to ask the teacher in advance of your conference. You may ask for additional conferences any time during the school year. In addition, if you ever have a question, your child's teacher is no further than the telephone or an e-mail.

CONTINUOUS IMPROVEMENT TEAM (C.I.T.)

Copper Creek Elementary has established a site-based decision-making council, known as the Continuous Improvement Team (C.I.T.). This team is composed of an equal amount of parents and staff members. The C.I.T. typically meets once a month to discuss school issues and goals. A "plan", known as the Continuous Improvement Plan (C.I.P.) was developed and is revisited annually. The primary responsibility of the C.I.T. is to monitor the implementation of the C.I.P. using research and school data to evaluate its effectiveness.

CROSSWALKS

School crosswalks and crossing guards are provided by the City of Glendale and the Deer Valley Unified School District for your child's protection. Please encourage your child to use these crosswalks and not to cross a busy street at any other point. We care about the safety of your children and know you will encourage them to take advantage of the precautions established for their well being.

ELECTRONIC DEVICES (taken directly from the Student Rights and Responsibilities Handbook)

Many students want to have the privilege of carrying electronic devices on campus. With that privilege come the responsibilities of ensuring that those items are not used on campus or on a bus. If they are on and make a noise or vibrate or otherwise call attention to themselves, the device is creating a disruption. These items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

Students should understand that they bring an electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

E-MAIL ALERTS

Copper Creek has “Gone Green.” Stay Connected with Copper Creek by joining the Copper Creek E-mail List and receive the Bobcat News online along with e-mails regarding other school related information. To sign up: <https://coppercreek.dvusd.org/> and click on the Stay Connected to Copper Creek link.

FIELD TRIPS

As a part of their learning experience, students are sometimes provided the opportunity to visit places of interest in the community. These are especially worthwhile endeavors that are curriculum based for the children. When your child’s class is planning a field trip, a permission slip form will be sent home, giving full details as to the place the class will be visiting and the method of transportation. The permission slip form must be returned with a parent/guardian signature in order for your child to participate.

During the field trips, **medications** must be furnished by the parent to the teacher. **Students may not bring in the medication. Medications may not be given out from the nurse’s office to the teacher.** If it is a prescription medication, it must be in its **ORIGINAL PHARMACY BOTTLE WITH CURRENT DATE**, labeled with the child’s name, prescription number, and identification of medication along with correct instructions. Over-the-counter medicines must also be in their original containers with label intact to identify. The school district personnel will not be responsible or liable for any reaction to medicines given according to the above directions. All medications will be kept by the teacher or trip leader. **At no time are preschool children or children under the age of 18 allowed to attend field trips when parents are working as a volunteer or are attending the field trip as a guest.**

FIRE DRILLS/LOCKDOWNS

Copper Creek has established fire drill evacuation and lockdown procedures to prepare our students and staff in the event of an emergency. These procedures follow guidelines set by both the fire department and the school district. Fire drills are practiced monthly during the school year and lockdowns are conducted quarterly.

FOOD AND NUTRITION GUIDELINES

The Deer Valley Food and Nutrition Department's Guidelines standardize the way in which food comes onto campuses and is distributed to students. These guidelines are established to ensure safety and compliance with the Maricopa County Health Department.

Guidelines for Classroom Parties.....The Maricopa County Health Department has strict regulations about food being prepared in residential kitchens and served at classroom parties. **While parents have supplied homemade cupcakes and cookies for their children’s birthdays and for classroom parties in the past, this practice is no longer allowed.** All food brought onto campuses for classroom parties must originate from certified kitchens, commercial institutions, or commercial food service stores. The following guidelines will assist in this process:

- All foods must originate from a Maricopa County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket bakery, retail location or from a commercial restaurant. For example, cupcakes prepared at home are not an approved item for a classroom party.
- All food offered must be delivered at the proper temperature and unwrapped food must be served with a non-latex gloved hand or utensil. For example, a pizza party from an approved vendor which is served by a gloved hand or with a serving utensil is allowed.

