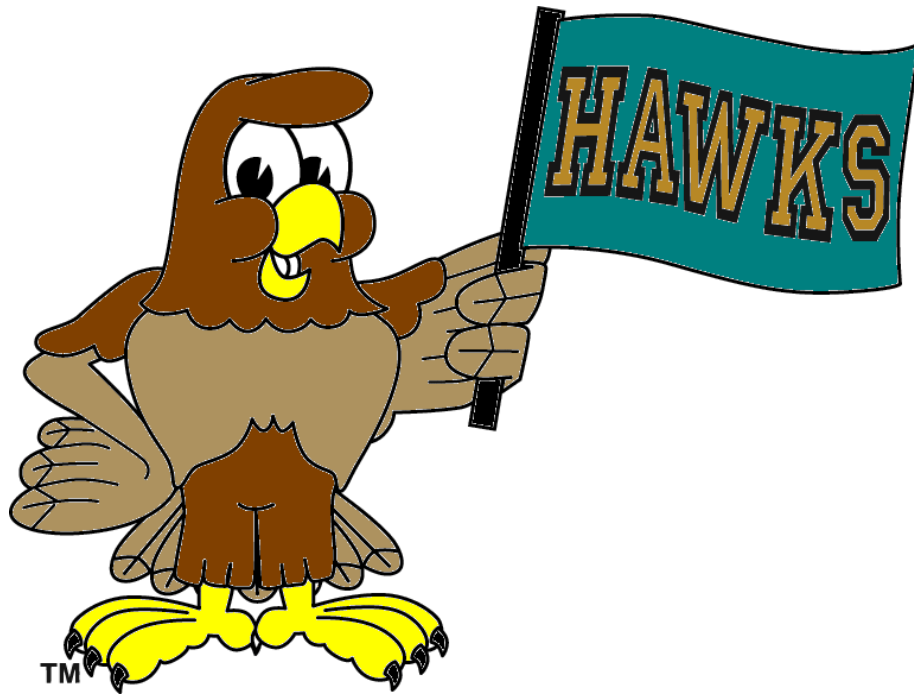


Student/Parent Handbook



2011-2012

Copper Creek Elementary School
11620 N. Copper Spring Trail
Tucson, AZ 85737

Attendance Line: (520) 696-5001

Phone: (520) 696-6800 / Fax: (520) 696-6806

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LETTER FROM THE PRINCIPAL

Dear Students and Parents,

Welcome to Copper Creek Elementary School! It is a privilege to have you as part of the HAWK team. The staff and I look forward to building a partnership for quality education, a positive and safe place to learn, and opportunities for you to soar.

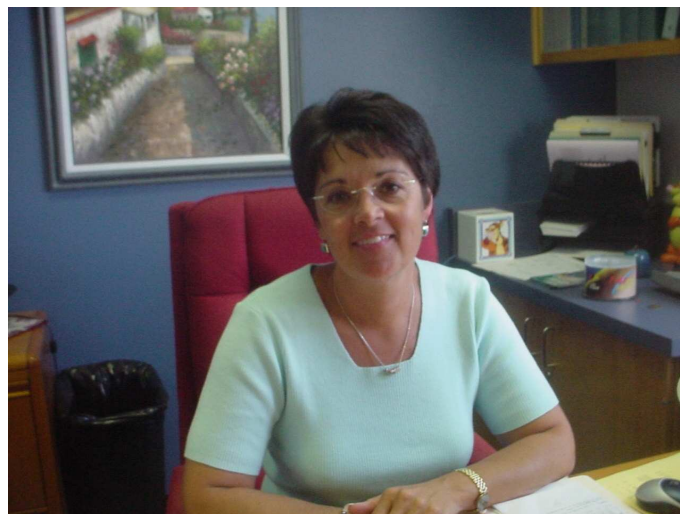
This Student/Parent Handbook provides information, procedures, and policies to guide your success at Copper Creek. The front and back covers have been designed for you to remove and post for easy reference of important dates and phone numbers. The Table of Contents lists detailed topics for you to easily find answers to any questions you may have. Please read and discuss the contents of the handbook, with your child.

We look forward to a successful 2011-2012 school year.

Sincerely,

A handwritten signature in cursive script that reads "Diana Walker".

Diana Walker



Diana Walker, Principal

PARENT INFORMATION

Amphitheater Public Schools Calendar 2011-2012 School Year Calendar

<http://www.amphi.com/media/943681/2011-2012%20color%20rev%207-25-11.pdf>

Amphitheater Public Schools Calendar 2012-2013 School Year Calendar

[http://www.amphi.com/media/1045879/2012-13%20color%20\(mar%2029%2011%20approval\)%20\(2\).pdf](http://www.amphi.com/media/1045879/2012-13%20color%20(mar%2029%2011%20approval)%20(2).pdf)

Copper Creek Elementary School Staff Directory

<http://www.amphi.com/media/930247/2011-2012%20watermark%20phone%20directory.pdf>

Transportation:

District Transportation Letter

<http://www.amphi.com/departments/StudentTranspo/files/AA8137DF97A245628F0948AE3A212E16.pdf>

Bus Routes

<http://transportation.amphi.com/>

Amphitheater Public Schools Mission & Beliefs



Vision

"Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!"

Mission

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Believe

- all students can learn and achieve
- everyone has unique strengths, talents, and needs
- all students and staff should be responsible for and dedicated to educational excellence
- education requires cooperation, honesty, and respect among the student, parents, staff, school, and community
- the school community deserves a safe and caring environment
- our actions reflect our values and dedication to meet student needs fairly and equitably
- ample resources are essential to accomplish the Mission

We Value

diversity, creativity, curiosity, diligence, achievement, honesty, caring, fairness, respectfulness, and service to the community

GOVERNING BOARD

Jeff Grant, President
Diana Boros, Vice President
Kent Barrabee, Ph.D.
Linda Loomis, Ph.D.
Susan Zibrat

DISTRICT ADMINISTRATION

Vicki Balentine, Ph.D., Superintendent
Todd A. Jaeger, J.D., Associate to the Superintendent
Patrick Nelson, Associate Superintendent

MISSION, BELIEFS AND GOALS

The mission of Copper Creek School is to provide a quality learning environment that develops socially responsible individuals who possess the self-worth, motivation, and skills to become contributing members of our society.

