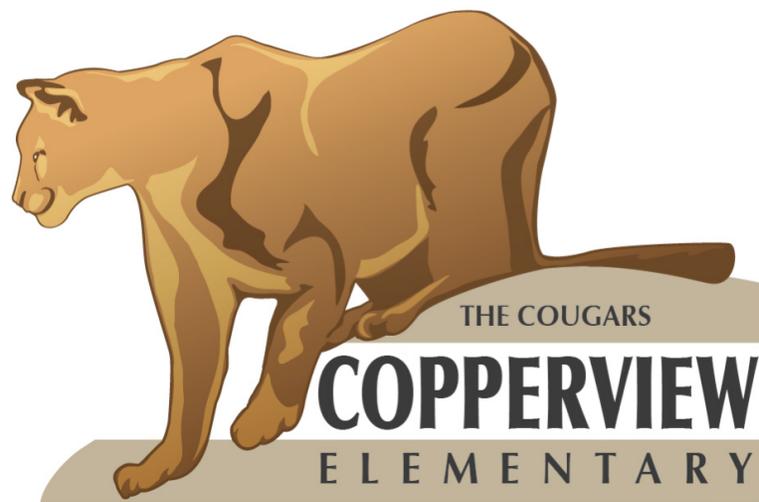

Copperview Elementary Family Handbook 2017-2018



***Striving for Academic Excellence,
and Successful Citizenship***

Copperview Elementary

8449 South Monroe St. (150 West), Midvale, UT 84047

School Office Hours: 8:10 am – 3:50 pm

Phone: (801) 826-8125 • Fax: (801) 826-8126

<http://copperview.canyonsdistrict.org>

<https://www.facebook.com/copperview>

<http://twitter.com/copperviewelem>

PRINCIPAL CHRISTINE WEBB'S MESSAGE

Dear Copperview Students and Parents,

Last year was a fantastic year. Student behavior improved, test scores improved and parent engagement improved. We couldn't ask for anything better. I loved being here and meeting the students and parents of the community. This is a great place to be.

At Copperview, we work together to accomplish great things. We support all learners and build on our diversity to achieve excellence. We want to create a sense of community, foster a safe learning environment where students learn and reach excellence.

This year we will be focusing on writing. Expect to see a lot more writing coming home. Every chance you get have students read and write. There is a saying that goes, to be a better reader, write and to be a better writer, read. The only way to get better is to practice.

We will also be implementing two new processes at Copperview to strengthen our school-wide PBIS and community. They are Morning Meetings and Restorative Justice. You will be hearing more about these in the upcoming school year. We will also continue our partnership with the Utah Education Policy Center in our effort to improve Copperview Elementary.

I'm excited to begin my second year at Copperview Elementary. As I said before, it is a great place to be! Students are learning, are safe, are kind and responsible.

Sincerely,

Christine L. Webb, Principal

COMMUNICATION

Communication is critical for a successful year at Copperview Elementary. Here are some ways to keep up-to-date on what's going on here at school!

COPPERVIEW NEWSLETTER

The Copperview Newsletter is a school-wide newsletter with important dates and new information. It also includes grade levels updates on what students are learning.

E-MAIL

At Copperview Elementary, teachers check and respond to email daily. Teachers will do their best to respond in a timely manner. If you have an urgent issue that needs to be addressed immediately, please call the office for assistance.

EMAIL LIST/PHONE CALLS/TEXT THROUGH SKYLERT

E-mail notifications will be sent out on occasion to assure that parents are aware of important information and events. This is the best way to stay informed about all of the great things happening at Copperview Elementary. To sign up, make sure your email address is up-to-date in Skyward at <http://skyward.canyonsdistrict.org> If you do not want to receive them, you can unenroll through your skyward account.

FACEBOOK AND OTHER SOCIAL MEDIA

The Copperview website is an excellent source for everything you need to know about Copperview. Visit our website regularly to get information about Copperview, the PTA, and the School Community Council.

Copperview's Facebook and Twitter give parents an opportunity to connect to Copperview and know more about what is happening at Copperview.

Check us out at <http://copperview.canyonsdistrict.org>,
<https://www.facebook.com/copperview>, and <http://twitter.com/copperviewelem>

PARENT-TEACHER CONFERENCES & PARENT MEETINGS

The faculty at Copperview is always open to input and encourage you to write or call for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems. These are great opportunities to discuss strategies to support learning at home.