- All food offered must be maintained at the proper temperature and consumed within a reasonable time.
- No contact is to be made by a non-gloved hand with any food items that are not pre-wrapped.

Compliance of the above guidelines is the responsibility of the classroom teacher or educator. For complete information, contact the following website: www.dvusd.org then go to Our Departments, Food & Nutrition.

HEALTH & RELEASE INFORMATION- STUDENT

School is a Healthy environment. The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach their potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

The Health Center provides first aide and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. The nurse is, however qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

Disease Prevention/Immunizations: Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center or call the Maricopa County Health Dept at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18. Exemption forms are available from the nurse.

Parent and Emergency Contacts/Health History: Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child becomes ill or injured at school. Students will be released to ONLY those persons indicated on the form. **Photo ID is required to pick up any child during the day at school.**

Student Illness: If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

Medication: In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Center. Tylenol, Ibuprophen, Calamine, Neosporin, *topical or oral* Benadryl, cough drops, antacids or any like remedies are not stocked. Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with *the* nurse.

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the health center. At the end of the school year, any medication remaining in the Health Center will be discarded.

PE Excuses: Students requesting to be excused from P.E. must bring a note signed by their parent to the Nurse. The Nurse will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. **All injuries requiring any type of orthopedic support or devise on campus must be reported with a medical excuse and cleared through the Health Center.**

Chronic Health Conditions: If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

HOME PRACTICE-School Wide

The Copper Creek staff believes that the following *Home Practice* will encourage and support your child in becoming a lifelong learner:

- Research data supports increased student achievement for those who successfully complete *Home Practice* assignments on a consistent basis.
- All *Home Practice* will be valuable to the learner.
- Parents are encouraged to read to or with their child daily.
- Organization and responsibility are learned skills that take the cooperation of parent, teacher, and student to develop. The assignment notebook or folder is a tool that will support this partnership.
- Please help your child understand the importance of using this assignment notebook/folder by reading it and returning it daily.

Student Expectations

Kindergarten

- *Home Practice* will be sent home for support and enjoyment.
- *Home Practice* needs to be returned to class completed.
- Parent signature may or may not be required on *Home Practice*.

1st Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- Your teacher may or may not require a parent signature upon return.
- *Home Practice* will be an effort grade.
- Late work will be accepted for full credit.
- Reading – recommended 15 minutes minimum.

2nd Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- Your teacher may or may not require a parent signature upon return.
- Silent Reading – recommended 20 minutes minimum.

3rd Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- Your teacher may or may not require a parent signature in the *Home Practice* folder.
- *Home Practice* will be part of the academic grade.
- Late work will be accepted for 50% credit after completion during lunch recess study hall
- Incomplete *Home Practice* will be graded as is.
- Silent Reading – required daily.

4th Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or the specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- *Home Practice* will be part of the academic grade.
- Late work will be accepted for 50% credit during 1st & 2nd quarter, during 3rd & 4th quarter, late work is a 0.
- Incomplete *Home Practice* will be accepted and graded as is.
- Students who have not completed their work by the due date will lose their lunch recess.
- Silent Reading – recommended 30 minutes minimum.
- Flash cards

5th Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- Your teacher may or may not require a parent signature upon return.
- *Home Practice* will be part of the academic grade.
- Two *Home Practice* passes will be given for students to use each quarter.
- Incomplete work will be graded as is.
- Silent Reading – recommended 20 minutes minimum.

6th Grade

- *Home Practice* is assigned work from the teacher and/or unfinished class work.
- *Home Practice* is due the next day or specified due date.
- Projects are due on the specified due date.
- Absent students have the same number of days to make-up work as the number of days they missed.
- *Home Practice* will be part of the academic grade.
- Late work and/or incomplete work will be accepted at the teacher's discretion.
- Silent Reading – required 30 minutes minimum.