At Copper Creek we believe that:

- Children are our future and their education is one of the most important responsibilities of our community.
- Parents, staff and students share ownership of the children's education.
- Children are expected to develop respect for themselves, property and other people.
- Children deserve to learn in a safe and positive environment where love and care are demonstrated.
- Recognizing individual differences, all children can learn and experience success.
- Children are expected to develop a strong work ethic.
- Children's individual ideas and thoughts are valued.

Goals 2011-2012

Academic:

- All students will continue to achieve at equal or above current levels in Reading, Writing and Math.
- Implement a Math Program and focus on math facts.

Environment:

- Provide a safe HAWK Code.

Communication:

- Maintain open avenues of communication between students, home, school, staff and community.

SCHOOL SAFETY

SAFETY TIPS

BUS SAFETY

Students are expected to:

1. know their full name, address and phone number.
2. walk or play with a buddy or in small groups.
3. choose routes that do not lead past areas where they are cut off from public view when walking to school. Shortcuts through the wash should be discouraged.
4. never accept rides from strangers, go near or get into their car for any reason, no matter how friendly someone may seem.
5. never stop to speak to strangers, even if they ask for directions.
6. leave the scene, when approached by a stranger, go to a safe place and tell an adult (teacher, parent, police officer, or baby sitter).

WALKING TO AND FROM SCHOOL

Students walking to and from school are expected to walk on the sidewalks and use designated crosswalks. Crossing guards are on duty at 7:30 a.m. – 8:00 a.m. and 2:30 p.m. – 3:00 p.m. They are there to assist and ensure your safety. Please be considerate and follow their direction.

BICYCLE SAFETY

Students are expected to obey these safety precautions when riding their bikes to school:

- always wear a helmet when riding their bikes.
- use proper hand signals and obey all stop signs.
- be courteous to others, especially those walking on the sidewalk.
- park their bikes in the bike racks located on the north playground during the school day.
- use a bike lock.
- walk their bikes on school grounds and go directly to the bike rack.

School buses and other district vehicles are provided as a service to students attending an Amphitheater District school. *Refer to letter in the back of the handbook.

Passenger Rules:

Students riding a school bus or other district vehicle are expected to:

- comply with the driver's directions. Bus drivers do have the option of assigning seats on the bus.
- ***remain seated and wear safety belt at all times.***
- treat the driver and other riders with respect at all times.
- not use loud, rude, swearing, or obscene language or gestures.
- keep hands, feet and head inside vehicle.
- keep bus aisles clear at all times.
- keep unauthorized materials and substances off buses (animals, glass objects, weapons, skateboards, radios, electronic games, iPods, etc.)
- not have food or drink unless given approval by the driver.

Bus Line Rules:

Students are expected to:

- ***Students going home on the bus with a friend must have a note from their parent or guardian, or confirmation from the school office. They will not be allowed on the bus without written or verbal confirmation from the parent.***
- Walk to the bus in an orderly manner.
- Kindergarten students are to be at the front of the line and 4th & 5th graders are in the back.
- No cutting or saving spaces is allowed. Backpacks do not reserve spaces in line.
- Balls are not to be bounced or thrown while waiting in line.

Consequences:

The School Administration will be consulted when the passenger rules are not followed.

Bus transportation is a privilege that may be removed if a student does not follow safety and passenger rules.



CAFETERIA RULES **“HAWK CAFÉ”**

Eating in the cafeteria or outside at the picnic tables will be a pleasant experience, if we all follow the rules. Students are expected to:

1. Walk at all times.
2. Enter HAWK Café quietly and in alphabetical order.
3. Talk softly and be courteous of others.
4. Use your best manners, “please” and “thank you”.
5. Raise your hand if you need help.
6. Clean up after yourself.
7. When dismissed, put trash in containers, stack trays, line up, and walk to playground.
8. When eating at the picnic tables, you must have an adult with you. You may invite 2 friends to join you. When you are finished eating, throw all trash away and bring trays into the “Hawk Café.”

CHANGE IN AFTER SCHOOL PLANS

To ensure that your child goes where they need to be after school, please follow these procedures:

- The classroom teacher must be notified of any after school transportation changes either by voice mail or a written note.

- Students going home with a friend, whether on the bus, walking or being picked up must have a note from a parent or guardian.

EMERGENCY AND FIRE PROCEDURES

It is very important that we keep the safety and well-being of our students in mind at all times. **Our school is a closed campus.** This means that the gates around the campus are locked during school hours. The only access to the school is through the school office.

Fire Drills:

Fire drills are held on a regular basis during the school year at which time the entire school is evacuated. Procedures and evacuation routes are posted in every classroom, library, gym, and administration office.

Emergency School Closure:

Should an emergency situation occur:

- the office will call the parent identified as the “Phone Tree Emergency Contact Person”. Please do not call the office and tie up the phone lines as the designated person for your child’s class will call you and relay the school closure or evacuation information.

Should evacuation of the campus be required:

- students will be taken to or walk to Walgreen’s on the corner of 1st and Tangerine. Parents are requested to pick up students only at that destination.

Rainy Days:

Students are not permitted to play outside during rain or lightning storms. They will be given breaks in the classroom and alternative accommodations will be arranged during lunch. Should a lightning storm occur at dismissal time, students will be held until the storm passes. If you are meeting your child at car pick-up, please wait in your car until the students are released or park in the parking lot and pick-up your child in the gym.

