

# COPPER VIEW ELEMENTARY SCHOOL

## STUDENT HANDBOOK



### ***Mascot: Bulldogs***

Colors: Navy Blue and Red

Principal: Dr. Desi Raulston

Grades:K-5

Opened: 2012

Office: 520-625-3502 x1900

Attendance: 520-625-3502 x1900 Health

Office: 520-625-3502 x1903 Mailing

Address: 350 W. Sahuarita Rd.

Sahuarita, AZ 85629

Street Address: 16200 S. Starlight View Lane

Sahuarita, AZ 85629

Office Hours: 7:35AM-

3:35PM Monday-Friday

Student Hours: Regular Days 8:05am-2:50pm

Early Release: Wed., 8:05am-1:50pm

Half-Days: 8:05am-12:50pm

"EXPECT THE BEST AND SUCCEED!"

### **SCHOOL HIGHLIGHTS:**

Active Recess

Beyond Textbooks

Band/Orchestra

Bark Store

Be Kind Campus

Bulldog of the Month

Bulldog Awards

Bulldog Jedi Academy

Cheerleading/Pep Squad

Chess Club

Curriculum/Family Events

Dance Team

Gifted Program

Guidance Counselor

LegoRobotics

Math Team

PAW Award

PBIS

PTO Events

Reteach and Enrich

Reading Specialists

School Garden

Special Education Services

Student Ambassadors

Student Council

Student Talent Show

Student Yearbook



CVES school expectations are for the students to put their best efforts forward and follow our Positive Intervention Support (PBIS) program of BARK:

- ***Be Present and on time***
- ***Act Responsibly***
- ***Respectfully***
- ***Keep Safe***

### **Absence-**

\*Attendance will be marked every day of the adopted school calendar.

Absences shall not be counted against a student for the purpose of:

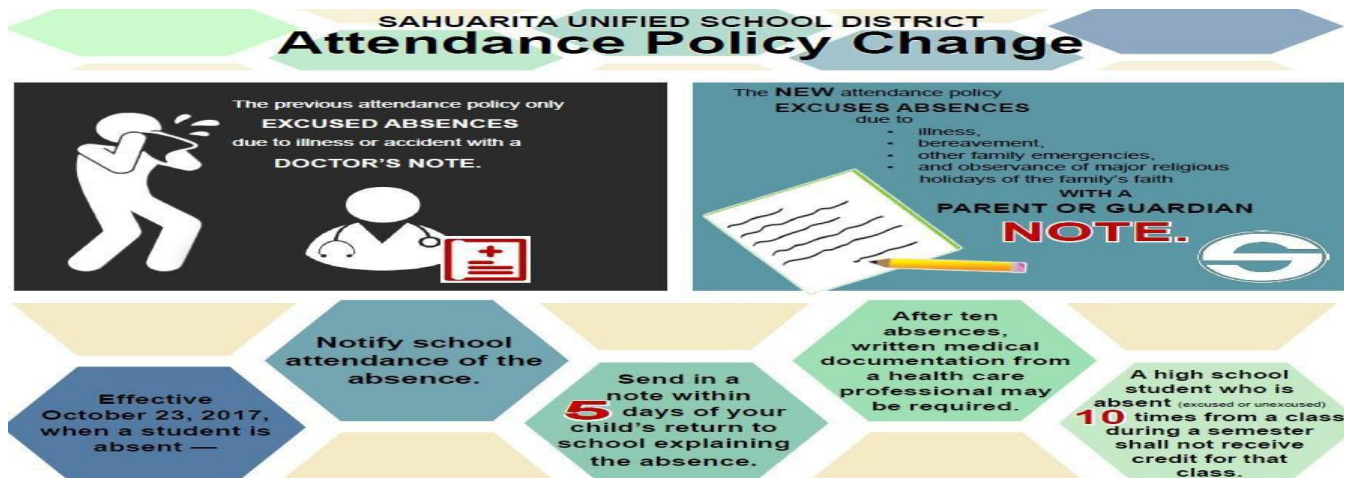
The student's participation in a school related activity. The

student's excuse for a religious purpose.

Suspension from school.

Absence due solely to illness, accident, or disease, when a student's absence is verified by a certified health professional.

Court appearance or appointment.



\*If your child is ill, please call the attendance office at 625-3502 ext. 1900, and leave a message. **\*When your child returns to school, please send a note explaining why he/she missed school.** This will go in their file. (The state of Arizona requires a written explanation as to why a student was absent, even though you may have called in. The student may not be able to make up work until the note is received). **Based on instructional minutes, we discourage children leaving early. According to the Average Daily Membership (ADM), a student leaving early will be considered a half a day absence.** \*If your child must leave early for a doctor's appointment, please send a note to school with your child and sign your child out at the front desk. The receptionist will call your child's classroom. Never send another person to pick up your child without written permission. **\*Students not in attendance for at least half of a day cannot attend after school and extra-curricular activities unless authorized by the principal.** \* For an excused absence, it is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day. If the absence is unexcused, credit may be awarded at the discretion of the teacher.