Parent Expectations

Home Practice may be given nightly. Parents are the key to making *Home Practice* a positive experience for their children. Therefore, we ask that you:

- Make *Home Practice* a top priority.
- Provide a quiet environment and the necessary tools, (dictionary, ruler, etc.) where *Home Practice* can be done.
- Set aside a specific time for *Home Practice*.
- Give praise and positive support to your children for doing their *Home Practice*.

Absences

If an extended absence is known in advance, *Home Practice* may be provided. Please notify your child's teacher three to five days prior to the absence. *Home Practice* requested during the school day will be available for pick up at the end of the school day (3:30 p.m.) in the front office. Otherwise, *Home Practice* will be provided when the child returns to school.

Teacher Expectations

- *Home Practice* will reinforce what has been taught in class.
- Directions will be clearly expressed in class and checked for understanding before going home.
- *Home Practice* will not be used as a disciplinary device.
- Teachers will review *Home Practice*.
- Comments will be made when meaningful (verbal, notes, stamps, or stickers).

INSURANCE

Student insurance is available at a nominal cost and is optional. If an insured student is injured, under this plan, the student is given a claim form from the nurse. The school acts as a medium in making the insurance available and assumes no responsibility for subsequent negotiations with the company. Student insurance forms will be in your child's First Day Packet. Each family is responsible for sending the application and payment directly to the insurance company. **Please do not send the payments to school.**

NEWSLETTER

The school newsletter is published monthly. This is a very informative means of communication and we ask that you please take the time to read it. It will keep you abreast of the latest school activities, events, and celebrations. From time to time, we will send out updates on important upcoming events. The newsletter is posted on the school website @ coppercreek.dvusd.org

PARENT-TEACHER/STUDENT ASSOCIATION

The National PTA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTA. Copper Creek Elementary needs **YOU** to become a member, attend the meetings, and get actively involved. You now have an opportunity to bring the community closer together and share a role in the future of your children and our country. **Our children need PTSA and PTSA needs you!** Please watch for communications from PTSA during the school year.

PERSONAL PROPERTY (taken directly from the Student Rights and Responsibilities Handbook)

The Deer Valley Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

POWERSCHOOL

Parents are able to view student progress through PowerSchool, the District's student information system. PowerSchool is used to schedule, take attendance, store grades, produce transcripts, report cards, and more. PowerSchool "brings together teachers, students, parents, and administrators" in an easily used web-based data system. Parent access to Powerschool is done by a login procedure using a username and a password. To obtain your parent single password, (one password can access multiple students), stop by the school office. **A picture ID is required.** **To protect the confidentiality of your child's information, login ID's and passwords will not be given out over the phone, mailed to your house, be given to your child or in an e-mail.** To access PowerSchool, visit the web site: <http://ps.dvusd.org/public/>

REGISTRATION

Children entering kindergarten for the first time must be **five (5) years old by August 31st**. An original copy of the child's birth certificate is required at the time of registration. Arizona law requires that all children entering school must be immunized. Deer Valley Unified School District requires current immunization records for all students upon registration. In addition, Copper Creek requires proof of residency upon registration (such as a current A.P.S. bill).

REPORT CARDS

Report cards are issued four (4) times a year, following each nine (9) week grading period (quarterly). A progress report will be sent home by the teacher mid-term of each grading period to keep you informed of your child's progress. If you have any questions or concerns, or for some reason did not receive a progress report, please contact your child's teacher.

RETENTION AND PROMOTION

If the classroom teacher or parents feel a student will benefit by remaining in his or her current grade, you will be involved in this decision. Arizona law indicates the teacher is responsible for the promotion or retention of students. Parents may appeal the retention to the administration by filling out the appeal form. Only the Governing Board may overrule the teacher's decision and that decision is final.

SCHOOL LUNCHES

Breakfast/school lunch prices are listed on the menu that is sent home with your child. Menu information is also listed on Our Schools link on the District website: www.dvusd.org/. For online payment, you can access the website www.EZschoolPay.com. All personal checks must include the full name of your child. Please have your child go to the cafeteria to place money on their account prior to going to their classroom in the morning. If your child does not have lunch money, or a lunch brought from home, a complimentary sandwich and milk will be provided. **Applications for Free and Reduced price lunch program are available in the school office.**

SMOKE FREE ENVIRONMENT

It is a Deer Valley Unified School District policy that our building and the campus remain "smoke free" in the interest of promoting good health standards for all. This applies to all after school and evening events as well.

