Copper Ridge’s Mission Statement:

Our mission is to provide a safe, nurturing, and supportive learning environment that is dedicated to meet the individual needs and promote growth in all students. Through a community partnership, we will ensure academic achievement through engaging and interactive instruction to instill a love of learning in our students.
Dear Students and Parents:

Copper Ridge is a school that cares about children and encourages them to strive for excellence in their school experience. We are looking forward to a successful school year with your cooperation, assistance, and involvement.

Included in this handbook, you will find the general school information that will help you, your child, and the school as we work together as partners. Please review the material in this handbook and discuss it with your child. Keep it in a convenient place for future reference. The Copper Ridge Handbook is also available at cre.vail.k12.az.us.

The staff at Copper Ridge Elementary is pleased to welcome you and ask that you to call or stop in at school anytime. If you have any questions or concerns, I encourage you to contact me.

Respectfully,

Erica Irby
Principal
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Vail School District #20

Copper Ridge Elementary
17650 S. Canyon Edge Trail
Vail, AZ  85641
Front Office:  (520) 879-3700
Fax: (520) 879-3701

School Hours
1st - 5th Grade: 7:30 A.M. - 2:10 P.M.
A.M. Kindergarten: 7:30 A.M. - 10:30 A.M.
P.M. Kindergarten: 11:10 A.M. - 2:10 P.M.

The school office is open each day from 7:00 A.M. to 3:30 P.M. Please
feel free to call or come to the office if you have any questions or
concerns.

Unless students are involved in a before or after school program
they should not arrive at school before 7:10 A.M. and are expected
to leave campus by 2:10 P.M. Supervision on the campus begins at
7:10 A.M. and ends at 2:10 P.M.

Internet Information
Home Page: http://cre.vail.k12.az.us/
Facebook: https://www.facebook.com/Copper.Ridge.Elementary/
Lunch Accounts Connection: http://www.mymealtime.com
home.html
Copper Ridge Phone Numbers

**Principal**
Erica Irby……………………………………………..………..879-3704

**Office Support Staff**
Office Manager……………………………………………………879-3705
Secretary…………………………………………………………879-3702
Health Aide…………………………………………………………879-3710
Attendance Clerk / Volunteer Coordinator………………879-3703

**Community Services**
Director…………………………………………………………879-3761

**Transportation**
Margarito Casillas, Director..............................879-2054
Dispatch.................................................................879-2475
Bus Route Info:

**Cafeteria**
Kitchen Manager..................................................879-3788
Lunch Accounts: www.MyMealtime.com

**Library**
Librarian…………………………………………………………879-3708

Visit Copper Ridge Elementary’s website: cre.vail.k12.az.us
Vail School District Mission Statement

It is the mission of the Vail School District to provide parents with safe and nurturing school communities, where their children can obtain a quality education.

Guiding Principles

Our schools are communities of learners. We define a community as a place where each individual is important and has something valuable to contribute to others in the community. We believe that learning is a lifelong activity. We are all learners. We expect parents, staff members and volunteers to model this belief for students.

We care about students. We believe that each student should be given the opportunity to be educated in a physically and emotionally safe, personalized, and caring environment.

One of our highest priorities is keeping class sizes small. Working with students in smaller groups increases opportunities for learning, personal attention, a sense of belonging and the development of a supportive classroom community.

We are committed to fiscal responsibility. We are entrusted with using public resources to provide a quality education for our students. We carefully develop priorities based on student needs, legal responsibilities and cost-effective methods.

We are responsible to our local community. Our schools are the centers of the community. We actively seek community involvement. And, we respond to community needs.

We respect parents and their values. We operate on the behalf of parents. It is our responsibility to assist parents in the education of their children. We value parental involvement, and make every reasonable effort to address and respond to parental concerns.
Small schools are the best places to develop caring communities of learners. We like the atmosphere of a small school that has been developed into a positive, healthy community. We prefer small schools. We seek to create that small school atmosphere in all of our schools, regardless of the size that growth and economics may force them to become.

We believe learning extends well beyond the classroom. Our educational program is enriched and extended with opportunities such as: field trips, recreational activities, academic competitions, and club activities.

We uphold traditional values such as respect, personal and social responsibility, honesty, and hard work. We model socially responsible behavior, expect it from each student and make it part of our curriculum. We believe these traditional values have served our society well in the past, are cherished by our community, and are important to our future.

We are continually improving. We are never content with the status quo in our operations or in our curriculum methods. We recognize that we live in a changing world and we respond to those changes. And, we are constantly looking for better and more efficient ways to accomplish our mission.