PARENT PICK-UP AND DROP OFF

To ensure the safety of the students, please comply with the following procedures:

- Students are not to be dropped off at school before 7:40 a.m. and must be picked up by 2:40 p.m. Supervision for the students begins and ends at those times.
- Be PATIENT AND CONSIDERATE to the other drivers.
- Only drop-off or pick-up your children in the designated areas. (see school map) ***Students may never be dropped off or picked up in the parking lot!*** However, you may park in the lot and walk up to the building to drop off or meet your child.
- ***Do not park in handicap spots (unless you are authorized to do so).*** Fines will be imposed by the Oro Valley Police Department.
- ***A half-hour prior to dismissal, cars will only be allowed into the parking lots, not into the pick-up area. You will need to wait on Copper Spring Trail until the crossing guard directs you to move forward.***
- There is “No Left Turn” out of the parking lot 20 minutes before and 15 minutes after school.
- Please refer to the map at the back of the handbook for traffic flow and parking.



PLAYGROUND SAFETY

THINK SAFETY...When in doubt, ask an adult in charge.

BE AWARE.....Watch for other people and playground equipment.

BE ALERT.....Avoid congested areas and games already in play.

USE COMMON SENSE...Think before you act.

HAVE FUN AND PLAY...Never trip, push, fight, hit, or throw rocks.

Playground Rules:

- Eating outside is allowed only under the ramadas.

- No pushing, shoving, grabbing, throwing others down, tackling, etc. Fighting will result in suspension from school, per district policy. **Police must be notified.**
- Share all the equipment.
- Use the playground equipment in the manner for which it was intended.
- Climbing up the slides or standing on the swings is not allowed.
- One person at a time on the slides and swings.
- When swinging, if someone is waiting a turn, you must get off after 100 swings.
- No pushing children on the swings.
- No throwing rocks, dirt, sand, or anything else that may hurt another person.
- Do not play in or do anything to damage the water fountains or restrooms.
- Do not climb the fences or leave the playground area to retrieve balls or equipment. Tell a playground supervisor and they will help you.
- Include others in your game. Remember, be kind and fair.
- Do not throw balls against the building or the portables.
- Do not play between the portables.
- Don't touch or play with snakes, spiders, lizards or any other wildlife.
- When you are at recess, do not leave the playground without permission. You must have a pass to go to the health office or to go into the hallways or classrooms.
- When recess is over, line up quickly.

Soccer Rules:

- Don't pick up the ball and run with it.
- Every new game will have two new goalies.
- Unless you are the goalie, don't hang out by the goals.

Tetherball Rules:

A game is won when one player has wrapped the rope as far as it can go in his/her own direction.

- First two people up to play decide between them who will serve.

- After a win, the next person up to play chooses to serve or not.
- After three wins, the next two people in line begin to play.

The following violations will result in loss of game or exclusion from playing:

- Quarreling
- Stepping off sides
- Touching the rope
- Carrying or throwing the ball; (the ball should bounce off the hands immediately, without holding.)
- Double hitting; (a player may hit the ball only once per wrap around the pole, except if the ball hits the pole between hits)
- Grabbing/climbing the pole.

When a player commits any one of these violations, the game is over. The opponent wins and the next person in line comes up to play.

CAMPUS RULES

- No Rollerblades
- No Skateboards
- No Scooters
- No Dogs
- No Smoking
- No Alcohol

Allowed on campus.

ACADEMIC EXPECTATIONS AND RESPONSIBILITIES

ACADEMIC EXPECTATIONS

Every student at Copper Creek is expected to do their personal best and strive to go “Above and Beyond” in everything they do.

Assignment Policy:

An important part of a student’s learning process is to develop attitudes of responsibility and self-control which is demonstrated by completing all assignments and turning them in on time.

Grade K-3: Primary students are given increased responsibility in completing daily assignments as they move up the grades. To do this:

- Class time is available for students to complete most assignments. Since assignments are turned in daily, those not completed will be done at recess time.
- If a paper is turned in late or without a name, students will receive a lower grade or the paper may need to be redone.

Grades 4-5: Intermediate students are held to a higher standard in regards to completing assignments. To do this:

- All assignments including class work, homework and long term projects are to be turned in on the due date.
- Any assignment not completed and/or not turned in on the due date will result in:
 - Parent notification.
 - Reduction in grade which could result in a “0”

Curriculum:

The curriculum for Copper Creek is in compliance and has been aligned with the Common Core Standards. A separate guide is provided to show concepts targeted at all levels, K-5. This guide is available in the front office.

Homework:

Homework is an integral part of the curriculum at Copper Creek. Students are expected to take more responsibility for independently completing their homework as they move through the grades. The purpose of homework is to extend and supplement the curriculum being taught in the classroom. The following guidelines are used in assigning homework:

Kindergarten	1-2 times a week 30 min/in addition to 15 min. reading daily
1 st Grade	1-2 times a week 30 min/in addition to 15 min. reading daily
2 nd Grade	up to 20 min. daily /in addition to 15 min. reading daily
3 rd Grade	up to 45 min. daily/in addition to 30 min. reading daily
4 th Grade	up to 45 min. daily/in addition to 30 min. reading daily
5 th Grade	up to 1 hour daily/in addition to 30 min. reading daily

Contact the teacher via e-mail or voice mail, if your child has difficulty completing homework or consistently spends more than the recommended time.

Daily reading at home is expected from every student. Long-term projects are often assigned in the intermediate grades and these are expected to be completed on time in addition to regular homework assignments. Homework will not be assigned for weekends. However, there will be occasions, such as when completing long-term projects, that working on a weekend will be necessary.

Parent Involvement: Parents are instrumental in helping students successfully complete homework assignments.

Parents can help by:

- Being aware of your child's work by checking the assignment book every day.
- Providing a quiet place and set time for completing homework.
- Developing a procedure for leaving home each day with completed homework in the backpack, ready to turn in.
- Assisting your child only as appropriate.
- A wonderful way to end your day is to read to or listen to your child read.

Grade Level Proficiency Key:
Kindergarten through Grade 5:

4 – Exceeding end of year grade level standards
 (The student has significantly exceeded the end of the year grade level standards)

3 – Meeting end of year grade level standards
 (The student has met the end of year grade level standards)

2 - Making progress toward end of year grade level standards (The student is approaching the end of the year grade level standards)

1 – Making limited progress toward grade level standards (The student is below the end of the year grade level standards. Improvement is needed)

Students will also be given a letter grade which will represent class work and tests for each quarter.