**Attendance-** It is important that students be present and on time to school. This establishes a routine and

students recognize the importance of learning each day. The parent/guardian must provide written documentation explaining the student's absence on the day the student returns to school. This will be placed in the student's file. Due to state policy, any student missing more than 10 consecutive days of school will be withdrawn. Parents must re-register if returning.

*\*A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is the key to success.*

**Arrival and Pick-up-** Students should not arrive prior to 7:35 A.M or after 2:50 P.M. as there is no adult supervision at this time. No child or parent should be in the building before or after school without an appointment. School begins promptly at 8:05 A.M. The first bell rings at 8:00 A.M. Dismissal is at 2:50 P.M. (On early release Wed. times will be at 1:50 P.M.) We may have a staggered dismissal for parent pick up for our drive thru. We will communicate this information. If you wish to sign your child out, please come to the office. ***It is important that students do not stay after school unsupervised.*** Students should not be on campus after school hours unless they have permission from the principal.

## B

**Backpacks-** To help your child carry messages and information to and from school, you are asked to provide a backpack. Students will be given a student planner. **Please check it every day.** Your child's teacher will give you more information during the first weeks of school.

**Birthdays-** Individual birthday parties for students interrupt daily instruction and will not be allowed until the **last 15 minutes of the day**, per the teacher's discretion. Students are permitted to distribute personal party invitations to all class members without exception of any student.

**Breakfast** – Breakfast is served every morning at 7:35 A.M. -8:00 A.M. in the cafeteria or in the classroom depending on the schedule, we will notify families. Sahuarita Unified School District participates in the National Breakfast and Lunch Programs. If you would like to apply for Free and Reduced Priced meal benefits, please complete an application that is available at the school office or online. ***Meal prices are subject to change each year.***

**Bus** – Students need to know their bus route number and follow bus policies for safety. If you have questions, transportation can be reached at 625-3502 ext. 1127. **Riding the school bus is a privilege.** Your child may be suspended from the bus if they do not follow the rules. It is important to keep all students safe. All students and parents of students being transported will be required to sign a detailed rules and consequences contract.

## C

**Cafeteria-** Students may be eating in designated areas such as the classroom, other areas, or the cafeteria on CVES staggered lunch recess schedule. Children may bring a packed lunch from home or eat a school lunch. Students are expected to use appropriate table manners. We discourage children from sharing lunch with others as we have a school wellness policy, and it may lead to disciplinary issues or hurt feelings. Students are not allowed to handle other students' food. Lunch is to be eaten inside the cafeteria. On occasion, we may have special events and students may eat outside on the patio. Food is not allowed on the field or gym. A menu will go home each month and posted online. ***Lunch prices are subject to change.*** Children without lunch money will be given an alternative meal. If you have questions, please call the cafeteria at 625-3502 ext. 1023. Online payments are available for a fee located at <http://sahuarita.revtrak.net/tek9.asp>

**Calendar-** The school year calendar is filled with important events for the year. A monthly update will be shared with families and teachers. The update is posted on the school's website.

**Campus** – School pride is of the utmost importance and keeping the campus clean is a priority. Everyone needs to do their part and keep the campus clean by throwing away trash or other materials. **Take pride in our school!**

**Checks-**When writing checks out for payments, please make sure the check is made out to **SUSD#30.**

**Classroom Concerns-** Your child's teacher is the best source of information about individual classroom procedures and your child's progress. If you have a question or concern, please contact the teacher directly prior to contacting the principal.

**Communication-** You are always encouraged to contact your child's teacher by phone or email. You can contact the main office at 625-3502, ext. 1900 or leave a message. The front office can also transfer you to the teachers' voice mail where you can leave a message. Please be patient with the principal and teachers on returning your calls, they are very busy during the day with their students and may not have time to get to their messages until the end of the day. All phone calls will be returned within 24 hours. You may also at any time set up a time to meet with your child's teacher.

**Community of learners** – Copper View is a community of learners in which students are expected to take

responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, and administration articulating and consistently reinforcing high standards of student behavior and performance.

**Conferences- Parent/Teacher conferences are held in the fall and spring.** Please see the calendar for the dates. Your child's teacher will send home a sign-up sheet or communicate other arrangement if needed. You can also contact the school for a conference at any time. These may be done virtually or in-person.

## **D**

**Defiance of Authority/General Misconduct-**Students are expected to comply with reasonable requests from all school employees. Students are expected to be courteous, honest, and kind in school and at all school functions.

**Discipline- Each classroom is a small community where teamwork and good relationships are expected.** We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. In each classroom, there will be a classroom management plan. The teacher will send information on the classroom expectations. We always listen to every child and make everything a learning experience. If a child continues to take away another child's right to learn, they may be removed from the classroom for a time out. They may receive a lunch detention and a phone call home by the teacher. If a child is Removed three times during a quarter, the child may be suspended pending a parent conference. We will be following our **PBIS program expectations** in order to help all students learn to be responsible for their behavior.