SPECIAL PROGRAMS

Special area teachers are provided by the Deer Valley Unified School District to teach art, physical education, general music, choral music, instrumental music and classes for gifted students. These teachers are specialists with training devoted to helping children learn in these areas of the curriculum. Special subjects are an integral part of your child's curriculum and are scheduled daily or weekly. Only the reading programs, classes for the gifted students (SAGE), and special education classes require special testing for placement.

STUDENT CLASSROOM PLACEMENT

Student placement in a classroom is a procedure done by our teachers to guarantee that students are placed in a classroom where their needs can be met. The goal is to provide the best educational setting possible for every child. All of our teachers are Highly Qualified and are dedicated to ensure that your child will have a positive experience in their classroom. The following class selection process was standardized at all Deer Valley schools. Placement for your child was based on their individual needs as well as creating a balanced classroom:

- Academics (Gifted, English Learners, AIMS, Reading Level, 504 Plans), Boy/girl ratio, Social/emotional adjustment, Special needs, and Behavior.

Once your child has been placed in a classroom, changes will not be done until at least **three** weeks after school has started. It is necessary to wait this amount of time to see how the classrooms have balanced as some students move during the summer and will not be attending Copper Creek. After this timeframe, if you are still interested in appealing the placement of your child, stop by the school office for an appeal form. **It will be necessary for you to meet with your child's teacher prior to meeting with the principal.**

STUDENT EARLY CHECK-OUT

If it is necessary to pick up your child during school hours, **please send a note** to inform the teacher of your intentions. When you arrive to pick up your child, come to the school office to sign him/her out, and we will call your child to the office.

For your child's protection:

- 1. Your child will not be released to anyone except parents/guardians or the responsible party who you have indicated on the Student Health and Release Information Form.**
- 2. If your child is being signed out by a person on the Student Health and Release Information Form and it is not an emergency, prior notification is required.**
- 3. Photo Identification will be requested.**
- 4. All students must be checked out through the school office.**
- 5. Please do not check out your child early on a regular basis, even if it is only five (5) or ten (10) minutes early. This can be very disruptive to the classroom environment and cause the same effect as tardiness**

STUDENT/PARENT RESPONSIBILITIES

Lost and Found/Personal Property - Students are encouraged to place their name on all personal belongings such as backpacks, coats, lunchboxes, gloves, sweaters, etc. Lost items will be kept in the "Lost and Found" located in the front entryway of the school. Smaller and/or valuable items that are found will be taken to the office. Students may check with the office staff for these types of items. Parents are also encouraged to check for missing items when they are on campus. Two times a year, at the end of the first semester and at the end of the year, unclaimed items will be donated to the Swift Charities Clothing Collection Bin which is located behind our school in the bus area. Students are not permitted to bring personal items such as radios, cassette/CD players, baseballs, bats, video games, rollerblades, skateboards, etc., to school. We also discourage students from bringing large amounts of money to school. Copper Creek Elementary cannot assume responsibility for the loss or damage to personal property brought to school.

STUDENT PICK UP

Parents who pick up their children are requested not to offer rides to friends or neighbors without written permission from those parents. If you have reason to suspect that an unauthorized person might appear on campus seeking your child, please let us know so that we can take extra precautions. **All visitors to our school must stop in the school office and obtain a visitor's pass before going to any location on campus. This includes cafeteria and playground areas. Please be prepared to show an ID when coming on campus.** We want Copper Creek to be a warm and welcome place for all students and parents. At the same time, we have district policies which must be met. **When picking up your child(ren) at normal dismissal times, please wait outside the building in order to keep the hallways free and clear for student traffic. Please arrive as close to dismissal time as possible.** These procedures are for the protection of your children and we appreciate your understanding and cooperation in these matters.