Awards/Recognitions:

Students are recognized for their hard work and going “above and beyond”. These recognitions are:

Classrooms:

Each teacher develops a plan for recognizing student success in the classroom.

“*Character Counts at Copper Creek*”: Students caught helping around campus and showing kindness and caring for others are eligible for a special drawing each week.

Accelerated Reader:

- Each student K-5 will receive a chain with ‘Kindness’ Charm for taking STAR Test and getting them started reading
- Students will receive a certificate with charm, each quarter, for making their goal
- Students will put up their autographed personal STAR on the ‘Reading Wall of Fame’, each quarter they meet their goal (located on wall outside new computer labs)
- The ‘Oscars Party’ for all students who meet their goal for all 4 quarters; they will be presented with an ‘Oscar Trophy’ and fun celebration
- The ‘Academy Awards’ will be for students who have meet their goal for all 4 quarters and received a 95% or higher on every AR Quiz they take.

“Cool to be Kind” and Student Recognition Bulletin Boards:

Students’ kind deeds and accomplishments are posted for everyone to be proud of.

Principal’s Honor Roll:

To be determined

Honor Roll:

To be determined

Academic Achievement

To be determined

School Wide Assessments:

- Students K–1st : DIBELS (Dynamic Indicators of Basic Early Literacy Skills) DRA (Developmental Reading Assessment)
- Students in 2nd grade: Stanford 10 test given in April.
- Students in 3rd – 5th grade: AIMS given in April.
- Students in 2nd – 5th: District test, Measurement of Academic Progress (MAP), given in the August, January, and May.

Academic Interventions:

It is our goal to provide every opportunity for students to have academic success. These opportunities include, but are not limited to:

Tutoring:

We offer a variety of tutoring options. Students may receive tutoring through our tutoring classroom, Reading Seed and Oasis (senior citizen volunteers), high school volunteers, or from many of our parent volunteers.

Success Room:

Students having difficulty working in their classroom may be sent to the Success Room to complete their work.

Academic Intervention Plan:

- The classroom teacher will arrange a meeting with the student, parent and an administrator to set goals and objectives for academic improvement.
- The student with help from the teacher and parent will identify objectives which he/she needs to follow to improve his/her grades.
- The student is responsible to follow this plan. Any day the plan is not followed, the student will notify their parents and will then be required to stay in from recess to complete work and will stay after school in study hall.

Special Education:

Students qualifying for special support may receive support in their regular classroom or go to the support room for small group assistance. Self-contained special needs programs are provided, also.

Response to Intervention (RTI):

RTI is a multi-tier approach to the early identification and support of ALL students learning needs. The RTI process begins with high quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning.

REACH:

Students qualifying for REACH will receive support and extended curriculum in the classroom. They may be pulled out for special projects at the teacher's discretion.

Homework Club:

Monday – Thursday, one hour after school. A permission slip, signed by a parent/guardian, indicating attendance approval and plans for getting home, must be on file in order for students to attend.

Character Education

Second Step:

Second Step is a social and emotional learning curriculum for Kindergarten-5th grade designed to reduce aggressive and disruptive behavior while promoting social and emotional competence. Students study core ethical values such as fairness, honesty, compassion, responsibility, respect and self-discipline through modeling, reinforcement, and practice.

Words of Wisdom: A Violence Prevention Curriculum

A collection of thought-provoking messages are read over the morning announcements every day. The messages inspire and teach. They help the students and the staff understand that any true success is rooted in respectful, responsible, and caring behaviors. Making “Words of Wisdom” part of our daily campus life tells students that we care about their success and their character development. The Choice is yours!

“Choices Count!” “It’s your Choice!”

Pillars of Character

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

A school-wide program encouraging character based principles that will enable children to succeed in life.

SCHOOL POLICIES *directly to the classroom or playground to see your child.*

ANIMAL AND PET POLICY

Students wishing to bring animals to school for Science or a class project need get their teacher's permission FIRST. If you are given permission to bring an animal to school, you must have a cage or container to carry it in. Sharing your dog or cat must be done outside at a ramada or in the courtyard. Animals are not allowed on the bus. Pets brought to school must have current license issued by the state or county agency. A current rabies immunization certificate from a licensed veterinarian will also be required.

ATTENDANCE/WITHDRAWAL

Consistent school attendance is very important to a student's academic success.

- School begins at 7:55 a.m. Students should be lined up with their class at that time.
- Students are required to be on time to school. **Parents must accompany students to the office to check in and get a late pass. Failure to check your child in will result in an unexcused tardy.**
- In the Student Management System, attendance is updated to the minute. If your student is checked in late, they will be marked either excused or unexcused tardy. If they are checked out at any point during the day, they will have an excused absence for either a ½ or a full day depending on the time checked out.
- **If your child is absent from school, please call the Attendance Line, 696-5001 or the office after 7:30 am. All absent students must be called in for an absence to be excused rather than unexcused.**
- Before dismissal always go to the office to sign your child out. *Please do not go*

Should you need to withdraw your child from Copper Creek during the school year:

- Request a withdrawal slip from the school office.
- Return all textbooks and library books.
- Final report cards will not be given until all text books are returned and library fines are paid.

CARE OF BOOKS AND MATERIALS

- Students are responsible for the proper care and return of any book or materials issued to them.
- Students are responsible for using equipment and furniture appropriately.
- Students will be charged for damaging or losing school property.

SCHOOL/HOME COMMUNICATION

Announcements:

School announcements are made at the beginning of each day. It is important for students to listen attentively whenever announcements are made in the classroom.

Assignment Book:

Assignment books are an important part of the student's learning process. They are designed to help them learn responsibility for their daily assignments and homework assignments. Students in grade 2-5 are provided with and required to use this tool. The assignment book is to be taken home each day and shared with parents. If the assignment book is lost, students will be charged \$1.00 for a new book.

