

Copper Canyon Elementary Student Handbook

Principal's message

Dear Parents/Guardians and Students:

WELCOME to the new school year at Copper Canyon Elementary! We are extremely excited to have your children back with us after the soft school closure of recent months. The faculty, staff, and I are all very pleased to begin the 2020-21 school year, and we extend a special welcome to anyone attending Copper Canyon for the first time and are anxious to see our former students returning.

We are proud to be a leadership school where we practice *the 7 Habits of Happy Living* that teach us to have self-control, consider others' feelings and viewpoints, create win-win situations, and bring important balance to our lives. As our students practice these habits, I am proud of their thoughtful actions to promote good throughout the school! They remind me there is much good in the world and brighten my day with their smiles and laughter. We thank you for your support of our Leadership program at home as well.

This handbook is designed to be an important reference throughout the school year. Please review the included school policies and procedures with your student(s). If you have questions that remain unanswered after reading the handbook, please feel free to call the school office.

We welcome your participation and support during the school year. We invite you to volunteer in the classroom and join PTA and/or our School Community Council. Together we can meet the goal of providing a positive learning environment that increases students' love of learning, helps them discover their own talents and abilities, and develop respectful relationships. We look forward to a great year of both academic and social success for all students!

Warm regards,

Mrs. Patty Bowen
Principal

Copper Canyon Mission Statement

As a progressive school community, the mission of Copper Canyon Elementary is to provide a quality education, targeting academic achievement while facilitating growth and development of all students by providing meaningful instruction, fostering positive self-concept and offering a variety of enrichment opportunities.

We believe:

- **Everyone should feel safe at school.**
- **All students can behave positively.**
- **Students have a right to learn, and teachers have a right to teach.**
- **All faculty and staff members are responsible for all students.**
- **Positives change behavior - negatives temporarily stop behavior.**

It is the intent of the faculty and staff to lead students toward being productive, informed, disciplined, and fulfilled individuals. To achieve these goals, mutual respect and understanding must be present in the learning process on the part of all participants - the faculty, staff, students, parents and community.

Code of Conduct

Respect is the key word in Jordan District Schools - respect for self, others and property. All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, on the way to and from school and at all school activities. Copper Canyon Coyotes should abide by the following school courtesy rules for behavior:

Be Kind
Be Respectful
Be Responsible
Be Safe

When students follow the school courtesy rules, they feel good, learn more and may earn extra privileges. They may also earn positive notes home, nominations for our Character Counts, and Lunch with the Principal.

School Hours

School office hours are from 8:00 a.m. until 4:00 p.m. each day. The academic day begins at 8:25 a.m. and ends at 3:05 p.m. with the exception of Fridays when the day ends at 1:25 p.m. **Students should not arrive earlier than 8:00 a.m. and should not be at school later than 15 minutes after the end of the academic day.** These procedures are designed for the safety and well-being of our students.

Our Kindergarten schedule is as follows:

A.M. Monday-Thursday	8:25 - 11:10 a.m.
Friday	8:25 - 10:30 a.m.
P.M. Monday-Thursday	12:25 - 3:05 p.m.
Friday	11:25 a.m. - 1:25 p.m.

School Communication

We believe communication between parents, students, teachers and the school is of utmost importance. We will keep you informed by updating our webpage, using planners, updating the Skyward system, e-mail, periodic classroom notes or by keeping a classroom blog. Your student's teacher may contact you if there are behavioral concerns. Please contact your student's teacher about any classroom related questions or concerns. You may contact Copper Canyon teachers via planner notes, e-mail, voice mail or informal conferences. It is our hope we can resolve problems as simply as possible. However, if a question cannot be effectively answered or a concern resolved with the teacher, please feel free to contact the principal.

We also use the Skylert program to notify parents about attendance, special activities, lunch account information, and important safety alerts.

P.T.A.

The P.T.A. is a vital part of our school program. We encourage parents to join our P.T.A. and become active members. A successful school needs the services of a successful P.T.A. Meetings are held once each month and times are posted on the P.T.A. bulletin board and on the school webpage.

Safe Walking & Biking Route/Car Pool Protocol

Our School Community Council has developed detailed safe walking/biking routes. A copy of these routes is found on-line under school information and forms at the beginning of the school year. **Please review the appropriate walking/biking route with your child periodically.** Students walking to school should use the sidewalk. Students riding bikes/scooters etc. to school should use the bike lane where available and must walk bikes/scooters when they reach school grounds. Students on bikes/scooters etc. must yield to pedestrians. Our carpool protocol was designed with the safety of our students in mind. **As you enter the carpool lane, pull as far forward as possible. Students should be dropped off at the right curb only.** Passing is permitted in the left lane only. Please do not use the bus and faculty parking as a drop off area; you could receive a citation. Parent/visitor parking is permitted in the south parking lot. If you unload from the parking lot, please accompany your student to the crosswalk area in front of the building and cross with them. We strive to ensure the safety of all students and with your help and support we can be successful.

Inclement Weather

To help ensure the health and safety of our students we have established an inclement weather protocol, which includes air quality. We request all students come to school appropriately dressed for the weather of the day. Each student should have a coat, hat and gloves as necessitated by the temperature. Students are welcome to come into the building on inclement "inside" days. **If the outside temperature is 22 degrees Fahrenheit or below, it will be considered an inside day.** An orange cone will be placed at the front entrance to the school to signal to students and parents which days are inside days. Students should enter the building through the front entry doors and sit quietly in the hallway near their classroom. Running or loud play in the hallways on inside days is not allowed.

Medication Policy

Each request for medication will be evaluated individually by the school nurse and school authorities. Utah statute UCA 53A-11-601 requires local education agencies (LEA) to adopt policies for medication administration for students while they are under the control of the school.