STUDENT RECORDS

As a parent, you have access to your child's school records. The Governing Board also has policies which make the records of students over eighteen (18) available to them. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records. In addition, Board policies limit information which can be given to people outside the district, without the permission of parents or students over age eighteen (18). Deer Valley's policies on access to student records and other parent and student rights comply with the Family Education Rights and Privacy Act of 1974. Procedures for reviewing records and summary of other parent rights are available in the school office.

TELEPHONE ACCESS FOR STUDENTS

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check in the office for forgotten lunches and/or homework. **Forgotten homework assignments may NOT be "faxed" to school.** Messages can be placed in your child's teacher voicemail. Messages will be delivered only in the case of emergencies. We appreciate your support of these procedures.

Telephones are intended for the use of parents, teacher, and staff. Students should not expect to make use of school telephones, except in absolute emergencies. **After school activity arrangements should be made prior to arriving at school.**

VIDEO TAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, your children may be involved in school activities that are captured on video or photographed. If you do not want your child to be photographed, written notification must be sent to the school. Complete information on this will be sent home in your child's First Day Packet.

VISITORS

We welcome adult visitors at any time. To ensure the security of our students and staff, **all visitors must register in the office before any visit on campus and wear a visitor's "sticker". Please be prepared to show an ID when coming on campus.** We encourage parents to take an active part in the education of their children. However, we ask that the following rules are adhered to:

- **Recess/Lunch Time - Parents are not allowed on the playground during lunch recess.** However, we welcome you to have lunch with your child in the cafeteria.
- **Volunteering** – PreSchool children or children under the age of 18 cannot be brought to school at any time when parents are volunteering for any activity on campus or in the classroom.
- **Non-School Age Children or Children Under the Age of 18** - Non-school age children or children under the age of 18 may accompany parents to lunch in the cafeteria and are allowed to attend school special events, such as concerts, spelling bees, plays, etc. Non-school age children or children under the age of 18 must be under the direct supervision of a parent/guardian during their visit to the school campus.
 - **Non-school age children/children under the age of 18** may **not** attend class parties
 - **Non-school age children/children under the age of 18** may **not** attend field trips
 - **Non-school age children/children under the age of 18** may **not** accompany parents while the parent is serving as a volunteer on the school campus
 - **Non-school age children/children under the age of 18 are allowed to accompany parents on Primary and Intermediate Field Days as long as the parent is not volunteering. Parents must keep their children under their direct supervision**
 - **Students from other schools are not permitted to visit the campus at any time unless supervised by a parent.**

VOICE MAIL

The Copper Creek voice mail system gives you the opportunity to leave a message for any teacher or other staff member you wish to contact. A complete voice mail telephone number directory is on our website @ coppercreek.dvusd.org. Telephone calls to teachers can be made at anytime during the day, however, during school hours, the telephones are put on "Do Not Disturb." During this time, please leave a message and the teacher will return your call as soon as they can. We encourage you to use this system for a more efficient and confidential method of communicating with your child's teacher or any other staff member you need to contact.

VOLUNTEERS

In keeping with the mission statement of the district, the major goal of the volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized in schools to accomplish the following objectives:

Assist teachers and support personnel with non-instructional tasks

- Assist teachers and support personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and students' learning opportunities
- Provide individual attention to those children needing additional assistance
- Promote a school-home-community partnership for quality education

If you are interested in becoming a volunteer, there are district guidelines that must be followed for safety and legal reasons before a volunteer can begin work. All volunteers must have:

- A current year application on file
- A completed emergency card
- Blood-borne pathogen training
- Annual volunteer training

For complete information, please log on to: https://www.dvusd.org/pages_parent_student/volunteers.htm

WEBSITES

There are four websites that are available for you to access and get information about the district, the school, the PTSA and education information. Listed below are the four websites and a summary of what each site contains:

- **www.dvusd.org**
Deer Valley Unified School District information

- Annual Report
- Charter School Information
- Up-to-date boundary information
- Current jobs
- Information on all schools in the district
- coppercreek.dvusd.org
Information about Copper Creek
Telephone numbers and school hours/lunch periods
Links for Parents
Newsletters
- www.azpta.org/
Upcoming PTSA events
Board Members
Information on National and local PTA's
- www.greatschools.net
Your free on line guide to K-12 schools in Arizona and other states
Test score information for all schools
A link to Copper Creek information page
State Report Card and school test scores
- <http://ps.dvusd.org/public/>

Parents are able to view student progress through PowerSchool, the District's student information system.