We value our employees. We specifically and carefully select our staff on the basis of their ability to carry out the mission and guiding principles described above. We hire the best people suited for the task. We respect their expertise and depend on them to work with parents to make our vision for a community of learners a reality.
Copper Ridge’s School Mascot: 
**Rusty the Ringtail**

School Colors:
Navy, Turquoise, and Copper
Copper Ridge Attendance Policy

Regular attendance for each child is necessary for maximum growth and essential for success in school. Therefore, parents and the school assume the responsibility for regular attendance. In addition, regular school attendance of a child of school age is required by state law. State law mandates that the school record a reason for all student absences.

When a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. Please notify the school office at 879-3703, before 7:30 A.M. on any day that your child will not be in attendance or if your child will be late. A message may be left on the office voice mail at any time. If you notify the school by phone, a note is not required upon the child’s return. For absences greater than one (1) day in length, the school should be notified each day of the absence. All absences not verified by parental or administrative authorization will remain unexcused.

Copper Ridge Elementary School and the Vail School District participates in the Pima County Attorney’s Office ACT Now (Abolish Chronic Truancy Now) Truancy Program. This program is designed to monitor those students who have chronic unexcused absences or tardiness. In the event of an unexcused absence, the parents must contact the school within 24 hours to inform school personnel of the reason for the absence. The school determines if the excuse for an absence is valid and acceptable. The school may require further documentation to substantiate the reason for absences. We will require a doctor’s note for any student that is called in sick for more than five (5) consecutive days.

Students and parents must understand that school attendance is not a matter of choice, but a legal requirement.

• Excused Absences: Schools know that there are times when a student won’t be able to attend classes. They allow students to miss class for reasons such as:
  • Illness
  • Lice
  • Death of a family member
  • Medical appointments that cannot be scheduled after regular school hours
• Religious Holidays
• Call the school the day of the absence and report the reason for the absence. If you leave a message, we suggest calling back later to ensure that the school received the message.
• Call the school each day if there are multiple days in a row that your child is absent.
• If your child is out for more than five days sick, you **MUST** provide a doctor's note. If your child has a chronic illness, please ask the school for a “chronic illness” form. This can be provided by the school office or by the Truancy Center. A new chronic illness form must be filled out for each school year.
• Appointments for doctors, dentists, etc., should be made for times other than school hours. If it is unavoidable, please make the appointment for the earliest or latest appointments available so that your child will only miss a minimal amount of school time.
  • Inform the school prior to the absence.
  • Get a note from the doctor or nurse before you leave the clinic so that you can provide it to the school when your child returns.
• Unexcused Absences: When children miss school for other reasons, the absence is unexcused. Schools define unexcused absences in different ways. At Copper Ridge Elementary School, unexcused absences include, but are not limited to:
  • Staying home to take care of siblings
  • Waking up late
  • Refusing to go to school
  • Missing the school bus
  • Birthdays
  • Attending medical appointments of siblings and parents
• Please Remember: **Three** Tardies will amass into one unexcused absence. Please make sure to call the morning of the absence to ensure that it is recorded. Please make sure your child’s immunizations are up to date and do not wait until the last minute to get them done. To attend school, children need to have proper and up to date immunizations.
Health Office

The Health Office is managed by a Health Aide who has First Aid and CPR training. The Health Aide cannot diagnose or treat any illness, but is there to manage minor mishaps and ailments. Your child should not be in school if he or she has a fever, a rash of undetermined cause, vomiting or diarrhea, conjunctivitis (pink eye), chicken pox, impetigo, ringworm, or head lice unless they have been treated medically or are symptom free. A child who has vomited, has had diarrhea or a temperature of 100° F. or greater will be sent home. Additionally, your child **MUST** remain symptom free without the use of medication for a period of 24 hours prior to returning to school.

Student emergency information is kept in the office. This information is used to contact parents or designated adults if an emergency arises. Most calls are made simply because the child is feeling ill and needs to be sent home. If you are called to pick up a sick child, please come to the health office located within the school office.

Parents should be aware of the importance of the emergency contacts and phone number section of the emergency card. These are the people called in the event of an emergency.

**It is imperative that the school office be informed of any changes in address, phone number, parent’s employment, guardianship, and emergency numbers.**

If your child needs to take prescription medication at school it is necessary for the parent to sign a consent form. These forms are available in the Health Office. Prescription medication must be in the original, labeled container as prepared by a pharmacist and include: the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Parents have the option of coming to school and administering medication to their children.