TALKING WITH THE PRINCIPAL

Parents or community members who have concerns or suggestions can call, write a note, or send an e-mail to either the Principal or Assistant Principals, who are committed to providing a timely response. In addition, Ms. Webb, Mr. Walker, and Ms. Walbeck have an open door

policy. If you are in the building and would like to speak with either of them, ask the school administrative assistant, Mrs. Heumann for availability.

SCHOOL INSTRUCTION HOURS

Please make sure that your student arrives on time each day and arrangements are made for students to leave immediately after dismissal.

REGULAR SCHOOL HOURS: MONDAY-THURSDAY – 8:40-3:20, FRIDAY 8:40-1:40

EARLY DISMISSAL EVERY FRIDAY AT 1:40 PM.

REPORT CARDS/CONFERENCES

Parent/Teacher Conferences are scheduled for September 27, 28, 2017, and February 28, and March 1, 2018. You will receive more information about scheduling a time to meet with your child's teacher.

SPECIAL PROGRAMS

Copperview offers many special programs in order to meet the needs of all students.

FAMILY LEARNING CENTER

Our school library and computer lab will be open during scheduled times with childcare provided. This is a great time to come to the school and check out our parent resource items, books, cd's, tapes and magazines. It is also a great time to get homework help, work on school projects, or utilize the Internet and computer.

COPPERVIEW Family Learning Center 2017-2018 Schedule

- | | |
|---------------------------------|---------------|
| 1. ENGLISH MONDAY-THURSDAY | 8:30-11:00am |
| 2. COMPUTER MONDAY-THURSDAY | 11:00-12:00pm |
| 3. ENGLISH WEDNESDAY & THURSDAY | 5:00-7:00pm |
| 4. COMPUTER TUESDAYS | 5:00-7:00pm |

STUDENT COUNCIL

Each class in 4th & 5th grade elect student council representatives. These students are selected based on their ability to be responsible examples of what is expected of every student at Copperview. The Student Council has the specific task of promoting school spirit and has the opportunity to attend a special student leadership conference with schools all across the state.

SAFETY PATROL

Any student in 5th grade can apply to assist fellow students and patrons by becoming part of the school Safety Patrol. Students must commit to assisting those coming to and leaving school each day. Students are part of a team to ensure safe walking procedures before and after school. These students are also selected on their ability to be responsible students and set positive examples for their classmates.

COUGAR NEWS

Any student in 4th and 5th grades can apply to be a part of Cougar News Team. Responsible students can become anchors, set/tech crew, and camera operators for the weekly newscast.

CEO

CEO, Chief Example to Others is a monthly student recognition program where teachers recognize students from their classroom who go above and beyond to be a good example to others. Often this includes students helping other students, working hard to learn a difficult task, or simply following our school rules by being safe, kind or responsible.

MORNING MEETINGS

We are excited this year to begin the school day with morning meetings. Morning meetings are an engaging way to start each day, build a strong sense of community, and help to set students up for academic and social success. During morning meeting students will greet each other, share information, participate in a brief group activity, and receive a morning message which will help students focus on what they will be doing in school that day.

BE INVOLVED AT COPPERVIEW

Schools are a reflection of their community. We encourage parents and guardians to choose to become involved at Copperview Elementary School. You are crucial to the outstanding success of our school. It is through the efforts of parents and guardians that the educational program at Copperview is greatly enriched. There are many opportunities for parents to join this dynamic community.

VOLUNTEERS

VOLUNTEER POLICY STATEMENT

Volunteers at Copperview Elementary must have exemplary behavior, thus setting good examples to the students and staff.

- You must register EVERY SCHOOL YEAR to be a volunteer:
<https://volunteer.canyonsdistrict.org/volunteer/>
- You must sign in at the office and wear a badge while in the building
- Toddlers and infants should not be brought with you when you assist at school.

- While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone's) student. When working with students, you have a responsibility to keep things confidential. Please consider the effect that gossiping and disrespecting students, faculty, and staff might have on your child and the overall school community.
- The faculty lounge is a place of relaxation for the teachers and staff. To respect their privacy, it is "off limits" to parents and children.

The Copperview PTA recognizes the tremendous efforts that our volunteers make to help our students achieve the highest levels of success.

Thank you for all you do!

PARENTS IN THE CLASSROOM

Many teachers ask for parent help in a variety of ways: work with small groups of children, share a part of your culture, or help with special projects or paperwork. Contact your child's teacher if you are interested in helping out.

