COPPER CREEK MISSION: Copper Creek student will think critically, respect diversity and value collaboration.

COPPER CREEK VISION: Providing all students with an academic foundation to become a productive citizen prepared to meet the challenges of an evolving world.

School Colors: Copper, Black & Turquoise

School Mascot: Bobcat

Updated 7/2021
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Dear Parents/Guardians,

Welcome to Copper Creek and the 2021-2022 school year. Our faculty and staff have been busy preparing for a terrific school year. We are excited to see our wonderful students!

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

The information will help you and your child understand expectations, programs, rules and policies that guide our district and school operations. Two district documents are referenced throughout this handbook and are available on-line:

DVUSD Student Rights & Responsibilities Handbook
DVUSD Promotion, Retention Acceleration Grading K-8 Handbook.

In addition, the DVUSD policy manual is available in the school office for your review and available on-line. If you have any questions about the items in this handbook, please contact your child’s teacher or the school office.

Please take a moment and review our handbook. 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

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.
The following information will be helpful to the start of the 2018-2019 year:

- Attendance Line 623-376-3990
- Front Office 623-376-3900
- Nurse’s Office 623-376-3910
- Cafeteria 623-376-3914
- Transportation (Bus) 602-467-5090

Daily Schedule:

School Hours 8:30 a.m. - 3:15 p.m. Gates open at 8:15 with teachers on duty

Fall 2021 students report directly to homerooms.

Early Release 8:30 a.m. - 11:50 a.m. (See 2021 – 2022 PreK-12 Instructional Calendar for dates.)

Office Hours 7:30 a.m. - 4:00 p.m.

- Please make note that we do not allow students to be signed out after 3:00pm due to end of day procedures taking place in the classrooms. Help us protect your child’s learning time by minimizing classroom disruptions (dropping off lunches, messages, forgotten homework, etc.) throughout the day.

Community Ed Pre-School Schedule:

- AM 8:30–11:15
- PM 12:30–3:15
  (20-21 please check website for exact times)
- FULL DAY 8:30-3:15
  (20-21 please check website for exact times)

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

Developmental Pre-School Schedule:

- AM 9:00-11:30
- PM 12:45-3:15
  (20-21 please check website for exact times)
- No Classes on Fridays and Early Release Days
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 DISMISSAL-GRADERS K-6 - * 2021 – 2022 school year NO visitors/volunteers on campus

.* 2021 – 2022 school year see grade level “Meet the Teacher Night” slides posted on CC grade level website for specific grade level arrival and dismissal procedures

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. Parents are not allowed on the playground. 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. Buses 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.

.* 2021 – 2022 school year students must wear a face mask while riding on the bus

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

The City of Glendale Police Department has the right to ticket parked vehicles along the blue line. This blue line is considered a fire lane and must be kept open at all times during the hours of arrival (8:15-8:30 a.m.) and dismissal (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 may 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. In addition, two parking spots have been reserved for employees of the month.

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. THERE ARE NO DUTY TEACHERS PRIOR TO 8:15.

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 children 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.).

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.* 2021 – 2022 school year no visitors/volunteers in classrooms – drop off at gate

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. 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 the school day 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 7:45 a.m. to 4:15 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. If a student is going to be tardy, please notify the office. 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 is no supervision prior to 8:15. Students in grades 1-6 will walk to the playground and line up at the designated grade level area. At the signal of the 8:20 bell, teachers will escort students from the playground to the classroom.

**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**

(Additional Information: Please refer to the Student Rights and Responsibilities Handbook for Bus Procedures.)

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.
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/Dean
3. District Office
4. Duty 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 the Arizona Department of Child Safety (DCS) 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 the Arizona Department of Child Safety 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.
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 @ http://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 (Refer to DVUSD PreK-12 Instructional Calendar for dates). 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 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.) is developed annually and monitored throughout the year. 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. Copper Creek’s Continuous Improvement Plan is posted on our webpage and the district’s webpage.