**Dress Code -** At Copper View School, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. **The classroom is the student's "workplace"; we expect them to dress accordingly.** The following dress code is a **district requirement for all K-8 students:**

### **Shirts:**

- Must be plain/solid white, gray, tan, red, or blue.
- Must have collars and sleeves.
- Must not have writing on the front or back.
- Must not be longer than the fingertips or it must be tucked in.
- Must not expose the midriff (with arms up or down) and no plunging necklines.
- Button up shirts must be buttoned up.
- District school shirts may be worn.
- Shirts worn under dress code shirt must follow the dress code colors.

### **Pants/Jeans:**

- No "Baggies" or "Wide leg."
- Must have hemmed bottoms, no cut-off or torn hems.
- Jeans are OK if they are not faded; do not have stripes, or holes.
- No embroidery, beads or decorations on pants or skirts.

### **Shorts and Skirts:**

- Must be plain/solid white, gray, tan, blue or black.
- Must fit correctly at the waist (no over-sized). No sagging, no undergarments visible.
- Must be plain/solid white, gray, tan, blue, or black.
- They must fit correctly at the waist.
- Must be no shorter than the tip of the thumb for shorts and the tip of the fingertips for skirts or dresses.
- Must have hemmed bottom (no cut-offs or torn cuffs).

### **Shoes:**

- No opened backed shoes or flip-flops.

### **General:**

- Clothes must not be ripped or torn.
- No bandanas on campus. (Unless medical statement from doctor.)
- No body piercing except the ears (other piercing are a classroom disruption)
- No gang related clothing is allowed (no dangling belts, chains).
- The presence of any apparel, jewelry, accessory or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies gang membership, secret society or affiliation in such a gang or group is prohibited because it is a disruption to educational activities.
- Student will be asked to change clothes in the nurse's office. If we do not have any clothing to fit, student will call home to have parent/guardian bring appropriate clothing in. If student is out of dress code numerous times, a call will be made to parents/guardians and further disciplinary action may be necessary.

### **Sweatshirts, Coats and Jackets:**

- Sweatshirts, Coats and Jackets any color is OK. Must be appropriate. Hats, etc., are not to be worn indoors.

**Drug/Alcohol/Weapon Free School Zone** – Sahuarita Unified School District is a zero-tolerance school district. Any student in possession of or under the influence of any of these will receive disciplinary action with a possibility of 1-year suspension or expulsion. If a student gives or sells drugs on campus, he/she may be expelled from SUSD. This also extends to any gang influences in school.

## **E**

**Early Release Wednesdays-** The Sahuarita School District has early-release on most Wednesdays to allow for staff development. Dismissal time is 1:50. Please consult your district calendar for further information.

**Electronic Devices** – Student personal portable devices are not allowed on campus. This includes MP3s, cell phones, Gameboys, laser pens, Kindles, I-Pods, smart watches, and any other devices. **Cell phones- Students should not be using a cellphone during instructional time, and while on campus. Cellphone should not be out on the buses** by students between the hours of 7:15 A.M. – 3:15 P.M. (unless directed by a Teacher for educational purposes only; it may not be used for reward purposes). Students caught with a phone in hand will have their phone confiscated. A parent or legal guardian must pick up the phone. If there is an emergency, there is a phone available for a student to use in the front office. If found they may be confiscated and may be picked up by a parent in the principal's office. The second time an item is confiscated, further disciplinary action may occur and a parent meeting with the principal may be held. Any cell phone or smart watch needs to be turned to vibrate and/or silent. These items cannot disrupt the learning environment.

**The district and the school assume no responsibility for lost or stolen items.**

**Email-** You will be able to email your child's teacher with any important information or questions. **Each teacher's email address is either their 1<sup>st</sup> initial and last name followed by: @sahuarita.net or name, number, @sahuarita.net**

**Professional response time-line for emails includes a 24-hour return email during business days to exclude weekends.**

**Emergency-** If your home or work phone number changes, please inform the office so that a parent may be located quickly if an emergency occurs.

**Expectations of Students** – At Copper View School, school-wide expectations guide our behavior:

**Be present and on time, Be responsible, Be Respectful, and Be Safe!**

Each student is expected to:

- \* Exhibit regular attendance, punctuality and active participation in the learning process.
- \* Contribute to a positive climate on campus by treating school property, other students, and all adults with respect and by demonstrating positive citizenship.

## **F**

**Field Trips-** Field trips are both fun and educational for students. We may need parent volunteers on the trips (because of space the number may be limited). A permission slip will go home before each trip. A field trip is a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school. The principal will approve those trips that can be shown to have meaningful relationship to the curriculum. Our field trips are funded basically through donations, which are collected to enable every student to participate. Failure to receive sufficient funding may result in cancellation of the trip. Field trips may be canceled for other reasons and/or circumstances. Parents will be notified. If you have questions concerning this matter, please contact your child's teacher or the principal. **All volunteers MUST be Board Approved and complete a Field Trip Volunteer Expectation Slip.**

**Fire/Lockdown Drills** – At Copper View, we have safety drills. These include fire and lockdown drills. We will practice and become familiar with the procedures.

**Fund Raising Sales:** The school does not permit individual students to sell items at school, regardless, if the fundraising was for personal profit or to be donated to a non-profit organization. We only have fund raising events approved by the Governing Board and the principal.