COPPERVIEW PTA

We encourage all parents and grandparents to join the Copperview PTA. The \$5 membership fee per person not only helps to fund our program; it also gives you voting rights regarding PTA matters. *Being a member of the PTA does not require any time commitments.* However, we have many programs that simply need a few extra hands, which we would solicit through a volunteer list.

Copperview PTA provides the following services: Volunteer coordination and recognition, assemblies, field trips, teacher appreciation activities, student birthday recognition, Reflections program, Box Tops collections, book fairs, health information, hearing and vision screening, field day, and more!

If you have any questions or comments for the PTA, please contact our 2017-2018 PTA Presidents, Natalie Stephenson

SCHOOL COMMUNITY COUNCIL

The School Community Council consists of elected parents or guardians of students who attend the school, elected school employees, and the school principal. All parents of students attending Copperview Elementary are encouraged to participate. The council meets monthly the school year, and participates in the development of a school improvement plan designed to improve student achievement. If you would like to participate in the Copperview Elementary School Community Council, please contact the main office.

Parent Engagement Activities

We have planned monthly activities for families to come together to the school. Some are educational and some are just for fun. We have scheduled 5 Meet and Greets where the administration team come to a designated neighborhood to meet the parents and provide a free book and a treat.

August

22nd Back to School 9:00-11:00 (Open House) or 6:00-8:00 (Scheduled presentations). There will be a book fair in the gym sponsored by the PTA

September

8th 4:00-7:00 Welcome back carnival
19th 5:00 Meet and Greet
27th & 28th PTC

October

10th 5:00 Meet and Greet
24th 5:30-7:00 Math Night
31st Halloween Parade

November

21st Turkey Trot

December

12th 6:00 Winterfest

January

9th 5:00 Meet and Greet
23rd 5:30-7:00 Reading Night

February

28th & March 1st PTC

March

27th 6:00 Family night

April

24th 6:00 Family night

May

1st 5:00 Meet and Greet
15th Meet and Greet
24th 5:00 Living Traditions

June

1st Jog-a-thon

CANYONS BOARD OF EDUCATION

Many important decisions that affect Copperview are made at the district level. The Canyons Board of Education meets monthly and parents are encouraged to attend. Up-to-date information can be found at <http://www.canyonsdistrict.org/board-of-education>.

FUNDRAISERS

BOX TOPS FOR EDUCATION

Did you know that Copperview earns 10¢ for every Box Top for Education that you bring to the school. Sadly, many box tops get thrown in the garbage—that's like throwing away money! Help our school by sending Box Tops in with your child. Don't forget to recruit your family and friends too!



TARGET

Did you know that Target will donate up to 1% of your RED card purchases to our school? All you have to do is sign up for Take Charge of Education and designate Copperview as your school. Then, every time you use your RED card, our school benefits!



To find out more, contact your local Target store.

SMITH'S EARN & LEARN

Smith's is proud to continue offering the "Earn & Learn" program, which has proved so successful in contributing much-needed financial support to schools and community organizations dedicated to serving children. To find out more about this program, go to their website, <http://www.smithsfoodanddrug.com> and click on *School Programs* under the *Services* tab.



NUTRITION AND HEALTH

Copperview promotes healthy lifestyles through physical education, good nutrition, and health education. We encourage children to eat a good breakfast and lunch that includes a protein, grain, milk, and fruit, and to engage in activities after school that provide movement and exercise.

SCHOOL LUNCH

Students may bring their own lunch from home, or choose one of two menu options at school. The cost of school lunch is \$1.75 for students and \$3.50 for adults. The reduced rate is \$.40, for those who qualify. We want all children to enjoy a good meal during lunchtime. If for any reason you find yourself unable to provide this for your child, please call the office and ask for assistance. Due to Federal guidelines, food may not leave the cafeteria or school.

BREAKFAST PROGRAM

All Copperview students will be able to eat breakfast for free in their classrooms. The program is funded by a grant through the Utah State Office of Education. Studies show children learn better, perform better academically and have improved behavior, when they have an adequate breakfast. Similar programs are currently in place nationally. We are excited to offer this to all students during the 2016-17 school year.

MOBILE FOOD PANTRY

Throughout 2017-2018 school year the Utah Food Bank will provide Mobile Food Pantry services once a month beginning in September. More information will be sent home with specific dates and times at the beginning of the school year.