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 wellbeing.

ELECTRONIC DEVICES/SOCIAL MEDIA

(Additional Information: Please refer to the Student Rights and Responsibilities Handbook for Electronic Devices/Social Media.)

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by the teacher, these items must be in the off/silent position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device. Recording in the classroom without prior administrative permission may be a violation of FERPA. DVUSD and the
school assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus.

**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 medicine. 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**.* 2021 – 2022 school year no visitors or volunteers in classrooms

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 and **be individually packaged.** 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 .* 2021 – 2022 school year see 2021 – 2022 DVUSD Remain in School Safely Plan at dvusd.org for absences due to Covid 19 or Covid like symptoms

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 become 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 GUIDELINES AND PROCEDURES**

(Additional Information: DVUSD K-8 Promotion, Retention Acceleration & Grading Handbook)

Research provides strong evidence that, when used appropriately, home practice benefits student achievement. To make sure that home practice is appropriate, follow these guidelines:

**Time Guidelines**

- Carefully assign home practice so that it is appropriate to students’ age and achievement levels. Also, be careful that home practice does not take too much time away from other home activities (Marzano & Pickering, 2007).
- Home practice directly related to the standards-based instructional objectives can be assigned using the following time guidelines:
  - Grades K-1: up to 30 minutes per night across all content areas
  - Grades 2-3: up to 60 minutes per night across all content areas
  - Grades 4-6: up to 90 minutes per night across all content areas
- Content areas need to collaborate on how much work is given each evening.
- Larger projects or assignments should be split up over multiple days.
- Home practice times can be differentiated for the needs of each student.
- When evaluating home practice, the teacher will provide students valuable feedback on their learning in a variety of ways. Home practice should be no more than 5% of the grade.
Classwork – Independent work assigned in class to provide practice and reinforcement opportunities. This work may become part of the work a student completes at home if not completed by a student during the allotted time in class.

Long-term Projects - Any assignment that will take more than a week to complete. Work on such projects may include a combination of classwork and homework assignments. A timeline and an explanation of the purpose and the process to be used for the project will be sent home on the day the project is introduced to the students. When a child has a long-term project, parents and students should expect: a detailed description of the project and expectations, timeline or due dates, and an assessment guideline.

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 (3:45 p.m.) in the front office. Otherwise, Home Practice will be provided when the child returns to school.

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. 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 Bobcat Blast is the school newsletter. It is typically published every other week. 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
(Additional Information: Please refer to the Student Rights and Responsibilities Handbook for Bus Procedures)
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/](http://ps.dvusd.org/public/)

**REGISTRATION**  
*2021 – 2022 school year all registration is completed online go to dvusd.org*

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 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 requested by parents or students are failing. Parents may view current grades on PowerSchool. 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**

(Additional Information: DVUSD  K-6 Promotion, Retention Acceleration & Grading Handbook)

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 -**  
*2021 – 2022 school year all school breakfast and lunch are free for all students*

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/nutrition](http://www.dvusd.org/nutrition). For online payment, you can access the website [www.EZschoolPay.com](http://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. Applications for Free and Reduced price lunch program are available in the school office and online.
POLICY ON UNPAID MEAL CHARGES

The Food & Nutrition Department understands that sometimes a student’s meal account will run low or go into the negative. To ensure that all students are being treated equally as well as to ensure that we are being fiscally responsible with our limited resources, we want to make our meal charge policy known to all parents.

**Grades Pre-K Thru 6 -** 2021 – 2022 school year all school breakfast and lunch are free for all students

- It is the policy of the Deer Valley Unified School District to provide a complete meal to all students. In the event a student’s account has insufficient funds to pay for the meal, the account is charged. Parents/guardians shall be contacted for payment through phone calls and written notification.
- À la carte purchases are not permitted when the account is in a negative balance.