Voice Mail/E-mail:

The Copper Creek voice mailbox and e-mail are communication system for parents and teachers. Voice mailboxes and e-mail addresses are available for every teacher. Teachers will check for messages throughout the day and return them as soon as possible. Only in an emergency will classroom instruction time be interrupted!

Classroom Newsletters:

Teachers send a class newsletter via email or have a website to keep you informed of their classroom academics and activities. You can expect this communication every month.



Messages from home:

Please make arrangements for your child's after-school schedule in the morning before he/she leaves for school. Interruptions to the classroom via the P.A. system for such arrangements are disruptive to the entire class and, therefore, are to be avoided.

- Voice mail messages to teachers, for a change in your child's after school plans, must be made before 2:00 p.m. to ensure the message is received.
- After 2:00 p.m. call the office.
- Telephone use by students is restricted to emergency use only.
- Telephones are not to be used to make after school activity arrangements with friends.

School Communication:

Copper Creek News will be sent via email only. You must sign up to receive the emails. Go to our school website <http://www.amphi.com/schools/coppercreek/> and click on Hawk News and request to receive the school news. On Sunday you will receive an email from the Copper Creek PTO with a weekly calendar and important information from the PTO. On the 1st and 3rd Thursday of each month you will receive, via email, a "Hawk News" letter from the Copper Creek Office with important school and

District information. It is extremely important to read these emails.

Kiosk:

Information on community activities are available in the kiosk located in the front office. This information is not sent home.

Parent/Teacher/Student Conferences:

Conferences will be held in the first quarter of the school year. This is a partnership with parent, teacher, and student. Students are expected to attend the conference because it is about their learning. The February conferences are held on an as needed basis.

Report Cards/Progress Reports:

Progress reports will be sent home 4 ½ weeks into each quarter for 4th and 5th grade students making limited progress toward grade level standards. Report Cards are sent home with the student on a quarterly basis during the school year.

Web Address:

The Copper Creek web site can be accessed through www.amphi.com. Click on schools, and then click on Copper Creek.

Meeting and Contacting Teachers

We value the partnership and communication between parents and teachers. During the school day, the teachers first priority is their students. Teachers cannot stop instruction to have a conference or discuss concerns on the phone or in person. To contact a teacher or to schedule a meeting, please use the voice mail, e-mail or written communication.

Cell Phones

Students are permitted to have a cell phone at school only if the Cell Phone Agreement has been signed and returned.

iPods and Electronic Games

Students are not allowed to have iPods or electronic games at school. If violated, iPods and electronic games will be taken away and only

returned to parent or guardian. Special circumstances for use of this equipment can be given by school administration.

SELLING AND TRADING ON SCHOOL GROUNDS

It is not appropriate for students to sell or trade personal belongings, candy, pets, toys, cards, or other items at school.

Only authorized groups or clubs of Copper Creek have the authority to sell items on campus. The sale of items by clubs must be approved by the school administration.

STUDENT DRESS CODE

Students at Copper Creek are encouraged to “dress for success”. The following standards will be observed at Copper Creek:

- No bagging, sagging, or largely oversized clothing.
- No hanging belts.
- No bare midriffs, muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide, sports jerseys without undershirts.
- Shorts and skirts must cover the buttocks and part of the legs. When arms are down at side the length must be at your fingertips.
- Clothing may not include pictures or writing that promotes alcohol, drugs, tobacco, violence, profanity or obscene gestures.
- Hats and caps are *not* allowed to be worn in the building (this applies to both boys and girls). They are allowed on the playground, outdoor PE classes, field days and field trips. Hats are to be worn as designed while at school, bills must be in front and on straight.
- Flip flops, shoes with wheels and platform sandals are not allowed for safety reasons. Tennis shoes or closed toed shoes are required for PE classes and field days.

Consequences:

Students will be sent to the health office for a change of clothes. Parents will be notified.

For further clarification, see the Governing Board Policy on Student Dress. (Policy JICA, JICA-R)

VISITORS/VOLUNTEERS AT SCHOOL

We are very proud of what is happening at Copper Creek and encourage parent visitations and volunteering. Visitors and volunteers must make arrangements in advance with the classroom teacher.

When visiting or volunteering:

- **Stop at the office to sign in and obtain a visitor/volunteer badge.** (This badge must be signed by an office staff member.) Please be sure to put the time you arrive and when signing out, please put the time you are leaving.
- When you arrive at a classroom at your expected time, please enter without knocking. If the teacher is teaching, do not interrupt.
- Siblings are not allowed when the parent is volunteering. They are welcome for special programs.
- The teacher will be occupied with the class. If you wish a personal conference, the teacher will be happy to arrange one for you after school hours.
- We know things sometimes come up unexpectedly, so if you have committed to a volunteer activity, please call to let us know that you won't be coming.
- It is very important, at all times, to observe confidentiality when working with students and teachers to ensure the privacy of the students and his/her family.

AZ STATE NUTRITIONAL STANDARDS (Food Provisions)

<http://www.ade.state.az.us/health-safety/cnp/HB2544/ArizonaNutritionStandards.pdf>

BEHAVIOR/STUDENT RESPONSIBILITY

STUDENT RESPONSIBILITIES/BEHAVIOR

The Copper Creek vision is to:

Build Character - by encouraging students to take responsibility for their choices and actions.

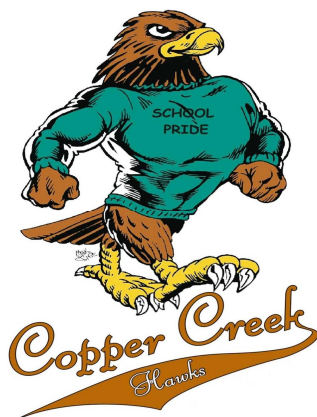
Build Self-Esteem - by motivating students to do their personal best, and be the best they can be.

Build Community - by inspiring students to contribute to the world around them while honoring the diversity that makes our country great.