BIRTHDAY AND PARTY SNACKS

Candy, cookies, cupcakes, and other treats are welcome for celebrating special occasions. All food items must be store-bought. Please let your teacher know beforehand if you are planning to bring in a special treat.

MEDICATION

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- I. The student's parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- II. The request for Giving Medication at School form needs to be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

The parent request and prescriber's statement must be resubmitted at the beginning of each school year, and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office.

STUDENT CONDUCT

Copperview is building a tradition of excellence. As part of our school community, our students are expected to be caring and respectful of themselves, of each other, and of their school and its property.

*Please read the following section with your student and discuss the ideas and rules. **It is very important to tell your student that YOU expect him/her to follow these rules!***

ATTENDANCE

- Regular attendance is the keystone to academic success.
- Students should arrive on campus between 8:30 and 8:40 am.
- The welcome bell rings at 8:40 am when students enter the building.
- For safety reasons, please do not send children to school early (before 8:30 am) as there is no supervision to ensure their safety.
- During inclement weather, doors will be open at 8:30 am.
- Call the school attendance administrative assistant **(801) 826-8173** to leave a message if your child will be absent.
- You will be notified if your child is tardy five times. Please help your child develop

good arrival time habits.

- If your child will be absent more than one day, contact the teacher for make-up work.
- Please help your child attend school regularly. Absences should be for sickness or emergencies.
- Minimize early checkouts.
- Students have up to 10 days of educational leave that can be used during the year, if necessary. You must contact the office and your student's teacher to fill out the educational leave form BEFORE the planned vacation. Educational leave **does** count against attendance awards.
- If your child has an appointment during school hours, please sign him/her out in the office before leaving. For safety reasons, we will not release a child to anyone who has not been included on the student's registration card. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointment.

DRESS CODE

- Clothing should be clean, neat, and in proper repair.
- Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times.
- Shorts and skirts must be longer than mid-thigh length when seated.
- Socks should be worn with shoes. Is this in the policy?
- Shoes shall be worn at all times that ensure personal safety and hygiene.
- Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
- Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
- Items depicting violence, use of drugs, alcohol, or other inappropriate advertising and or slogans are not allowed.
- Students should wear appropriate clothes for the weather each day.
- All students shall wear clean clothing. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS/ ETC.

- Bicycles may be ridden to school and locked up in the bike rack. Skateboards & scooters will not be stored in the office during the school day.
- Walk your bicycles, skateboards, or scooters and until you leave school property.

- **Cleats and heeies are not allowed.**
- Copperview cannot assume responsibility for lost or stolen bicycles, etc.

SEVERE BEHAVIOR POLICY

- Dangerous behavior or fighting may result in suspension or exclusion.
- Persistent behavior problems may result in suspension or exclusion.
- Please read *Canyons District Policy: Discipline of Students* carefully. Behavior that puts other students in danger will not be tolerated.
- For serious violations, a student may be suspended for one to ten days or suspended awaiting a district hearing.

CANDY, ELECTRONIC DEVICES, AND TOYS

- Keep candy, gum and toys at home. This includes cards, and other electronic devices. If a child is sent with a cell phone for safety, they must be turned off during school hours. They may not be used during the school day. The school is not liable for lost or stolen cell phones. These items are disruptive to the school environment and may be confiscated. Confiscated items will only be returned to a parent/guardian.

BE SAFE:

- Use school equipment and supplies appropriately, don't cause harm to yourself or others, practice KYHFOOTY, and follow school rules and guidelines.

BE KIND:

- Be polite and positive, be honest and share.
- Respect others' privacy.

BE RESPONSIBLE:

- Do your best work and give your best effort. Follow directions of adults the first time given.

BULLYING

At our school, we believe that bullying of any kind is unacceptable. All students should be free from worries about being bullied. All students at our school will learn universal rules and expectations about bullying as well as different tools they can use to prevent or respond to bullying. At Copperview we define bullying as the following:

- One-sided, intentional, and repeated
- When someone repeatedly and purposely hurts, frightens, or threatens someone else.
- When someone repeatedly and purposely leaves out, ridicules, spreads rumors, or makes offensive comments to someone else.

Our anti-bullying goals this year are to create a positive school setting, increase awareness about

bullying among all educators, staff, and students; enforce school anti-bullying rules; provide enhanced supervision in bully-prone locations; and teach students skills to deal with bullying, problem solving, and making friends.

DISCIPLINE PROCEDURES

At Copperview we believe in...