**All Grade Levels -** 2021 – 2022 school year all school breakfast and lunch are free for all students

When a negative account balance exceeds the dollar amount equivalent to ten lunches:

- The Principal, Counselor and/or designated staff member of the Food & Nutrition Department will contact the student’s parent(s)/guardian(s) to determine an appropriate resolution of the circumstance.
- The student's parent(s)/guardian(s) will be provided application materials for the free and reduced-price meal programs.

If it is determined the district is unsuccessful in collecting payment, the debt may be sent to a collection agency.

It is the parent’s responsibility to monitor the student’s account balance. At any time, parents can set up low balances reminders and view spending at no cost using EZSchoolPay.com. EZSchoolPay is a secure, convenient and friendly way to manage and pay for your child’s school meals via the Internet.

For more information on the school lunch program, please refer to the Food & Nutrition website by going to [www.dvusd.org/nutrition](http://www.dvusd.org/nutrition). You may also contact your school cafeteria manager.

For the current meal prices, please refer to our menu or see the DVUSD Food and Nutrition website at [www.dvusd.org/nutrition](http://www.dvusd.org/nutrition)

This institution is an equal opportunity provider.

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.* 2021 – 2022 school year ALL students receive free breakfast and lunch

**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, AzM2, 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. Photo Identification will be requested.
3. All students must be checked out through the school office, prior to THREE O’CLOCK. The office and classroom teachers are engaged in “end of the day procedures” at this time to ensure the safety of ALL students. Thank you for your understanding.

**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. 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**  
* 2021 – 2022 school year no visitors/volunteers on campus

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. **Student may not use their cell phones during the school day which includes texting unless given permission by the teacher/administration to do so.** 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.

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 “badge”. Visitors will enter the main campus via a “Buzz Door.” 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 any time 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
- 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:

- Volunteer Service Agreement form (updated annually)
- Emergency Card on file (updated annually)
- One time volunteer training class completed at one of the Deer Valley Unified School District schools. (A list of all training dates and times are listed at the website below).

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

WEBSITES

There are five 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**
  Copper Creek Elementary School Information
  - Telephone numbers and school hours/lunch periods
  - Links for Parents
  - Peachjar - eflyers
  - Newsletters

- **www.ccptsa.com**
  Copper Creek PTSA Information
  - Upcoming PTSA events and fundraisers
  - Meeting Minutes
  - Board Members
  - Online membership forms and payments
  - Volunteer opportunities and sign up forms
  - Mailing list sign up

- **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/](http://ps.dvusd.org/public/)
  PowerSchool – The District’s Student Information System
  - Parents are able to view student progress through PowerSchool, the District’s student information system.

For more information on Deer Valley Unified School District, please visit [www.dvusd.org](http://www.dvusd.org)
For more information on Copper Creek Elementary School, please visit [coppercreek.dvusd.org](http://coppercreek.dvusd.org)
For more information on Copper Creek PTSA, please visit [www.ccptsa.com](http://www.ccptsa.com)
For more information on ways to keep children safe while using social media, please visit [www.ncpc.org](http://www.ncpc.org).

**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/PBIS (Positive Behavior Intervention Support)**

**PBIS**

PBIS is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

Attention is focused on creating and sustaining **primary** (school-wide), **secondary** (classroom) and **tertiary** (individual) systems of support that improve lifestyle results (personal, health, social, family, work, and recreation) for all children and youth by **making problem behavior less effective, efficient & relevant, and desired behavior more functional.**

**SANFORD HARMONY**

Sanford Harmony is a social emotional learning program designed to make a positive difference in how students think about and treat each other. Copper Creek uses the program to help cultivate strong relationships with others. This program includes lessons and activities to help students communicate, problem solve, and build peer relationships. This program directly supports our school wide PBIS approach.

**The goal of PBIS is to prevent the development and intensifying of problem behaviors and maximize academic success for all students.**

**PBIS...**

- Involves school-wide expectations of student behavior
● Requires consistency throughout the school and the staff
● Recognizes students for demonstrating expected behavior
● Is proactive, not reactive
● Requires modeling and teaching... and re-modeling and re-teaching!
● Is research-based and data-driven
● Is used in over 30 states

WHAT ARE THE OUTCOMES ASSOCIATED WITH SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT?