## **G**

**Gum** – Chewing gum is prohibited on campus and on the bus at all times. Let's help keep our school clean.

**Gym-** K-5 classes will have physical education class. The children are asked to wear sneakers on designated P.E. days.

## **H**

**HEALTH OFFICE, 625-3502 EXT. 1903**

*Bathroom Accidents*

If a student has a bathroom accident, the Health Assistant will be notified. Health assistant will make arrangements to

meet the student at a designated location to address the situation. Parents will be notified and a clean change of clothes will be offered, if available. Soiled clothing will be double bagged and placed in the student's backpack to bring home to be cleaned. Very soiled clothing may be stored in the health office for parent pickup.

### *Chronic Illnesses*

Please contact the health office if you have a student with a chronic illness (asthma, seizures, food allergies, diabetes, etc) so we may know how to best meet your child's needs during the school day. Further medical documentation may be requested.

### *Illness at School*

The classroom teacher, aide, or health assistant will tend to minor illness or injury. For more serious illness or injuries, parents will be contacted.

Students must not come to school if they are sick! Please monitor your child for any signs of illness each morning before sending them to school.

### *Student Medication*

SUSD#30 is a DRUG FREE ZONE. All prescription and non-prescription medications must be brought to school by an adult a medication administration consent form must be completed, and medications must be stored in a designated location and administered by the School Health Assistant or other staff member (designated by the principal. If your child needs to self-carry an albuterol inhaler, epinephrine auto injector, or other "lifesaving" medication, please contact the school health assistant.

### *Immunizations*

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

### *Lice*

SUSD#30 has a "NIT-FREE" policy. Any student found to have lice and/or nits in their hair will be excluded from school. Parents should treat hair and remove ALL lice and/or nits from the hair, prior to returning student to school. Student should be accompanied to school by a parent/guardian and the health assistant will verify whether or not the student is able to return to class. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

### *Lost and Found*

- It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school so staff members can find the owners of lost clothing.
- The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization.

**Health-** Please let your child's teacher know any special circumstances which may affect your child. These could include medication that may make a child sleepy, a family change, etc. Please let us know if your child has any allergies. We sometimes cook or do food activities to complement lessons and it would be helpful to know so we can plan around it. **Due to the number of students who are allergic to many food products, ALL items must be store bought and still in the package, with the ingredients listed. This helps us ensure the safety of all of our students.**

The health assistant, classroom teacher, or designated office personal may tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, the health assistant will contact you. Please be sure to send in any changes of contact numbers in case she needs to get in touch with you. If you need to speak with the health assistant, please call 625-3502 x 1953, or the front office. In the event your child requires medication at school, please contact the school. Students may not have prescription or over the counter medications in their possession on the school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed **"Request for Giving Medication at School," form. Chronic Illnesses.** Please contact the health office if you have a student with a chronic illness (asthma, seasonal allergies, food allergies, diabetes, etc) so we may know how to

best meet your child's needs during the school day.

**Homework-** Homework helps students practice and is a valuable tool with making the most of their experience at school. It reinforces what has been taught in class, prepares students for up-coming lessons, extends, and generalizes concepts, teaches responsibility, and helps students develop essential study habits that will be needed through all of their schooling. A general rule is 10 minutes X per grade level and setting time aside for reinforcing reading skills with a parent or sharing with a sibling. If your child is spending more than an hour of homework time a day, **please contact your child's teacher.** \* For an excused absence, it is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day. **If the absence is unexcused or late, credit may be awarded at the discretion of the teacher.**

**Honors and Recognitions –** Copper View School recognizes outstanding students through a variety of **Awards, celebrations, events, and recognitions.**

## **I**

**Inappropriate Language –** Foul language will not be tolerated. There is NEVER a reason to use inappropriate language.

**Independent Reading-** Children learn to read and improve their reading skills by reading. They need plenty of opportunities to read independently. By giving the children time to read both at school and at home, we can work together to provide a literature rich environment and a life-long love of reading.

**IDs –** All students are required to have a district ID. This is for identification and lunch orders. The ID cannot be damaged. If lost or damaged the parent/student will have to replace the ID for a fee of \$5.00.

## **J**

**Journals-** One strategy that we use to help convey the print concept is the use of journal writing. In these journals the kindergartners combine their emerging writing skills with their drawing skills. As the children are exposed to a variety of phonics and reading experiences, journal entries will move from drawings and "inventive" spellings towards more conventional writing. This is extended through 5<sup>th</sup> grade as the students' progress through writing the state academic standards.

## **K**

**Kindness- Copper View is a Be KIND Campus. *Students are encouraged and expected to treat all members of the school as well as others with kindness and respect.*** Bothering others, bullying, and interrupting learning will not be permitted. Copper View School is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation, and bullying. Harassment and bullying are illegal under both state and federal law and will not be tolerated. This includes but is not limited to: verbal abuse that insults or humiliates others. Also included are name-calling and sexual-innuendos.

## **L**

**Library-** All children go to the library. Please take care of the books and have a special place for them at home as your child/parent will be held responsible for lost or damaged books.

**Lost & Found –** Items that are found will be turned into the front office. They will be there for at least a month before being turned over to a charitable organization.