Positive Presuppositions

We have faith in the capacity of each student. We assume that students want to be successful and just need to know how.

Examples:

*Remember, we walk in the halls...
What should we remember when we...?
You might not have heard the directions...*

Seeking First to Understand (then to be understood)

We recognize that student have reasons for acting out that are often beyond our understanding. We seek to understand what our students need to be successful.

Examples:

*I noticed ____, can you help me understand what you're feeling?
We listen completely without interrupting the student.*

Establishing Positive Relationships

We believe that students struggle to learn from teachers they don't have a connection with. Similarly, teachers are happier when they have a positive relationship with their students.

Examples:

Teachers have learned students' personal interests and is familiar with their experiences: *"How's your brother...?"*
More positives than correctives

Starting Each Day/Hour Over

We believe in forgiveness and empathy. Students and teachers make mistakes. Nobody likes to feel like each mistake will follow them for an extended period of time.

Examples:

*I know you had a rough day...
I feel frustrated too sometimes.
If you're starting to struggle let me know and we'll work something out.*

Avoiding the Power Struggle

We understand that student behavior and defiance is often not about the teacher. We don't take it personally.

Examples:

Teacher provides time for student to complete a request.
Teacher is outwardly calm.
Teacher uses brief statements.
Thanks for sitting...

Avoiding Public Shaming

We affirm that students must feel safe. They cannot function optimally if they are constantly concerned that their next mistake will bring them embarrassment.

Examples:

Student discipline/consequence is handled privately during a side conversation.
Proximity control
I'm glad you're excited but remember I call on students who are in their seats...

We have implemented Positive Behavior Interventions and Supports as our school-wide system of support for behavior. This includes clear rules and routines, which are explicitly taught, practiced, reinforced for all settings within the school, by all staff members. Social skills are taught just as academic skills are taught. Using this philosophy, we help students succeed by providing positive consequences before the use of a negative consequence is necessary.

Our school implements PAL. PAL stands for Principal Assisted Learning. When students are referred to PAL by their classroom teacher, the student will visit with a principal and learn the appropriate way to deal with their situation. They will be able to describe the inappropriate

behavior that got him or her sent to PAL. They will role play appropriate behavior. They will explain the consequence he or her earned as a result of the behavior. Next, the student will be prepared to re-enter the classroom and complete any required assignments. Finally, he or she will be able to re-enter the class making a statement of remorse, let the teacher know he or she will not do this again and make a request to the teacher to come back to class.

You will be notified when your child has been directed to PAL. Additionally, we will ask for your assistance if the problems persist or if a problem is unusually challenging. We encourage you to join us in a cooperative and supportive effort to provide a safe school and classroom environment conducive to learning.

COPPERVIEW SCHOOL POLICIES

The following policies have been created to help students attain the highest level of academic success and to keep each child at Copperview as safe as possible. Parents, please help your child by being an example and following all of the rules as outlined below.

LOST AND FOUND

Please write your student's name in ALL clothing and accessories with a permanent marker. We encourage students to be personally responsible for their possessions. Students should check the Lost and Found, in the hallway near the Gym, for clothing and lunchboxes. Lost and found for small items (rings, watches, etc.) is in the office. At regular intervals throughout the year, all unclaimed items are donated to charity.

VISITORS

Family and community members are welcomed and encouraged to participate in school activities, but please arrange volunteer participation in advance. If you wish to observe a classroom, please call the school office 24 hours in advance. **For the safety of our students, ALL visitors must sign in at the office and wear a Visitor's Badge.** Unidentified visitors are not allowed on campus.

MOVING

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making the transition as smooth as possible for your child.

EMERGENCY PREPAREDNESS

We access Skyward to have up-to-date emergency contact information for your student. Please ensure that this information is updated as it changes. You may change it yourself (through <http://skyward.canyonsdistrict.org>) or contact the office to update it. It is very important that teachers and staff have your current home, cell, and/or work phone numbers

and at least two alternative emergency phone numbers of family, friends or neighbors who will take responsibility for your child if we cannot reach you. This information is confidential.

If you move or change contact information, please call the school to update emergency contact information.

Copperview Elementary Safe Walking Route

CROSSING GUARDS, FLASHING LIGHTS, AND PAINTED CROSSWALKS:

8600 South and 150 West (Monroe St.)

Princeton and 150 West (Monroe St.)