Parents may consent to the administration of Tylenol as needed, given by the Health Aide. To minimize the possibility of an accidental overdose, nonprescription drugs will not normally be given during the last two hours of school. Parents will be notified if Tylenol is given to their child.
Wellness Policy

Copper Ridge participates in the Vail District’s Wellness Policy. We continually work to promote a healthy lifestyle and environment for your child. We are requesting that parents eliminate cookies, cake, candy, cupcakes, brownies, and other unhealthy food choices from their child’s menu at school.

If you choose to bring in a food item to share for a celebration it must be store bought. In addition, please make sure that food items are healthy. Suggested celebration foods include: fruit trays, vegetables, cheese, crackers, yogurt, etc. Non-food items are also a wonderful way to celebrate a birthday or success. These could include games, sports, reading favorite books, extra playground time, stickers, pencils, erasers, bookmarks, art activities, etc. Please make arrangements with the classroom teacher prior to bringing to school any item for a celebration.

Thank you for your support and cooperation in maintaining a healthy lifestyle for our Copper Ridge students. The complete Wellness Policy can be viewed on the district website at, http://www.vail.k12.az.us/schools/wellness.htm.
Volunteers

At Copper Ridge, we greatly appreciate parents, grandparents, and neighborhood volunteers. There are opportunities for volunteering in classrooms, on the playground, in the library, tutoring, on field trips, and with the PTA. Please let us know of your special talents so that we can best utilize them. All volunteers are required to complete an online application and sign a Criminal Affidavit. When you volunteer, please sign in at the front office and obtain a volunteer badge. We also have opportunities for helping at home for those who are unable to come to school during regular school hours. We are committed to providing quality educational opportunities and your help is needed and appreciated. Please call our Volunteer Coordinator at 879-3702.

Visitors

Copper Ridge encourages visitation by parents and other adults. However, Copper Ridge does not allow children to bring friends or relatives to spend the day as a classroom participant. In all cases, visitors should contact the teachers to make advance arrangements for classroom visitations. All visitors must sign in and obtain a visitor’s badge in the office before visiting the campus.

Site Council

The site council serves in an advisory capacity to the principal at Copper Ridge. Site council provides parents and community members the opportunity to provide input into the decision-making process. In addition, school employees are given representation on the site council. Copper Ridge’s Site Council is comprised of two parents, two community members, two certified staff members, and one classified staff member. Meetings are conducted once a month.

Lost & Found

The Copper Ridge lost and found is located right inside of the MPR.
Breakfast/Lunch Program

Breakfast and lunch are available for purchase daily, breakfast for K-5 students is $1.10 and lunch is $2.35. Students may pay cash at the end of the serving line for their lunches, however, if you prefer to pay by check, checks should be made payable to Sodexo Food Services. Adults may also purchase lunch for $3.00 and breakfast for $2.00. The menu will be published and is available in the front office or on our school website. Students may also be eligible for the free or reduced lunch program; applications will be sent home the first week of school or can be requested from the office. Each student has a lunch account which allows parents to check their student’s balance, view lunch activity, and make deposits.

Follow these few simple steps:
1. Go to www.MyMealTime.com
2. Click on create new profile
3. Answer the questions/create user name and password
4. Click on create profile
5. Click on sign in
6. Click on meal account deposits
7. Click on add new student
8. Select Arizona from drop down list
9. Click on the + sign next to Vail Unified School District #20
10. Click on Copper Ridge Elementary School
11. Click add student
12. Add all students in family by selecting their school and adding their name and number, then click on home
13. Now view details of your child’s lunch account

- Deposits can be made using debit/credit card
- Minimum deposit of $25.00 and small user fee (about $1.20)
- If you have any questions please call Sodexo at 879-2090

Future viewing will be as easy as going to the web site and typing in user name and password. All information will be current as of the day before and you can access 24/7.

School Meal Account Information
- Prices for school meals are set by the Vail School District in accordance with federal and state regulations.
• Families may obtain information about the district’s school lunch and breakfast program and apply for free or reduced price meals at www.vailschooldistrict.org or by contacting the student’s school or the district’s school food service office at vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015 or Linda Millman at 520-879-2072.

• It is the parent’s/guardian’s responsibility to ensure the student has money in his or her student meal account. A student meal account is delinquent if the account balance has a negative balance.

• Because the district cares about the well-being of our students, students in grades K-8 will not be refused a meal, even if their student meal account has a negative balance. K-8 students with a negative balance student meal account will receive an alternate healthy meal. The alternative healthy meal will be charged to the student’s meal account that will affect the negative balance.

• Families may apply for free or reduced price meals at any time during the school year. Families are responsible for student meal account charges made before the free or reduced price meal application is approved – the approval is not retroactive to the beginning of the school year.

Reimbursable Meals and Other Meal Purchases

For students with free lunch status
• A qualifying student will receive one free school lunch every day that meets the USDA Healthy, Hunger-Free Kids Act (HHFKA) guidelines.

• Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.

• Families are responsible for student meal account balance and charges that were incurred prior to approval of free school meal status.

For students with reduced price lunch status
• A qualifying student, with a positive student meal account balance, will receive one reduced price lunch every day that meets the USDA HHFKA guidelines.
• If a K-8 student’s meal account has a negative balance, they will receive an alternate reimbursable meal and the student’s meal account will be charged.

• Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.

• Families are responsible for student meal account balances and charges that were incurred prior to approval of reduced price meal status.

For students with full price lunch status
• If a K-8 student’s meal account has a negative balance, they will receive an alternate reimbursable meal and the student meal account will be charged.

• A high school student will only receive a meal if their student meal account has a positive balance or if they pay with cash.

• Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.

**Student Meal Account Payments**
• We encourage families to make payments for school meals through MealTime Online or at the school with cash or check. There is a nominal fee for using the MealTime Online payment option. This fee is a processing fee and does not benefit the District. Payments through MealTime Online may take 1-2 business days to reflect the credit.

• By using MealTime Online, you can review the student’s purchase history and school meal account balance and make payments. You can also apply for free or reduced price meal status.

• The District will send out low balance and negative account balance reminders using an automated telephone call through School Messenger and by email.

• Parents/guardians can request a restriction on the student’s meal account by emailing Vailfoodservice@vailschooldistrict.org. You can restrict or deny the purchase of a la carte items, limit the daily transactions, or set a dollar cap on the student’s daily school meal purchases.
• Payments for elementary and middle school students will be accepted at school. Payments for high school students will be accepted either by the kitchen manager or at the point of sale. Payments should clearly indicate the account to which the funds should be credited, e.g., if a parent/guardian has multiple children at one school the payment must indicate which student’s account should be credited and the amount to be credited to that student’s account.

• The school will credit meal payments to student’s accounts before the meal period. Schools will apply payments to the purchase of the current day’s meal first, and payment to the negative or delinquent account balance second.

• Personal checks will not be accepted from parents/guardians who have previously provided a check that was returned from their bank for any reason, including insufficient funds. If the parent/guardian with a returned check does not provide reimbursement in cash or by money order within seven (7) business days from the date of notice, the matter will be referred to District Administration.

• The district’s school meal program is subject to federally mandated cost principles which state that bad debts, including losses arising from uncollectable accounts and related collection and legal costs are unallowed, meaning the school district is prohibited from extending a line of credit for a negative student meal account.

• Accordingly, the district must use all reasonable collection efforts, including the use of a collection agency, in order to ensure that parents/guardians pay for their students’ school meals.

Identification and Notification of Delinquent Student Meal Accounts

• Schools will identify student meal accounts that do not have adequate balances to pay for student meals. Before the end of each school day, the school’s kitchen manager will run a negative account balance report and provide a copy to the school principal.

• Parents/guardians will be notified with the District’s in-house email notification system, School Messenger, when their students’ meal account has a low balance and/or when the student meal account has a negative balance.

• The district will also personally call the parent(s) or guardian(s) and/or send letters when the student’s meal account becomes
delinquent (has a negative balance), the parent/guardian must respond to the phone call and/or letter within seven (7) business days.

- Accounts that are delinquent by $35.00 or more and/or the parent(s) or guardian(s) have not responded to the district’s phone calls and/or letters, will be sent a final written notice to bring the student’s meal account current. The final notice will inform the parent/guardian that if the student’s meal account balance is not brought current, the account will be sent to a collection agency.

- If the student’s meal account is sent to a collection agency, the parent(s) or guardian(s) will be responsible for the collection costs, including but not limited to, the delinquent student’s meal account amount, collection agency fees, attorney fees, and court costs.

- If an account is delinquent at the end of the school year the delinquent amount will be rolled over to the next school year. The district may withhold a student’s grade or report card, at the principal’s discretion, until a negative student meal account balance is brought current.

- If a student repeatedly does not have money in his or her student meal account, and no meals are sent from home for the student, school administration will consider circumstances in the home and may contact the district’s student services staff and/or the Arizona Department of Child Safety (DCS).

- For any questions concerning negative balances, delinquent student meal accounts, or for assistance with the free or reduced price meal application please contact Vail School District Food Services at Vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015 or Linda Millman at 520-879-2072.

**School Procedures for Students with Insufficient or Negative Account Balances**

- Kitchen staff and school employees will exercise sensitivity and confidentiality in serving students who have low or negative balance student meal accounts. No district employee will subject a student to embarrassment or humiliation based on the balance of his or her student meal account.