## **M**

**Mission-** Copper View School will provide the highest quality education for all students for career and college readiness! We ask the students to "***Expect the Best and Succeed.***"

**Music-** Students will be participating in music class by learning songs and playing a variety of musical instruments.

## **N**

**News-** Copper View School posts a newsletter online. Some teachers send home weekly or monthly newsletters as well. Look for school letters, email, brochures, flyers, updates, *Class Dojo*, *Google Classroom*, CVES social media, and/or the school website for additional information.

## **O**

**Organization Skills –** Students are responsible for being organized for learning. This includes maintaining a folder or notebook for homework and having classroom supplies (appropriate books, pencils, pens, and paper). This

also includes keeping a neat desk for younger students. Students need to come organized and ready to learn.  
**Office Hours-** Monday-Friday from 7:35AM-3:35PM, except for holidays, designated business days for district trainings, or summer work schedules. A notice will be posted on the office door or on the district/ CVES website of any changes.

## **P**

**PAPERLESS SCHOOL-** It is Copper View's goal to cut down on our paper usage to save costs and the environment. Please check your emails daily for important school information. District and CVES information will also be available on the district website: <https://susd30.us/schools/copper-view-elementary-school/>

**Parent Involvement-** Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. Each teacher will set up parent volunteers for the classroom.

**Parent Portals- POWERSCHOOL:** parents and students are encouraged to register for a free PowerSchool account so that they can view student grades and teacher comments online throughout the year. Information for signing up for the Parent Portal will be sent home in the mail or with your students at the start of the year. Please look for this information. Further instructions on how to set up an account are online at <https://susd30.us/parents/powerschool/> .

**BEYOND TEXTBOOK PARENT PORTAL:** Beyond Textbooks (BT) is the instructional framework that all SUSD schools follow. Parents are encouraged to access the new, free Beyond Textbooks Parent Portal webpage at the following link: [https://www.beyondtestbooks.org/Parent\\_Portal](https://www.beyondtestbooks.org/Parent_Portal) . The portal contains video, information, and links to the following areas of interest to parents:

- What is Beyond Textbooks?
- What is My Child Learning, and How Can I Help?
- Benchmark Test Review Handbooks
- Dinnertime Conversations
- What is Reteach and Enrich?

**READY MATH/ I-READY: i-Ready math& i-Ready Reading** is an online component of the district adopted math and reading programs Ready Math & Ready Reading. i-Ready will help us determine your child's needs, personalize his or her learning, and monitor progress throughout the school year. It allows us to meet your child exactly where he or she is and provides data for us to increase your child's learning gains. This part of the Ready Math & Ready Reading program is for students to practice skills independently.

It is built off of their individual needs and it is set-up to allow students to do the lessons without adult help.

**Each school year, Information coming home about i-Ready math will include:**

1. i-Ready Parent Guide (hard copy and via email)
2. i-Ready instructions for signing onto an ipad (hard copy and via email)
3. Your child's login and password information (hard copy)

Please visit the iready website to start the interactive lessons at home with your child:

[i-ReadyCentral.com/FamilyCenter](https://i-ReadyCentral.com/FamilyCenter)

**Pets-** Due to the unpredictability of some pets and allergies, pets are limited from campus, unless they are guide animals. Please notify the front office and the principal. Teachers may be completing a special project; parents will be notified if a special guest may come to class. This ensures the safety of all individuals on campus.

**Phone Calls –** The office will accept incoming phone calls for students in emergency cases only. If you call to get a message to your child after 1:00 PM, we cannot guarantee your student will receive your message. It is important that we do not disrupt the learning environment. The office phone is available for students to call home as needed.

**Pick Up Procedures: ALL INDIVIDUALS** will be required to show a picture ID when checking out students before school dismissal. Adults, other than parents, must be listed by name on the child's registration form **and** we must have written authorization from a parent. No person will be allowed to pick up a student from school without the authorization of a parent.

**Parent-Pick Up & Drop off- Drive thru.** We will communicate the procedures for our drive thru. We anticipate we will have two locations for this procedure for our campus. This is to help ensure the safety of our students and staff.

**Planners-**All students at Copper View will be issued a student planner free of charge at the beginning of the school year. If a student loses the planner, they may be required to purchase one for \$5, **while supplies last.**

**PowerSchool-**With easy access to your child's attendance, grades, and other pertinent information, please use this address to access your child's grades: <https://powerschool.sahuarita.net/public/>



## Q

**Quality** – Quality education is achieved through teamwork between home and school! **"We are only as strong as the community that surrounds us."**

**Questions-** You may want to write down some of your questions and ask your child's teacher(s). If you have any questions, please contact the teacher or school by a note, a phone call, or email.

## R

**Records-** Please keep the school informed of any changes in health needs, home and work phone numbers, guardianship and address. If you move to a new address, please provide the office with a new proof of residence.

**Report Cards** –Sahuarita Unified School District provides a **Standards Based Report Card for elementary kindergarten through 5<sup>th</sup> grade students**. A standards-based report card lists the most important skills a student should learn in each subject at a particular grade level. **Instead of letter grades, students receive marks that show how well they have mastered the skills.**

**Respect** – All faculty, staff, and students are expected to show respect towards each other and their peers. When we show that we respect each other; we respect ourselves.