WITHDRAWING A STUDENT FROM SCHOOL

Parents are requested to notify the school office as soon as possible prior to the child's last day of school. **A withdrawal form must be signed by the parent when a student is withdrawn from school during the school year.** Students are responsible for returning all school materials, textbooks, library books, lunch debts, etc., upon withdrawal from school.

PART B – DISCIPLINE - SCHOOL GUIDELINES

Copper Creek Elementary School Philosophy of Student Conduct

The Copper Creek community believes a positive and safe environment is essential in the pursuit of a quality education. It is vital for the student, parents, and staff to work together to teach our children the expectations of acceptable conduct.

We believe that students are responsible for their own actions. Disciplinary action will be taken in situations in which students do not follow school/district guidelines. The Copper Creek staff will work with students and parents to teach children self-respect, respect for others and responsibility.

Students are expected to respect the rights and property of themselves and others. Through school experiences, our students will learn individual responsibility and self-worth. By working together as a community, we will create the supportive learning environment that our children deserve.

Copper Creek Elementary School Student Discipline – Incentive Plan.....Classroom discipline and incentive plans are established by the individual teacher in their particular class or subject areas. These may vary from class to class, however, there is a consistency within each grade level and subject area. The school-wide student discipline and behavior plan, as defined in this packet, is uniform for the entire school. The entire plan is in compliance with the Deer Valley Unified School District's Student Rights and Responsibility Handbook. Students are expected to conduct themselves in a socially acceptable manner at school, acting in a way that is respectful of the rights of others. Students are expected to cooperate with teachers and staff at all times, following directions and responding in a positive manner to any reasonable request. Classroom rules and school rules should be followed at all times. These plans also provide positive reinforcement for those students who have followed the rules and behaved in an acceptable manner. The success of any discipline plan or procedure depends not only on the effectiveness and cooperation of the teachers, but to a great extent, the support we receive from parents. We are dedicated at Copper Creek Elementary to provide every child the best possible climate in which to learn and develop. It is in your child's best interest that we work together in relationship to his/her overall education.

A detailed account of the school discipline code, consequences, discipline referrals and school rules follow. Please read through this information carefully with your child/children as it is important that our students have a clear understanding of this information.

DISCIPLINE

We expect our students to respect the rights of the people around them and to conduct themselves in a safe and orderly fashion. Behavior should be such that students will not do harm to themselves or others.

Disciplinary action is taken in situations in which students do not follow conduct guidelines. If a staff member or the administration feels that a student's behavior is continually causing problems, the parents will be informed and asked to work with the team toward a solution.

BEHAVIOR EXPECTATIONS

The following school rules were established to provide for the safety and protection of each child, staff member, and visitor to our campus. Any violation of these rules will result in a verbal warning, written warning, time out, detention, or discipline referral. Please take the time to go over the school rules with your child.

Campus Rules

- Walk in buildings and on sidewalks
- Gum is not allowed on campus
- Be respectful of other classrooms-quiet in hallways
- Be respectful to adults and peers
- Keep hands and feet to self
- Passes are required when traveling outside of classrooms
- No cowboy boots, skate shoes, mules or shoes with cleats are allowed during P.E.
- Skateboards, bikes, and rollerblades, are not allowed on campus before, during or after school hours
- Walk bikes when on school grounds
- Horseplay is not allowed at anytime
- Spitting is not permitted anywhere on campus
- When using the stairs, walk on the right side to go to second floor, use the left side of the stairs when coming down to first floor. No sliding on the railing at anytime
- Stay to the right when passing through hallways
- Do not cut through lines of students
- Follow adult directions at all times
- Do not enter school grounds before 8:25 a.m.
- Do not enter school grounds after dusk, except with parents or for after school programs/events (Playground is open until dusk)
- Do not litter
- Food and candy are not allowed outside of the classroom