- If a student’s meal account balance is inadequate to pay for the entire meal, the school will provide K-8 students with a healthy
alternative to the menued school lunch and the meal account will be charged. High school students will not be permitted to charge any part of a student meal if the charge will result in a negative balance.

**Requesting a Refund**
- If a student has withdrawn from school, parents/guardians may submit a written request to the district’s food service department for a refund of any money remaining in their child’s meal account. Please email Vail foodservice@vailschooldistrict.org.
- If a student is graduating or leaving the district, parents/guardians may contact the district’s food service department for meal account balances, and to request a refund. Any unused balance can also be transferred to a sibling’s meal account upon request.

**Statement of Non-Discrimination**
- No person shall, on the basis of race, color national origin, age, gender, disability, sex, religion, reprisal, or income, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any child nutrition program or activity.
- There will be no physical segregation of, nor any discrimination against, any student because of his or her inability to pay the full price of the student meal, or due to his or her eligibility for free or reduced price meals.
- The names of students eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such students by any means.
- No district employee may deny a meal benefit to any child as a disciplinary action.

**Dismissal Expectations**
- Walkers are to leave the school grounds promptly at dismissal.
- Bus riders will be escorted to buses by teachers.
- Students who are to be picked up by parents are to wait in designated pickup areas.
There is no skateboarding, bike/scooter riding or roller-blading within the campus or in the bus bay area.

Parking Lot Procedures

Due to the high volume of students that are transported by parents, we do our best to make the drop off/pick-up process as smooth as possible. Student safety is our number one priority, so we must make sure that we drive safely in our parking lots at all times and use designated crossing areas.

Morning Drop Off:
• Students are allowed on campus at 7:10 a.m. School begins at 7:30 a.m. Please do not drop students off in the office prior to 7:10 a.m.
• Parents will drop their children off at the front loop of the school and at the drop off lane which extends along the side of the Administration Building. Children will then walk through the front entrance and proceed to the playground.
• Have children prepared to exit vehicle quickly.
• Parents who wish to walk their children into the campus must park their vehicle in a designated parking space. Please do not leave vehicles unattended in the drop off loop or alongside the Administration building.
• Parents of preschool and kindergarten students are asked to personally pick up and drop off their child unless other arrangements have been made with the teacher.
• K-5 students may NOT access campus through the preschool entrance, they must enter through the front or playground gates.
• Buses will drop off and pick up at the back of the Copper Ridge campus. Only buses and district vehicles are allowed in this area.

Afternoon Pick Up:
• Enter from the top of the parking lot by the Copper Ridge marquee.
• Remind your children to be prepared to enter the vehicle quickly.
• Pull all the way forward to allow more vehicles in line.
• Use a parking space if you need to walk into the school. Never leave your vehicle unattended in the pickup area.
• Follow directions of the parking lot monitors. Traffic needs to flow in a circle. If you do not see your child, drive toward the back of the parking lot and circle back in line to pick-up your child.
• Please do not block handicapped parking spaces.
• Drive slowly. Watch for children walking with parents to their parked cars.
• Please exit the main parking lot through the marked exit. This is critical to avoid a bottleneck at the school entrance.

Bus Rules
To ensure safe and orderly transportation for all students these rules must be consistently followed. Students will comply with directions from the driver or any adult assisting the driver. Students will conduct themselves in a manner which will not distract the driver’s concentration or endanger the safety of anyone riding the bus.

**Items and Behavior Prohibited on the Bus**

<table>
<thead>
<tr>
<th>Prohibited Items</th>
<th>Prohibited Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>large or glass objects</td>
<td>obscene language/gestures</td>
</tr>
<tr>
<td>knives or sharp objects</td>
<td>loud talking/yelling</td>
</tr>
<tr>
<td>animals</td>
<td>switching seats</td>
</tr>
<tr>
<td>rubber bands/ paper clips</td>
<td>chewing gum</td>
</tr>
<tr>
<td>drugs, alcohol, tobacco products</td>
<td>hitting/fighting</td>
</tr>
</tbody>
</table>

Behavior and Discipline Guidelines

**Philosophy**
The staff at Copper Ridge believes that our primary objective is to educate children. We believe that in order for your child to meet the challenges that he
or she will face in our society, the development of self-discipline and individual responsibility is essential. Our intention is to have a successful philosophy that supports the right of each student to be educated in a calm, safe, and secure environment.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Copper Ridge have been established for the protection of our students. Students are expected to respect these rules as well as the people responsible for carrying them out. Because you, as parents, are the most important people in your child’s life, the staff needs your support in promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions.