## S

**School pictures-** School pictures are scheduled in the fall and the spring. There will be several packages that you may choose from. Our school will receive a portion of the sales price, thus school pictures benefit both the family and our school. These are subject to change when pictures are taken and received at the school. The picture company helps provide planners for our students by donating the planners. We provide the student handbook portion.

**Skateboards, skates, Heelies, and bikes** – For safety reasons, they are not allowed on the campus.

**Snacks-** Children generally get hungry by mid-morning. Each teacher will send home a note explaining how snacks are done in their classroom. This should be a healthy snack that is quickly eaten, such as: crackers, fruit roll-ups, raisins, or fresh fruit. **These must be prepacked individually.** **The district has a wellness guideline policy.**

**Socials/School Spirit Events-** Several social events are planned throughout the school year and will be announced in advance. Students may be out of dress code on designated planned days such as school fundraisers, student council events, or other activities. A notice will be communicated and students are expected to follow the guidelines during these events.

**Supplies-** We will have a list of suggested school supplies that we ask your child to bring to school. You may obtain a copy of the suggested supply lists from the office at the time of enrollment or on the SUSD district website/CVES Website. Students are not required to bring in these requested items.

**Student Check In/Check out-**If a student is late, he/she must be signed in to the office by a parent. If a student needs to leave early, an email or note needs to be sent in the morning with the student. We try to discourage students from leaving early, as we strive to maximize learning time and it disrupts the classroom. Additionally, if a student is to be signed out by a parent or guardian, **photo identification** is required. Thanks for helping us to keep our children safe.

**Student Hours:** Regular Days 8:05am-2:50pm, Early Release Wednesdays 8:05-1:50pm, Half-Days 8:05- 12:50PM.

## T

**Tardy** – **Parents must sign their child in at the office if they are tardy. Please do not drop off your child without checking in at the office.** This is for safety reasons, so the office is notified that the child is present at school. **We want to help students learn to be on time.**

**Tax Credit Donation**– We have an opportunity to provide extracurricular programs for our students through tax donations. To claim your **Arizona State School Tax Credit**, just make a donation in an amount you feel comfortable contributing. Whatever amount you give will be offset by a dollar-for-dollar tax credit for the applicable tax year—up to \$400 per tax return for joint filing (\$200 for single filing)! The schools and programs you support are entirely your choice. A tax donation for Copper View School may be completed online or stop by the District Administration or our office to make a donation for our school!

**Technology** – The computer lab offers an opportunity for students to learn skills and knowledge in computer applications such as creating projects, keyboarding, graphics, writing documents, research, spreadsheets, computer terminology, and school systems. Parents must sign and review the Authorized User Policy (AUP) with their child in order to use the school computers. Using school hardware and software is a privilege and unauthorized use may

result in disciplinary action.

**Toys-** Bringing toys to school is discouraged. If a teacher decides to complete an activity, they will communicate with the parents. We are not responsible if they are lost or stolen. This may cause hurt feelings.

**Truancy-** It is very important that your child comes to school every day. Coming to school regularly will set the precedence for your child's future education. Let's work together to help students be on time. **It is also understood that being on time to school is critical to a student's success!**

## U

**Ultimate** – Our ultimate goal is to help your child reach his/her potential.

**Unique- Students at Copper View School are special and unique.** They will have opportunities to describe how they are alike as well as different from others. They will share cultures and learn about different cultures within their classes.

## V

**Visitors and Volunteers-** We value and enjoy having parents and community members visit our school. Visitors and volunteers must check in at the school office with proper identification and get a badge upon arrival. It is the goal and responsibility of the school to create a safe learning environment. Classroom visits need to be pre-arranged with the teacher or principal. Student visitors are not permitted at any time during the school day.

**\* K-5 parents/guardians, please hold off on Board Approved volunteers until September.**

**We appreciate and love your help, but we need to set procedures, norms, and routines and get to know our students first.**

## W

**Website-** The Sahuarita School District website is located online at <https://susd30.us/> and Copper View website is located online at <http://susd30.wpengine.com/schools/copper-view-elementary-school/>. We provide information online through our school newsletter, calendar, and any postings for special events or activities.

**Withdrawing from School** – As per Arizona regulations, parents are required to officially withdraw a student if that student is leaving the District. You must come to the front office to fill out a withdrawal form. Student records will not be released until the student is officially withdrawn.

## X

**EXCELLENCE! At Copper View School, we strive for excellence!**

**Younger Siblings-** Parents with younger siblings or younger children should be left in the care of others, while you are working in the classroom. We value "parents as partners" in school. Parent volunteers at Copper View Elementary are welcomed and greatly appreciated.

## Z

**ZZZS-** It is important your child get plenty of rest. No matter what grade your child is in, setting and keeping a bedtime is a wonderful gift that you can give to your child. It will help them to be alert and ready to learn each day!