Every morning during the school year we stop for a minute to listen to “Words of Wisdom,” from poets, philosophers, politicians, religious leaders and our students. The “*Words of Wisdom*” are shared to:

- encourage students to think ethically
- foster an internal motivation to make wise choices
- empower students to be their personal best
- teach tolerance and understanding of different races, cultures and religions
- counteract the negativity in the world with positive thoughts and ideas.
- place role models before students by quoting individuals who have contributed to humanity in a constructive way

Appropriate student behavior is realized when each student develops the desire and the ability to participate as a responsible citizen.



Student responsibilities:

- being aware of all rules and regulations for student behavior. (See Amphitheater School District Student Code of Conduct)
- following the school dress code policy
- assuming that a rule is in full effect until it is waived, altered, or repealed.
- assisting the school staff in operating a safe school for all students.
- exercising proper care in the use of all school facilities and equipment.
- attending school daily and on time.
- making all necessary arrangements for making up work missed during absence from school.

School Rules:

A high standard of behavior is expected from all students at Copper Creek. We value the strong sense of school community and place great importance on the bond of trust, honesty, and mutual respect. A primary goal of this school is to foster and enhance these values for all members of the school community.

Appropriate Behavior – All Students are expected to:

- treat each other and the staff with courtesy, respect and understanding.
- treat the property and personal belongings of others with respect.
- use appropriate language with classmates and staff.
- practice honesty, fairness, kindness, being helpful to others.
- not participate in disruptive behavior in the classroom, halls, assemblies, school grounds, or buses.
- be on time to school and ready to learn.
- have a positive attitude toward learning.
- follow school and classroom rules.

General School Expectations:

- Walk at all times when inside the building.
- Use a soft voice in the hallways.
- While in the stairway areas, no skipping steps, hanging on the railings, and/or throwing items over the railing.
- Fighting, assault of another student and harassment are not acceptable or tolerated.
- Weapons or harmful objects are not to be brought to school.
- No gum chewing.
- Hats may not be worn inside the school building.
- No Cell Phones are to be used at school.
- Toys, trading cards, electronic games and iPods, are not to be brought to school. The school will not assume responsibility for these items, if lost, stolen or damaged.
- Threats, weapons and fighting will be reported to the police and are subject to suspension.
- No Bullying! Bullying is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others.

(Refer to the Amphitheater School System Student Rights and Responsibilities Handbook.)

BEHAVIOR INTERVENTIONS AND PROCEDURES

Everything will be done to provide a positive learning environment for students to learn. Student behavior that disrupts the classroom and students' learning will not be tolerated and will be handled in the following way:

Classroom Intervention:

Each classroom teacher is responsible for developing a behavior plan with consequences and rewards to be handled within the classroom setting. Exception: a student will be sent immediately to

the administration for blatant disrespect toward the teacher or another student.

Parent Intervention:

Parents will be immediately informed by phone, e-mail, or note, of any inappropriate behaviors in the classroom. It may be necessary to schedule a conference with parents, student, and teacher. Parents will then be notified that if further disruptions occur, the student will be referred to the administration.

Referral to Administration:

Students continuing to disrupt the classroom will be referred to the administration. A Behavioral Referral Form will be filled out describing the inappropriate behavior and sent with the student to the administration. Parents/guardians will be notified.

Action by the Administration:

The administration will determine the cause/why the disruption occurred and then parents will be called at home or work. The student will be taken to the "Success Room" for an appropriate time assigned by administration. The *Amphitheater School District Handbook of Students Rights and Responsibilities* will be followed for specific student behaviors. Depending on the inappropriate behavior, a student may be given in-school suspension or out-of-school suspension for up to ten days.

"Success" Room:

Responsibility is defined as *trustworthy, being answerable for one's actions or the actions of others*. The purpose of the Success Room is to provide a place for students to reflect upon the poor choices they have made, to learn to become accountable for their actions, and learn ways to change inappropriate behavior. The student will be supervised, at all times, by the Behavioral Intervention Monitor.

Referral to the Success Room may be for a variety of reasons but not limited to the following:

- being off task, excessive talking, being disruptive in the classroom
- breaking playground rules
- inappropriate language

- bullying
- incomplete class work and/or homework issues

The amount of time a student spends in the Success Room is assigned by an administrator and/or teacher. This time could be during lunch recess and/or class time, Music, Art and P.E. The student will be required to complete a behavioral packet, related to the behavioral issue, before returning to the classroom. Our goal is to teach students to make good choices and be the best they can be.

COOL TO BE KIND

“Cool to be Kind” is our school motto. Students have an opportunity to recognize each other for acts of kindness.

BULLY FREE ZONES

Expected of all students at all times!

SIX PILLARS OF CHARACTER:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Copper Creek Compact

We know that a child’s education is enhanced when parents, students, and educators work together. Through teamwork, we can achieve more.

Therefore we agree to do the following:

Student

1. Be at school everyday, on time, prepared and ready to learn.
2. Complete assignments and homework on time and with quality.
3. Do my best at all times.
4. Respect others, have a positive attitude, and accept responsibility for my actions.

Parents

1. Instill in my child the importance of education.
2. Ensure that my child attends school regularly, arrives on time, and is prepared.
3. Provide a time and a place for homework and give support as necessary.
4. Volunteer or provide support to the school in whatever way I can.

Teacher

1. Provide a safe, positive, and caring atmosphere that supports student learning
2. Work with families to support student learning.
3. Maintain high expectations for myself and my students.
4. Provide curriculum that meets or exceeds Arizona State Standards.

Principal

1. Establish an environment where positive communication among parents, students, and educators will occur.
2. Cultivate a safe student-centered learning environment.
3. Provide community leadership that supports and enhances student learning.
4. Ensure that staff has the appropriate resources to implement the curriculum.

STUDENT SERVICES AND PROGRAMS

ACADEMIC SERVICES

The learning and developing into a well-rounded student goes beyond the regular classroom curriculum. Students at Copper Creek have the opportunity to enhance their learning and participate in, Music, Art, P.E. and Computer Lab for 50 minutes each week.

Tutoring:

We offer a variety of tutoring options. Students may receive tutoring through our tutoring classroom, Reading Seed and Oasis (senior citizen volunteers), high school volunteers, or from many of our parent volunteers.