● Decrease in office discipline referrals
● Increase in instructional time
● Decrease in administrator time spent on discipline issues
● Efficient and effective use of scarce resources
● Increase in perceived school safety
● Sustainability through team approach

Check out more at www.pbis.org
## COPPER CREEK CAMPUS EXPECTATIONS MATRIX - PAWS

<table>
<thead>
<tr>
<th></th>
<th>Practice SAFETY</th>
<th>Act RESPONSIBLY</th>
<th>Work Toward SUCCESS</th>
<th>Show RESPECT</th>
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</thead>
<tbody>
<tr>
<td><strong>ARRIVAL</strong></td>
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<tr>
<td>Gates open at 8:15 am ~ students will line up by grade level.</td>
<td>Follow directions of the teacher on duty.</td>
<td>Go directly to where you need to be.</td>
<td>Be prepared for class.</td>
<td>Listen to adult directions the first time they are given.</td>
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<tr>
<td><strong>ASSEMBLY</strong></td>
<td>SNAP Position</td>
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<td>Participate only in an appropriate manner.</td>
<td>Walk in and out of the assembly area in FLASH Lines.</td>
<td>Be on time for the speaker or performers.</td>
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<tr>
<td><strong>BUS</strong></td>
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<tr>
<td></td>
<td>Keep backpack, lunch box, hands, feet, and all other materials out of the aisle and inside the bus.</td>
<td>Remain seated, facing forward, in one seat until the bus comes to your stop.</td>
<td>Listen to adult directions the first time they are given.</td>
<td>Use a soft, respectful voice.</td>
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<tr>
<td><strong>CAFETERIA</strong></td>
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<td></td>
<td>Use walking feet.</td>
<td>Clean up your area before leaving the cafeteria.</td>
<td>Be polite (raise your hand and use manners).</td>
<td>Speak with an inside voice.</td>
</tr>
<tr>
<td><strong>CLASSROOM</strong></td>
<td>Use classroom tools (pencils, scissors, chairs, etc.) appropriately.</td>
<td>Take care of all property (keep areas neat and clean).</td>
<td>Focus on lessons; complete and turn in all assignments.</td>
<td>Follow Lifelong Guidelines as recited daily in morning pledge.</td>
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<tr>
<td><strong>DISMISSAL</strong></td>
<td>Keep hands, feet, and objects to yourself.</td>
<td>Go directly to where you need to be.</td>
<td>Remember to take all homework and supplies home in your backpack.</td>
<td>Respect one another's space and property.</td>
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<tr>
<td>3:13 pm: K &amp; 1 classes and classes of duty teachers are dismissed.</td>
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<tr>
<td><strong>PLAYGROUND</strong></td>
<td>Follow the directions of the monitors.</td>
<td>Line up in FLASH Lines immediately when the whistle blows.</td>
<td>Follow playground game rules and use playground equipment properly.</td>
<td></td>
</tr>
<tr>
<td><strong>RESTROOMS</strong></td>
<td>Maintain other students' privacy.</td>
<td>Wait quietly and patiently for your turn.</td>
<td>Use facilities for their intended use only.</td>
<td></td>
</tr>
<tr>
<td><strong>WALKERS/BIKERS</strong></td>
<td>Be mindful of others when nearing someone else.</td>
<td>Walkers: Stay on sidewalks. Bikers: Walk bikes when crossing the street and on school property.</td>
<td>Follow directions of the crossing guard.</td>
<td>Be on time for school.</td>
</tr>
<tr>
<td><strong>WALKWAYS</strong></td>
<td>Walk on the right in a FLASH Line.</td>
<td>Stay in assigned area.</td>
<td>Do your personal best.</td>
<td>Listen to adult directions the first time given.</td>
</tr>
</tbody>
</table>
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.