CAFETERIA RULES

- Use appropriate language and indoor voices at all times
- Do not save a spot in line for others
- Sit in designated areas and remain seated-**No Saving Seats**
- Keep hands and feet to self
- All food must be eaten in the cafeteria. No food or drink (except clear bottled water) is allowed on the playground
- Clean up "your" lunch area
- Horseplay or loitering is not allowed in cafeteria restrooms
- Follow all adult directions
- Absolutely no running
- Do not throw or play with food
- Do not go directly from the cafeteria to another building without a pass
- No wearing of hats indoors
- Students must ask monitor to use the restroom

NURSE'S OFFICE RULES

- Students will wait quietly until nurse can assist them
- Students will use appropriate language and quiet voices at all times
- Students will keep hands and feet to themselves
- Students must have special permission from the nurse to touch or access equipment – Some students have special permission for the school year to use things as needed for their medical condition

PLAYGROUND RULES

- Wall Ball is not allowed
- Sporks (used for digging) are not allowed on the playground
- All landscape areas are off limits

- Do not enter the bike racks except during arrival and dismissal
- Climbing the poles of the swings and tether ball poles is not acceptable
- Piggyback rides are not allowed
- Do not climb the walls, fence, or backstops
- Do not throw anything at or over the top of the shade cover or ramadas
- Do not intentionally slide on the sidewalk
- Do not put sand, rocks or dirt in the water fountains or outside bathrooms
- Do not throw inappropriate objects such as grass, sand, sticks, or rocks
- Keep hands and feet to self. No horseplay, rough play, pushing or shoving
- Use bathrooms appropriately. No horse play or loitering
- Do not leave the playground area without a pass
- Do not leave campus without permission
- Line up immediately when the bell rings or when called in
- Candy, food, gum, or flavored water is not allowed (clear bottled water only)
- Spitting is not permitted on campus
- Red Rover is not allowed
- No Tackling
- Inappropriate language will not be tolerated
- Be respectful to all peers and adults
- Follow all directions given by adults

SWINGS

- Do not jump off
- One person on a swing at a time
- Do not walk or stand close to swings
- Swing forward and backward only
- No twisting or side to side
- Remain seated on swings at all times
- No kneeling or standing
- No countbacks
- Take turns
- Count to 100...slowly, when waiting
- Absolutely no pushing of swings at any time (from front or back)

BARS/JUNGLE GYM

- Do not stand on bars
- Keep hands and feet to self
- Do not grab other students
- Climb on and off appropriately
- No flying dismounts
- Do not play tag
- May use only when grade level time is designated
- Keep your head above your feet at all times
- No hanging upside down
- Do not play with balls or jump ropes while on equipment
- No sitting on top of Monkey Bars

SLIDE

- Go down feet first
- Go down in a sitting position
- Go down one at a time
- Do not walk up or down slide

TREES

- Keep hands and feet away from trees and shrubs
- No climbing on the trees

BLEACHERS

- Sit on bleachers only
- No running or playing games
- Do not jump off or climb on bleachers

JUMP ROPES/BALLS/ALL OTHER PLAYGROUND EQUIPMENT

- Use properly at all times
- Do not throw objects over fences, on roofs, or at others

- No helicopters with jump ropes
- Return all property to storage bin or classroom when done playing

STUDENT DRESS CODE (This dress code is taken directly from the Student's Rights and Responsibility Handbook)

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at anytime, except for properly approved occupational safety headgear required for special classes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

School Wide Discipline Plan

Verbal Warning – Students may be issued a verbal warning at any given time for campus or classroom rule violations. These warning are meant to give students an opportunity to adjust their actions to appropriate behaviors.