## **Social and Emotional Supports and Family Resources**

District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students and transition back to school smoothly. School counselors are available at each school site. Support may include social emotional learning, building relationships, community building activities, and increased access to mental health/wellness services. Copper View School Counselor, Candice Alvarez email [calvarez@sahuarita.net](mailto:calvarez@sahuarita.net) or 520.625.3502 ext. 1902.

# CVES PBIS PROGRAM:

Copper View Elementary School's **Positive Behavior Intervention System (PBIS)** program was developed by the University of Arizona College of Education, PBIS.org, and with teachers and staff. It is a school wide plan which promotes positive behaviors from all students and staff. Copper View is proud to incorporate this program in an effort to continuously improve our school as well. We have implemented Copper View Elementary School's BARK and continue to help students "EXPECT THE BEST AND SUCCEED!" As an effective way to communicate between home and school, we are sending a copy home of two of the forms we use as part of the program. Parents if you have further questions please do not hesitate to contact the office.

## PBIS Program:

The FOCUS of this program is to catch kids doing things right and praising them for it. Then, the secondary focus is to re-teach correct behaviors to those who need reinforcement.

## If a student is forgetting to EXPECT THE BEST AND SUCCEED by NOT following the BARK the following steps are taken:

- Reminder card given if negative behavior continues.
  - Students receiving a reminder card need to use the reminder card to help them think about their behavior and change it so that they are following the BARK.
- BARK Tale given if negative behavior continues.
  - Teacher or Staff Member giving the BARK Tale needs to fill out "Expectation that Needs Work" section.
  - White copy needs to go home, get signed, AND returned by the student. Once the classroom teacher has seen that it is signed you may return it to the student for the parents record.
  - Yellow copy goes to the classroom teacher for their record.
  - Pink Copy goes to the Counselor (PBIS Team).
  - 3 BARK Tales in 1 week leads to an automatic Counselor Referral, or a principal referral. \*Any serious offenses are given an automatic referral.

## If a student EXPECT THE BEST AND SUCCEED by following the BARK the following steps are taken:

- Verbal praise given to a student that is FOLLOWING the BARK
  - Students following BARK are first given Verbal Praise, as their PAWSitive behavior continues it is up to the teacher's discretion as to when to go to the next step, a BARK PAW.
- BARK Paw is given to a student when they:
  - Go above and beyond expectations
  - Are showing major improvement in their behavior
  - Have been noticed EXPECT THE BEST AND SUCCEED multiple times
  - When a student receives a BARK Paw:
    - White copy is to go home for the Parent to keep for their records.
    - Yellow copy is for the student to keep as a reminder of their PAWSitive behavior and later to be used in the BARK store. Also, save them to earn entrance into the End of Quarter Reward.
    - Pink copy needs to be given to the classroom teacher. Then, the students will need to be responsible and RETURN the pink copy to the office, so it may enter into the drawing containers in the office.

The following are copies of a BARK Tale and BARK Paw:



**BARK PAW**

Copyright © 2008 by PBIS.org

☐ Be Present & On Time

☐ Act Responsibly

☐ Be Respectful

☐ Keep Safe

Thank You!

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Bark Tale**

Copyright © 2008 by PBIS.org

☐ Be Present & On Time

☐ Act Responsibly

☐ Be Respectful

☐ Keep Safe

Thank You!

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,  
*Desi Raulston*  
 Desi Raulston, Ed. D.  
 Principal

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Gym**



**Be Present & on time**

- 1. Be ready to learn**
- 2. Listen for the whistle**
- 3. (Stop, Look, Listen)**
- 4. Follow directions the first time**



**Act Responsibly**

- 1. Wear correct clothing**
- 2. Return equipment to correct place**
- 3. Use your time wisely**



**and Respectfully**

- 1. Honor personal space**
- 2. Use equipment correctly**
- 3. Use teamwork and sportsmanship**



**Keep Safe**

- 1. Always listen to the teacher**
- 2. Use equipment carefully**
- 3. Watch where you are going**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Bathrooms**



**Be Present & on time**

- 1. Go straight there**
- 2. Come straight back**



**Act Responsibly**

- 1. Keep bathrooms clean**
- 2. Use supplies properly**



**and Respectfully**

- 1. Honor personal space**
- 2. Use quiet voices**
- 3. Save playing for the playground**



**Keep Safe**

- 1. Always walk**
- 2. Keep supplies where they belong**
- 3. Wash your hands**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Library**



**Be Present & on time**

- 1. Listen for “Give Me Paws”**
- 2. Follow daily agenda**
- 3. Follow library procedures**



**Act Responsibly**

- 1. Bring books back on time**
- 2. Keep library clean**
- 3. Return activities to proper place**



**and Respectfully**





- 1. Use put-ups**
- 2. Take care of books**



**Keep Safe**

- 1. Always walk**
- 2. Push in chairs**
- 3. Use shelf markers correctly**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

<b>Community/Trips</b>	
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Be at school by 8:00</b></li> <li><b>2. Regroup at correct time</b></li> <li><b>3. Line up quickly</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Follow adult's directions</b></li> <li><b>2. Help each other</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Use active listening</b></li> <li><b>2. Honor personal space</b></li> <li><b>3. Ask permission</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Wear your uniform</b></li> <li><b>2. Always stay with teacher/adult</b></li> <li><b>3. Use buddy system</b></li> </ol>



# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Computer**



**Be Present & on time**

- 1. Enter lab quietly in single file line**
- 2. Take assigned seat**



**Act Responsibly**

- 1. Check white board for directions**
- 2. Begin and end task at hand**
- 3. Work hard, have fun**
- 4. Use equipment properly**



**and Respectfully**

- 1. Raise hand**
- 2. Whisper**







**Keep Safe**

- 1. Chairs – Keep 4 on the floor**
- 2. Be aware of wires and cables**
- 3. Push in chairs**
- 4. Always walk**



# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<b>Playground</b>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Listen for the whistle</b></li> <li><b>2. Line up quickly</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Plan time for the bathroom</b></li> <li><b>2. Return equipment</b></li> <li><b>3. Help each other</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Take turns</b></li> <li><b>2. Use put-ups</b></li> <li><b>3. Share equipment</b></li> <li><b>4. Include others</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Stay in sight</b></li> <li><b>2. Use equipment correctly</b></li> </ol>

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Music**



**Be Present & on time**

- 1. Enter quietly**
- 2. Get chairs**
- 3. Put chairs in circle**



**Act Responsibly**

- 1. Follow instructions**
- 2. Use active participation**
- 3. Wait for permission**
- 4. Use equipment properly**



**and Respectfully**

- 1. Use active listening**
- 2. Honor personal space**



**Keep Safe**

- 1. Stack chairs 5 high**
- 2. Walk**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Bus**



**Be Present & on time**

- 1. Load bus quickly**
- 2. Listen for bus driver**



**Act Responsibly**

- 1. Keep bus clean**



**and Respectfully**

- 1. Honor personal space**
- 2. Use put-ups**
- 3. Use inside voices**
- 4. Use appropriate language**



**Keep Safe**

- 1. Follow directions**
- 2. Stay seated**
- 3. Keep body parts inside, face forward**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Cafeteria**



**Be Present & on time**

- 1. Have ID's ready**
- 2. Pay attention to the line**



**Act Responsibly**

- 1. Keep cafeteria clean**
- 2. Feed your brain**
- 3. Choose the right amount**
- 4. Raise your hand to leave**



**and Respectfully**





- 1. Wait your turn**
- 2. Keep food & trash where it belongs**
- 3. Eat your own food**
- 4. Honor personal space**



**Keep Safe**

- 1. Always walk**
- 2. Watch where you are walking**
- 3. Eat healthy**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

<b>Office</b>	
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Go straight to office/class</b></li> <li><b>2. Be an active listener</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Follow directions the first time</b></li> <li><b>2. Keep hands in lap</b></li> <li><b>3. Keep office clean</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Sit quietly</b></li> <li><b>2. Wait patiently</b></li> <li><b>3. Ask permission</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Walk</b></li> <li><b>2. Sit properly</b></li> <li><b>3. Wait for an adult</b></li> </ol>

# 2021-2022 School Calendar



**Sahuarita Unified  
School District #30**

## JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## FEBRUARY 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## MAY 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

.....  
Holidays/Vacations/

No School

(28 Days)

First Day of School

August 2, 2021

Teacher Special Assignment/  
Records Days/No School

(5 Days)

Early Release Days - Wednesdays  
(26 Days)

\*Exceptions- 12.15.2021 & 5.18.2022

Student Half Days

(7 Days)

.....

School in Session

180 Days

Teacher Work Days

185 Days

New Teacher Work Days

189 Days

First Semester		Second Semester	
July 22-27	New Teacher Induction	Jan. 3	First Day of 3rd Qtr.
July 28-30	Returning Staff	Jan. 17	MLK Day/No School
Aug. 2	First Day Students - Full Day		
Sept. 6	Labor Day/No School	Feb. 24-25	Rodeo Days/No School
Oct. 1	End of 1st Qtr. (44 Days) Half Day Students	Mar. 11	End of 3rd Qtr. (47 Days ) Half Day Students
Oct. 4-8	Fall Break	Mar. 14-18	Spring Break/No School
Oct. 11	First Day of 2nd Qtr.	Mar. 21	First Day of 4th Qtr.
Oct. 14-15	Parent Teacher Conferences/K-8 Half Days	Mar. 24-25	Parent Teacher Conferences/K-8 Half Days
Nov. 11	Veterans Day/No School	Apr. 15	Spring Holiday/No School
Nov. 25-26	Thanksgiving Break /No School		
Week of Dec. 13	Final Exam Week	Week of May 16	Final Exam Week
Dec. 16	End of 2nd Qtr. (46 Days) Full Day	May 18	SHS Graduation - 7:00 p.m.
Dec. 17	Records Day/No School - Full Day Staff	May 19	WGHS Graduation - 7:00 p.m.
Dec. 20-31	Winter Break	May 19	End of 4th Qtr. (43 Days) Last Day/Half Day
		May 20	Records Day/Full Day Staff

\*No Early Release on 12.15.2021 and 5.18.2022 for :SPS, ATS, CVES, SIS, SOP, WRS

Board Approved 09.11.2019