Special Education:

Students qualifying for Special Education support receive support in their regular classroom or in the Support Room from certified Special Education Teachers. A primary and intermediate Cross Categorical classroom is available for students with special needs.

REACH:

- A program for students in K – 5th grade that have been tested and identified for the gifted program offered by the Amphitheater School District.
- The program is designed after a clustering model for the REACH teacher to work closely with the classroom teacher and students to enhance, extend, and support the curriculum.
- Students may be pulled for special projects.

REACH testing dates are communicated in *HAWK NEWS*.

SCHOOL WIDE ACTIVITIES

Buddy Classes

Primary and Intermediate classes are partnered together to provide peer mentoring opportunities for our younger students. Activities may include:

- Reading with Buddies

- Holiday Activities
- Special Programs
- Joint field trips and events
- AR
- Wee Deliver
- Spirit Assembly

AFTER SCHOOL ACTIVITIES

Copper Creek students have opportunities to be involved in a variety of organizations and activities. These programs are sponsored and supervised by the teachers. Arrangements must be made for students to be picked up on time. Possible activities include:

- Band and Orchestra
- Choir
- Student Council
- Homework Club

Band and Orchestra

We offer a strong band and orchestra program to all interested 4th and 5th grade students. Students may begin learning an instrument in either 4th or 5th grade. Classes meet two times per week on the stage. Concerts are given throughout the year. No previous music experience is required. Everyone is encouraged to take part in this highly enriching program!

Homework Club

The Homework Club will be open for one hour after school, Monday through Thursday, to give students the opportunity to complete homework. The room will be supervised and assistance will be given to students who need help. Transportation arrangements must be made prior to the end of the school day.

Student Council

Opportunities in student council are for 3rd – 5th grades. Incoming fourth graders are allowed to run for the following offices: Secretary, Treasurer, and Sergeant at Arms. Incoming fifth graders may also

run for those offices as well as President and Vice President. Class representatives are selected from each 3rd – 5th grade class. Officers will be selected from the representatives at the beginning of the school year. Students must have a 2.0 GPA, commit to 2 student council meetings a month, and be willing to volunteer at school functions.

Specific Programs and/or Clubs

Programs and clubs depend on the interest of the students. These will be determined each year and information about will be communicated during the school year.

Other organizations contract the use of the Copper Creek facilities but are not organized or supervised by Copper Creek. Those activities are:

- Junior Jazzercise
- Girl Scouts/Brownies
- Boy Scouts of America/Cub Scouts
- Tae Kwon Do
- Chess Club
- KidsArt
- Science Club 4th Grade (Robotics)
- Accelerated Reader Club

INTERNET ACCESS

All students at Copper Creek from 1st – 5th grade have full internet access, under the supervision of an adult. The district's policy of acceptable use and outlined consequences for unacceptable use of the internet are available in the District Student Code of Conduct on pages 12 and 13.

LIBRARY

The Copper Creek Library/Media Center serves the students and teachers of Copper Creek Elementary School. The collection includes more than 25,000 fiction, non-fiction and reference items in a variety of formats. The library supports the classroom curriculum, provides instruction and aspires to instill a lifelong love of reading in our students. Copper Creek is the only K-5 school in the

Amphitheater School District that provides the Accelerated Reader Program to its students. The Accelerated Reader Program supports the “No Child Left Behind Act” and our quiz levels range from 0.3 to 13.5. Students may visit the library during their scheduled library visits every week, or they may come with a pass during their breaks. We are open fifteen minutes prior to the start of school and for half an hour at the end of the day for students who want to take quizzes, read quietly, or check out a book.

All students and staff are patrons of the library. All are expected to use the library in such a manner that does not interfere with the rights of others. In order to preserve our collection and computer equipment, food, beverages, and gum are not permitted in the library.

The number of items that can be checked out from Copper Creek Library is determined by grade level. Kindergartners and First Graders are allowed to check out one book. Second through Fifth Graders are allowed to check out two books at a time. Students who complete the required number of reading sheets for their teachers are allowed one extra book. Parents may come by and be set up with an account for check out as well. We do ask that parents limit their check-outs to no more than five books. Students who do not return their books in a timely manner are not allowed to check out until overdues have been returned or books are deemed lost and then remittance made. If a book is lost and then later located, money is refunded.

Books are checked out for a two-week period. If a student needs an additional two-week period, we are happy to renew their books. We will continue to renew unless there are holds placed on books. Students cannot keep a book more than four weeks if there is a waiting list.

Library computers are for educational use only and not for games or e-mail.

If you have any question regarding our library/media center, please call Karmeen Amaya, Librarian, at 696-6818 or email her at kamaya@amphi.com.

LOST AND FOUND

- Please label jackets, sweaters, lunch boxes, etc. so they can be returned their owner.
- Lost items will be put in the “lost and found” carts in the gym. Small items, like jewelry or glasses are brought to the office.
- Unclaimed items will be donated to the Amphitheater Clothing Bank; winter, spring, and summer breaks.
- Any money that is found and turned in will be returned to the finder, if not claimed within 5 days.

SCHOOL BREAKFAST/ LUNCH PROGRAM

Breakfast:	\$1.25
Lunch:	\$2.10
Milk & Juice	\$.50
Adult Breakfast	\$1.75
Adult Lunch	\$3.00

**Applications for free and reduced breakfast/lunch are available in the school office.*

Breakfast is served every morning from 7:40 to 7:55 a.m. in the HAWK Café located in the gym.

Ice Cream will be sold on Fridays only for \$.50.
Cash Only!

Students are given 15 to 20 minutes to eat their lunch, however, they may stay in the HAWK Café until they are finished eating. The lunch schedule is as follows:

11:00 – 11:45	5 th Grade and Kindergarten
11:20 – 12:05	2 nd , 3 rd Grade and MAP
11:40 – 12:25	4 th and 1 st Grades

Lunch tickets:

A student account or family account may be set up with the cafeteria. This way money will not have

to be sent in daily with the student. When a child’s account reaches five dollars or less they will receive a stamp on their hand as a reminder that money needs to be put on their account. Please send money in an envelope labeled with your child’s full name and teacher’s name. During the last month of school, checks will not be accepted, only cash.