Written Warning – will be issued when a student has been already given a verbal warning (see above) or the violation is more severe in nature. Written warnings may be issued by any staff member. If written by a staff member other than the homeroom teacher, it will be sent to that teacher immediately following the incident. The classroom teacher may also use this form and include it in their individual classroom plan. Consequences will be determined by the issuing staff member.

A copy of the written warning form will be sent home for parent signature. They will all be kept on record by each teacher. Students failing to return a written warning slip will be issued an additional consequence (i.e. phone call home, lunch detention, loss of recess, etc.) **Possible Consequences with a written warning include:** Parent Phone Call, Written Apology, Work Detail, Parent Conference, Confiscation of Items, Loss of Privileges, Written Project, Time-Out, and Principal Conference

Detention – will be assigned when a student has continued to misbehave after being issued a verbal warning as well as a written warning in the same day. However, students may be directly referred to detention when a more severe behavior has occurred. Detention can be served during lunch recess as well as after school. After school detention will not be assigned without parent contact.

Discipline Referral to Office – will be issued when a student has continued to misbehave after being given a verbal warning, a written warning, and a detention referral in the same day. However, students may be directly referred to the administration for any severe behavior infractions.

FURTHER DEFINITION OF CONSEQUENCES

Time Out – may be chosen by a teacher to assign to a student when a student has received a verbal and written warning in the same day. Time Out consists of a student being asked to report to a different area on campus to reflect or calm down. This may be a different area in the classroom or in a different classroom. Time Out periods usually are no longer than 10 – 20 minutes depending on the age of the student and the time needed to adjust behavior to the expected conduct.

On Campus Reassignment – As part of the Discipline Program, students may receive an On Campus Reassignment as a consequence after an administrative referral or for severe behavior infractions. If a student is assigned to On Campus Reassignment, he/she will be placed in a “buddy” teacher’s classroom. An administrator will notify the homeroom teacher and the “buddy” teacher the name of the student and the number of days the student will report to their classroom. Students are to report to his/her homeroom upon arrival in the morning and will receive enough instructions

and materials for the length of the reassignment. Students will then report to the “buddy” teacher’s classroom. The student is required to follow the following rules and procedures in the “buddy” classroom:

- Student is to sit in the assigned area in the selected classroom
- Absolutely no talking or any type of disruptive behavior will be tolerated or they will be removed and sent to the administration and possibly sent home
- The student should work on their assigned academic work for the duration of the day. No idle drawing or sleeping is allowed
- The student may use the restroom or see the nurse, but not in an excessive manner
- The supervising teacher is only there for that purpose. The student will not receive any extended amount of direct instruction
- Students receiving an On Campus Reassignment will eat lunch in the office and serve detention in their “buddy” teacher’s classroom. Students will be sent to the office during the “buddy” teachers special area class

Off Campus Suspension – Please refer to the Student Rights and Responsibility Handbook

Classroom Incentives – Positive classroom incentives will be offered by individual teachers as part of their classroom discipline plans. Possible classroom incentives may include: extra recess, class parties, games, movies, written/verbal compliments, etc.

The intent of this program is to reward those students who are often overlooked day after day, in addition to top performing students for their consistent outstanding behavior. By promoting and celebrating good citizenship, we hope our students will realize its importance and will carry it over into middle school, high school, and into their adult lives.

Positive Incentives – The Copper Creek staff values and encourages the positive behaviors displayed by the students each day. In an effort to recognize and reinforce these appropriate behaviors, Copper Creek will utilize a number of positive incentive programs.

PART C – DISCIPLINE - DISTRICT GUIDELINES

Please read the district’s Student Rights and Responsibilities Handbook thoroughly. Copper Creek Elementary School adheres to all of these guidelines. Each parent is required to sign and return the Acknowledgements and Verifications form that was included in your child(rens) first day packet.

To access the Student’s Rights and Responsibility Handbook, go to: <https://coppercreek.dvusd.org/> under Parent Link.