During the first week of school, classroom teachers introduce, define and discuss individual classroom rules with their students. From one classroom to another, rules may vary somewhat depending on the individual teachers, but the basic rules are the same from room to room.

School expectations are supported through our school wide Positive Behavioral Interventions Supports System (PBIS). PBIS is a school-wide system of support that includes proactive strategies for identifying, teaching, and supporting appropriate student behaviors to create a positive school environment. PBIS posters are posted in all areas of our campus.

**Classroom Standards**

- Respect others with language and actions.
- Listen and follow directions.
- Work safely.
- Work quietly.
- Be prepared to learn.
- Children and teachers will discuss specific and detailed school procedures and expectations in class.

**Prohibited Items**

- Electronic games
- iPods/iPads/mp3 players
- Trading cards/toys
• CD’s
• Cell Phones (Cell phones must be kept in backpacks or given to classroom teachers. Cell phones may not be used during school hours. This includes watch phones.)

**Playground Standards**

• Play safely and use equipment wisely.
• Stay in playground area. Do not retrieve balls outside of playground fences unless you have received permission from a playground monitor.
• Throw balls appropriately.
• Leave rocks on the ground.
• Fighting is not allowed.
• Be considerate of others’ games.
• Line up on assigned class line as soon as the bell rings.
• Tackling is not allowed in games!
• Be respectful and listen to all staff the first time.
• Walk bikes/scooters on school grounds.
• Skating is not allowed on campus.
• Students will use appropriate language and behavior among each other.
• Students will keep hands, feet, and objects to themselves.
• Keep all food and drink inside the cafeteria.
• Have permission to leave the playground.
• Keep cell phones secured in their backpack or with a teacher to hold. Cell phone use is not permitted during the school day.

Teachers and monitors arrive on the playground at 7:10 A.M. If a student needs to be dropped off at school prior to 7:10 A.M., parents should use the before-school daycare program. Copper Ridge’s paraprofessionals will monitor students during lunch time recesses.

**Code of Conduct**

**Gang Activity Or Association**

For the well-being and safety of everyone at Copper Ridge, it is the District’s position that groups which initiate, advocate, or promote activities that
threaten people or property, or disrupt the school environment will not be permitted. Furthermore, the use of hand signals or graffiti, or the presence of

**Behavior/Conduct Standards**
- Respect others with language or actions
- Listen and follow directions
- Work and play safely
- Work quietly
- Be prepared to learn

**Noncompliance to Standards**
- Redirection/warning
- Think time/time out
- Loss of privileges
- Note/phone call home
- Referral to administration

**Conflict** is a natural part of development, it may be defined as a struggle or contest between people with opposing needs, ideas, beliefs, values, or goals. **Bullying** is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Examples of bullying may include:

- Physical intimidation, threats, and attacks
- Verbal taunts, name calling, and put-downs
- Gender, race and/or ethnic comments
- Cyber Bullying
- Gossip and rumor spreading
- Extortion or stealing money and possessions
- Exclusion from the peer group

**Bullying is wrong and will not be tolerated at school or school sponsored events.**

**Severe Behaviors/Referral to Administration**

**Disrespect/irresponsibility, including:**
- Destruction of property
- Verbal abuse
- Defiance
- Loss of self control
- Profanity

**Minimum disciplinary actions may occur:**
- Warning or reprimand
- Parent notification
- Community service

Suspension may be given.

**Intentional acts of violence/endangerment, including:**
- Aggressive, intimidating, harassing, threatening behavior (written, verbal, or physical)
- Physical violence
- Hazing
- Possession of drugs, tobacco, alcohol, or synthetic substances
- Possession of weapons, explosives, or other dangerous objects (real or simulated)

**Minimum disciplinary actions may occur:**
- Parent Notification
- Automatic suspension, including parent conference
- Sheriff’s Department School Resource Officer may be notified.

Expulsion, according to Board Policy may be given.
any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang is also prohibited. The District’s Gang Policy is detailed in the current Vail School District Governing Board Policy Manual.

**Drug Warning**

Non-medical use, possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or synthetic/imitation drugs) is prohibited in the buildings of Copper Ridge Elementary School, on school grounds, at school sanctioned activities or when students are being transported in vehicles dispatched by the district.

**It is unlawful:**

- For a person to intentionally be present within 300 feet of a school or its accompanying grounds, or to be present on any public property within 1,000 feet of a school or its accompanying grounds or a school bus stop, to possess, use, or sell marijuana.

- For a person to intentionally be present within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school or its accompanying grounds, or a school bus stop, to possess, use, or sell a dangerous drug or narcotic drug.