Lunch charges:

Students do not charge lunches. If a student forgets their lunch they are given a sandwich, fruit, milk or juice.

Lunch Menu:

The school lunch menu is available online. You may also access the menu by calling 696-6816 by 8:00 a.m. every Monday or on the Amphitheater website, www.amphi.com. Hard copies are available for pick-up in the office.

Lunch with your child:

Parents are welcome to have lunch with their child. A special adult menu is available for \$2.75. When possible, please advise your child’s teacher prior to 10:00 a.m. that you will be having lunch or call the HAWK Café at 696-6816. Picnic tables are available in the courtyard during lunch for you and your child. Your child may invite two friends to join them at the picnic tables. They must have adult supervision at all times.

ACCELERATED READER STORE

The Accelerated Reader Store is an opportunity for students to spend their points on a large choice of items. The store is open once a month during lunch recess.

HEALTH SERVICES

The School Health Office is available to students who are sick or injured during school hours. The health office is staffed by a health assistant who has first aid and CPR training. If she determines that a child is too ill to return to class, she will call the parents or other adult listed on the emergency card. **It is very important that we always have current home, work and**

emergency contact phone numbers in case of illness or injury.

A Registered Nurse monitors health issues at our school. However, she serves all of the elementary schools in the district so is not usually on site. We are, however, always able to contact her if necessary.

There are no medications in the health office. If you wish for your child to receive prescribed medications during school hours, a licensed health care provider's order and pharmacy labeled bottle are required. Only oral, topical, or ophthalmic medications will be administered. Children may give self-injections if ordered by a licensed health care provider. Students may carry and self-administer their own inhaler at school only with a current prescription and prescription label on the inhaler. Over the counter medications also require a written prescriber's order. You will be asked to fill out a medication form giving permission to administer the medications you provide after following district policy.

The health office does not employ nurses or doctors and is not intended for routine health care or clinic use. If your child becomes sick or injured during school hours, first aid will be provided.

The health assistant will telephone a parent/guardian to send home a child with:

Temperature over 100 degrees

Head lice

Draining sores

Undiagnosed rash

Vomiting

Diarrhea

Pink eye

Serious injury

Major injuries or serious illness may require medical attention. The parent or guardian will be called and if immediate medical care is required, the paramedics (911) will be called. Your child will be transported by paramedics to the emergency facility listed on the medical card or to the nearest hospital.

During the school year, your child may have a vision or hearing screening. This is not a diagnostic test. You will be notified in writing if an outside medical evaluation is recommended.

School attendance requires immunization records on all children. The health assistant will notify you when booster shots are needed.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parents of Copper Creek students and interested community members are encouraged to become involved at our school. In addition to volunteering throughout the school, parents can become involved with the *Copper Creek School Site Council*, *Copper Creek PTO*, and *Arizona Tax Credit*. Each organization has a specific responsibility and focus.

PARENT TEACHER ORGANIZATION

PTO is the Parent Teacher Organization for Copper Creek Elementary. Its membership consists of parents of students enrolled at Copper Creek, teachers, and administrators. This organization operates directly for the benefit of students. It provides an opportunity for participation through volunteerism, the sharing of career and home experiences, fundraising for projects and programs directly benefiting the classroom, thus enhancing continued commitment to the value of a shared partnership in the education of our students.

PTO meetings are held one per quarter at 7:00 p.m. in the school library. Dates to be announced through PTO news.

2011-2012 PTO Officers

President	Jennifer Grajeda
Vice President	Tracy Rogers
Fundraising Director	
Secretary	Lorella Ritzel
Treasurer	Aaron Fisher
Community Relations	

coppercreekpto@gmail.com

COPPER CREEK SITE COUNCIL

The Site Council serves as the “governing board” for our school.

The Site Council operates as the eyes and ears of our school community, to ensure that our program is meeting your needs. The membership of the Site Council includes teachers, classified staff members, parents and community members from each neighborhood attending Copper Creek. The Site Council meets quarterly to recommend and monitor school programs and is open to the public.

2011-2012 Site Council Members

Diana Walker	Principal
Lisa Skillman	Educational Assist.
Jennifer Grajeda	PTO President
Ginny Mannan	Primary Teacher Rep.
Sandy Walden	Intermediate Teacher Rep.
Fabian Cordova	Community Rep.
Open	Villages of La Canada Rep.
Amy Davidson	Copper Creek Rep.
Stephanie Mustain	Copper Creek Rep.
Open	OVCC/Linda Vista Rep.
Beth Gentle	Rams Canyon Rep.
Shari Colson	La Reserve Rep.

VOLUNTEERS

Volunteers are another part of the partnership that is encouraged at Copper Creek. Your participation can serve to enrich the educational opportunities of children by bringing your unique strengths and personal warmth to the classroom and school community.

Many opportunities are available and coordinated through PTO.

ARIZONA STATE TAX CREDIT

Anyone interested in supporting our school has the opportunity to contribute \$200 (\$400 for a married couple) to a Copper Creek extra curricular activity. Check with your employer to see if they will match your contribution. The total amount of the donation will be taken directly off of your state taxes and can also be used as a federal income tax deduction.

Please deliver your completed form and check to the office so that you may obtain your receipt or make your donation online at:

www.amphi.com by clicking on Tax Credit Information and Online Donations

Some programs that you could contribute to:

- Accelerated Reading Club
- Homework Club
- Field Trips
- General School Use
- Science Club
- Chess Club

GIFTS AND DONATIONS

Upon Governing Board approval, Copper Creek may accept monetary, property, matching gifts from corporations or gifts of service. These monies/services become property of the District and as such are subject to the same procurement policies that apply to any District purchase. Donations can be designated for a specific use. The spending of Gifts and Donations money is not as restrictive as the guidelines for spending Tax Credit money.