Directly in front of school on Monroe Street

BUS SERVICE:

All students living east of State Street are encouraged to ride the bus to and from school. The district has funded this as a hazardous walking route. Students are strongly encouraged to ride the bus if the service is provided in their area.

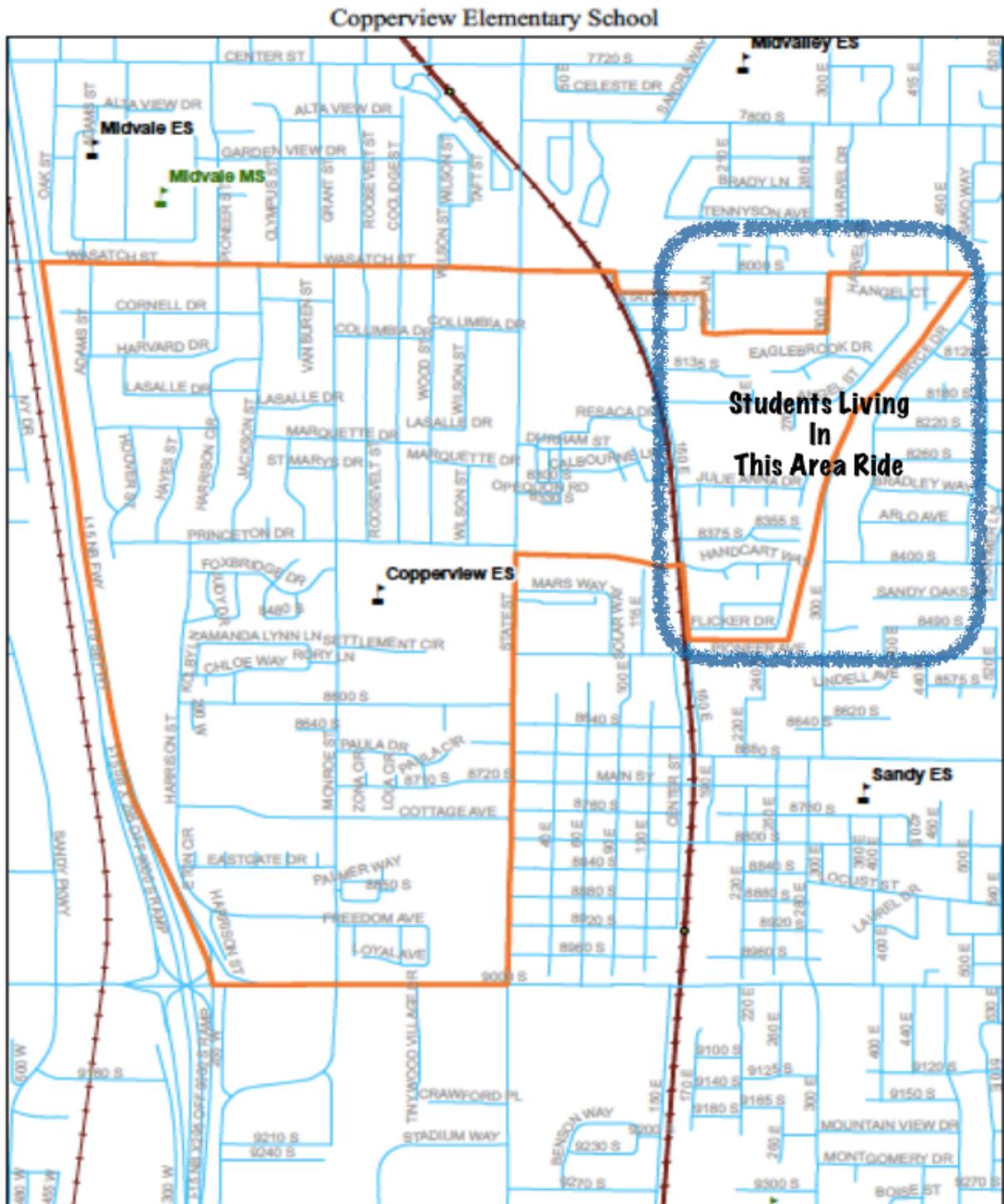
SUGGESTED WALKING ROUTES:

- Students living east of State Street should ride the bus to and from school. This bus has been provided because of the hazard of crossing State Street.
- Students that live north of Princeton Dr. and west of Monroe St. should cross Monroe St. at the corner of Princeton and Monroe or at the crossing in front of the school where the crossing guard is located.
- Students living east of Monroe St. to Coolidge St. should cross at the corner of Monroe Street and Princeton Drive.
- Students living in the area west of Monroe Street and between Princeton Dr. and 8600 South should cross Monroe Street at the crossing in front of the school where the crossing guard is located.
- Students living south on the school should cross at designated crossing areas and walk on the east side of Monroe Street from 8600 South to the school.
- Students who live in the Cottage Apartments should walk along Cottage Avenue to Monroe Street and proceed north on the east side of the street.