*Copper Ridge Elementary is a alcohol/drug free/tobacco free campus! Smoking is strictly prohibited at all times!*

**Copper Ridge Dress Code**

The Vail School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in
addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Footwear:
• Because of safety concerns regarding Physical Education and recess, backless shoes (for example - flip-flops and other sandals without heel straps) are not allowed.

Pants:
• Must be anchored or fitted at the waist, and hemmed or tailored.
• No rips, tears, excessive bagging, sagging, or ill fitting (must be size appropriate).
• May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or other inappropriate design.
• Underwear and boxer shorts should not be visible.

Shorts/Skirts:
• Must be anchored or fitted at the waist and hemmed or tailored.
• No shorter than mid-thigh.
• No rips, tears, excessive bagging, sagging, or ill fitting (must be size appropriate).
• Must be visible and not completely covered by a shirt or jacket.
• Spandex/leggings are not allowed unless worn underneath shorts/skirts or tunics.
• Underwear and boxer shorts should not be visible.

Tops/Shirts/Sweatshirts:
• Must be no longer than finger tip length and must be long enough to tuck into pants, shorts, skirts.
• No spaghetti straps, midriffs, half shirts, fishnet, see through, strapless, halter tops, muscle (undershirt) shirts, or other bare, skimpy and distracting clothing.
• Sleeveless tops must have straps that are at least two inches in width.
• Jerseys must be worn with a tee-shirt underneath.
• May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or other inappropriate design.

Accessories:
• Hats are not allowed to be worn indoors. They must be worn with brim facing forward. They may not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or other inappropriate design.
• Belts must be entirely looped (no part of belt may dangle).
• No wallet chains.
• Sunglasses may not be worn indoors (must be stored away).
• Make-up may not be worn or brought to school.
• Body piercing is not allowed with the exception of pierced ears (dangling earrings are not allowed for safety reasons).
• Tattoos are not allowed.
• Chains and pet collars may not be worn as jewelry.
• Distracting hair colors are not allowed (i.e. blue, green, orange, etc.).
• Extreme hair styles that cause a distraction/disruption are not allowed.

Student attire should not present health or safety concerns and should not disrupt the educational process. We rely upon your good judgment and discretion as to what your child should wear to school. However, Faculty and Administration of Copper Ridge reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the school dress code.

**Curriculum**

**The Vail Curriculum**
The Vail School District has a core curriculum that is used in all schools. It is aligned to the Arizona’s College and Career Ready Standards. The curriculum stresses that students will actively engage in the learning process and critical
thinking. You can access the K-8 curriculum on the Vail School District website at www.vail.k12.az.us/district-services/curriculum

Vail’s staff stays current with the research on teaching techniques. They are skilled at helping all students reach their potential by finding the teaching strategies that best fit each learner.

**Assessment**
The AZ Merit State Assessments are used to asses Arizona’s College and Career Ready Standards in grade levels 3-5. State assessments take place each Spring. District Formative and Benchmark Testing measures students’ mastery of Essential Grade Level Standards.

**Specialist Classes**
**STEAM, Music, and Physical Education**
These three programs are essential to our total curriculum. All students are involved in STEAM, music, and physical education programs taught by special area teachers.

**Computers**
Copper Ridge has fully equipped mobile computer labs available for student use in each classroom and in the library. Students will need to agree to the districts policy for technology prior to using the computers. Students have an individual login account which enables them to access computers at Copper Ridge. Students may also perform internet research on topics being studied in class.

**Homework**
Copper Ridge recognizes the value of homework as a key component of instruction and as a meaningful part of a total school program. In addition, homework is intended to reinforce and extend classroom instruction, help develop good study habits, and teach personal responsibility and time-management skills.

Homework is work accomplished at home that augments and enriches the school experience in a way that is academically meaningful for the child. Furthermore, it communicates to parents what is going on in the classroom. Parents should provide support and encouragement. Homework assignments,
their frequency, and rigor shall be determined by the classroom teacher. The following is a estimated amount of time to plan for nightly homework.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10 minutes</td>
</tr>
<tr>
<td>First Grade</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Second Grade</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Third Grade</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>50 minutes</td>
</tr>
</tbody>
</table>

**Homework Guidelines**

**Encouragement.** Give your child praise for efforts and for completing assignments.

**Availability.** Encourage your child to do the work independently, but be available to discuss the concepts. Ask your child what the purpose of the homework is, and to share his/her understanding of the objective. Ask him/her what steps are easy and difficult. If your child is unable to complete the assignment independently please contact the classroom teacher.

**Scheduling.** Establish a time to do homework that fits with the week’s activities. It can be a set time each day or can change depending on the week’s schedule. Homework should be scheduled so it won’t interfere with bedtime. You may want to use a calendar to keep track of assignments and due dates.

**Space.** Provide a space for homework, stocked with necessary supplies, such as pencils, pens, paper, dictionaries, a computer, and other reference materials. Help your child focus on homework by removing distractions, such as television, radio, telephone, and interruptions from siblings and friends. A quiet place will help with concentration.

**Modeling.** Consider doing some of your work, such as paying bills or writing letters, during your child’s homework time.

**School Communication**

At Copper Ridge, we believe that maintaining consistent communication between parents and teachers is a vital element in the success of a child. In order to maintain communication, classroom teachers will send out nightly emails to parents informing them on what occurred during the school day as well as important school and classroom reminders.
Parent-Teacher Conferences

Parent-Teacher conferences are the time for parents to discuss with the teacher their child’s performance and special needs. Copper Ridge Elementary School hopes that each parent or guardian will take the opportunity to attend these conferences. Conferences are the time to build mutual understanding of the child and to further the home/school partnership. While parents and teachers are encouraged to initiate a conference at any time when there appears to be a need, formal conferences are scheduled twice a year.

For specific dates for Parent-Teacher conferences, please refer to the student calendar.

Report Cards

Report cards are issued four times a year at the end of a 9-week grading period. In addition, midterm progress reports are issued halfway between the beginning and end of each grading period.

Fifth grade has a traditional report card that include letter grades of A, B, C, D, and F’s. Our kindergarten through second grades have a standards based report card which identifies the mastery level of each individual skill or concept in the subject areas of reading and math. Other subjects such as science and penmanship are assigned grades of:

- **E** = Excellent
- **S+** = Above Average
- **S** = Average
- **S-** = Below Average
- **N** = Failing

Third and fourth grades also have the standards based report card for subject areas of reading and math. The other subject areas will incorporate the letter grades of A, B, C, D, and F’s.

The standards based reporting system (K-4) will include short summaries of the actual standard being taught as well as the descriptors of performance. These descriptors are identified as exceeds the standard (E), meets the standard (M), approaches the standards (A), and falls below the standard (F). An explanation of each performance descriptor is as follows:
E  Shows outstanding and consistent application that exceeds the required level of performance.

M  Shows consistent application of both basic and complex knowledge that meets the required level of performance.

A  Shows understanding of basic knowledge that is approaching the required level of performance.

F  Shows limited and/or inconsistent knowledge that is a beginning towards the required level of performance and needs additional assistance.

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**Parent-Teacher Association (PTA)**

Copper Ridge is grateful for its supportive Parent-Teacher Association (PTA). Members of the PTA are actively involved in our school. They help organize school-wide projects, organize family and community functions, and raise funds for additional items needed by the school. They bring in activities to supplement our regular curriculum, and offer programs of interest to families. They are a most welcome and appreciated part of our community!

Belonging to the Copper Ridge PTA allows you to vote on issues and grants and to attend seminars and classes sponsored by the PTA. Everyone is welcome to attend the monthly PTA Board meetings. Notification of meetings are found in the Ringtail Review.

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**The Ringtail Review**

The Ringtail Review is our monthly newsletter. It provides students and parents with information about upcoming events and important school information. It will be posted on the Copper Ridge website monthly. You may view it on our home page at:  [http://cre.vail.k12.az.us](http://cre.vail.k12.az.us)

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**School Messenger**

At times, school messages will be sent out electronically to all of our parents through email and/or automotive phone calls. These messages will provide important information on school events or in case of a school emergency.

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**Special Services**
Extended Learning Program (E.L.P.)
for the Gifted and Talented

The E.L.P. program in the Vail School District is a special education program designed to provide enrichment and extended activities to students who qualify. This program offers a variety of options based on the individual needs of each student and information gained from testing, teacher/parent referral, and the recommendation of a multidisciplinary team.

Special Education

Resource, Speech, Inclusion, and other related services are provided for students with an Individual Education Plan. Copper Ridge utilizes the Response to Interventional model to identify if special education services are necessary. Students who may be experiencing learning or behavior difficulties may be referred to the student solutions team for recommendations to provide social or academic support. If a student qualifies for special education, services are provided.

Community Programs

We offer innovative community programs that enrich learners of all ages. Community Programs offers Pre School Enrichment, Kinder Plus, Before and After School Programs, and Vail Discovery Camp.

Pre School Hours: 7:30-10:30 a.m.
KinderPlus: 10:30 a.m-2:10 p.m.
Before School Care: 7:00 a.m. After School Care: 2:10-6:00 p.m.
Vail Discovery Camp: Available during intercession breaks

**Hours are subject to change**

For more information, please contact the Copper Ridge Community Programs Director at 520-879-2579.