Please note the following:

Students must use sidewalks, which exist, on both sides of all major streets. On subdivision streets without sidewalks, students should walk on the left side of the street facing the traffic. If possible, students should use the walkways to the school that are on the south and east sides of the school.

When dropping off students to the school, please use the drop off lane ONLY. DO NOT let students exit the car in the passing lane or the bus lane. Please follow the signals from the safety patrol officers. They have been trained to help students cross the street safely.

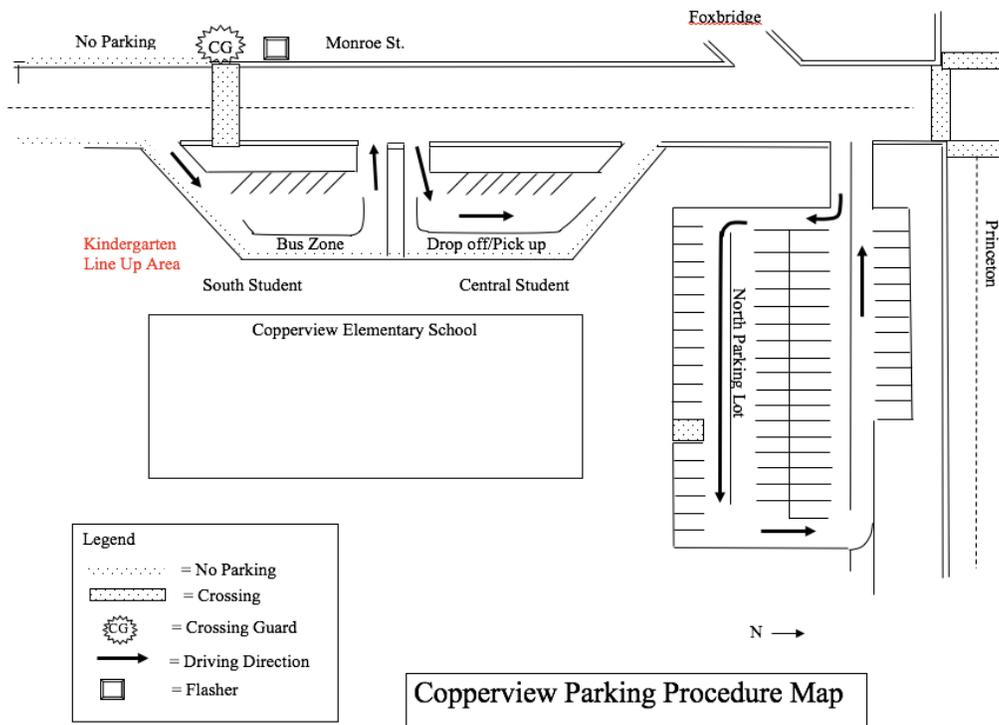


COPPERVIEW ELEMENTARY

PARKING LOT AND LOADING/UNLOADING PROCEDURES

Adults are setting lifelong examples for the children at Copperview Elementary. Sometimes we tend to take risks that could endanger our kids, *especially if we are running behind schedule*. For the safety and well being of all students; families and students are to adhere to the following:

1. Obey traffic signs, drive slowly, and pull all the way forward (even if this puts you farther away from the front door).
2. All students should enter or exit the vehicle **on the passenger side**, in the unloading/loading zone. No vehicle doors should open on the driver's side of the vehicle.
3. Students are not to walk between or behind stationary cars. Use crosswalks and sidewalks only.
4. **Drivers must remain in the car** unless the vehicle is parked in a designated parking stall.
5. As a courtesy to others, drivers should have students ready to exit the vehicle when they reach the pick-up/drop-off area. When students have safely exited the vehicle, the driver must leave immediately to allow others to drop off in a timely manner.



CANYONS SCHOOL DISTRICT POLICIES – PLEASE SEE LINK BELOW

<http://policy.canyonsdistrict.org/index.php>