It is the responsibility of the parent to:

- Give the first dose of a new medication at home, including a dosage change.
- Provide the school with medication in the original container, transported to the school by a responsible adult.
- Provide a district or state medication authorization form that includes:
 - A signature from the student's licensed health care provider that they have prescribed the medication including documentation as to the method, amount, and time schedule for administration, and
 - A statement from the licensed health care provider that administration of medication is medically necessary during

periods when the student is under the control of the school.

- Inform the school nurse of any changes in the student's health status.

District Medication Authorization forms can be found in English and Spanish on the district website at <http://edsupport.jordandistrict.org/nursing/medicationguidelines>

School Breakfast & Lunch

Meal prices (as of printing date, subject to change) are 80¢ for breakfast and \$1.75 for lunch per day; reduced meal prices are 30¢ for breakfast and 40¢ for lunch. To help our cafeteria program operate efficiently, it is requested that your student's meals be purchased on a weekly or monthly basis. Please be sure a completed deposit slip accompanies each deposit. All money received will be credited to your child's account. Change cannot be given. Money may be deposited into your child's food service account through Skyward Efunds. **It is necessary to reapply every year within the first 30 days for free or reduced meal status.** An application is found online at jordandistrict.org or in the school office. If you have any questions, please contact our school cafeteria manager.

Class Assignments & Homework

All class assignments are important. When assignments are missed as a result of an illness or an excused absence, teachers will provide an opportunity for students to make up the work. Generally, the amount of time available to complete make-up work is the same as the number of days the student has been absent.

Homework can be a valuable part of learning. As outlined by Jordan School District policy, all students can expect to have some homework to complete in order to fulfill class requirements. The amount will vary according to the age of the student, the subject of study, the type of task, the amount of study time allowed at school and the way the student uses the study time provided.

Textbooks & Supplies

Textbooks, school and classroom library books, classroom equipment and supplies are furnished to your student on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of books and other equipment.

Personal Electronics

Bringing personal electronics to school is discouraged. However, students are allowed to have personal electronic devices with them at school, but **these devices may not be used during the school day.** We realize the possible need for this technology, but do not wish for these devices to interfere with academic instruction and/or the classroom setting. Possession of a cellphone by a student is a privilege that may be forfeited by any student that uses their cellphone inappropriately. A student who possesses a cellphone shall assume responsibility for its care. At no time will Jordan District or Copper Canyon Elementary be responsible for preventing theft, loss or damage to cellphones brought onto school property.

Cellphones use during classroom time and recess, instructional activities and field trips is prohibited. Cellphones must remain off during these times. Exceptions to this policy may be granted by school administration on a case-by-case basis to accommodate family emergencies or medical necessity. Students violating these guidelines will be disciplined in accordance with District Policy, which include a parent picking up the cellphone from school administration. Use of **any** electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be disciplined in accordance with District policy. Repeated incidents may result in suspension from school.

Student Performance and Evaluation

Report cards will be marked three times annually; for fall SEP conferences, spring SEP's conferences, and at the conclusion of the school year. SEP conference scheduling is now done via Skyward. Parents will be able to self-schedule conferences and will be notified in advance as to the days available to schedule over the internet. SEP conferences will be held in the gym. Dates for 2020-2021 SEP's are as follows:

Fall: November 11-12, 2020
Spring: March 24-25, 2021

All Jordan School District Elementary Schools use a rubric-based report card. Teachers, when marking the report cards, will use the following grading scales:

4 = 100 - 90%	P= Participates
3 = 89 - 80%	E= Excellent
2 = 79 - 70%	S= Satisfactory
1 = 69 - 0%	NI=Needs Improvement

As a faculty and staff, we strive to provide the best education possible for our students. Attendance and punctuality are key to student success. Students need to be in attendance and in their classroom on time. You can monitor your child's attendance on the Skyward System. If you would like a copy of the complete attendance policy, please just stop by the office and request one.

Student Progress Monitoring

Student progress may be continually monitored through access to the Skyward Monitoring System and contact with your student's teacher. The Skyward System allows parents and students to see progress being made in academic subjects and to alert them to any areas of concern that may need to be addressed. Please feel free to contact your student's teacher with any additional questions you may have related to student progress.

Awards and Recognition

At Copper Canyon we believe all students are capable of achieving their personal best. Coyote Pride Awards are given to students who complete a set of requirements as defined by each grade level. All students can earn a Coyote Pride Award through hard work and persistence. Teachers will provide a list of the grade level requirements, and the lists will be posted in the hallways. Requirements must be completed three weeks prior to the last day of school. Students in 5th and 6th grades who consistently earn high marks in social and academic areas will also qualify for recognition on the Principal's Gold Seal Honor Roll at the end of the year.

Copper Canyon Coyotes take great pride in being physically fit. Students in grades 3-6 will be given the opportunity to earn a Physical Fitness Award through participation in yearlong fitness activities. Students are encouraged to work on attaining their fitness goals at home as well as during their gym time.

All awards will be presented at the end of the school year.

Each month the PTA sponsors a Character Counts assembly. Each teacher nominates a student who best exemplifies the target character trait for the month. The student and parents are invited to a special assembly. We also post the pictures of the students on our Character Counts bulletin board for the month.

Students love our Coyote Coins. Students can earn them for good behavior, academic achievement, and showing leadership. The coins can be spent in the office at our treasure tower. We call kids down to the office daily for this reward.

Dress Code

Jordan School District dress policy AA419 states: there is a real and reasonable connection between proper dress and grooming and the successful operation of a school with respect to discipline as well as student achievement. The following is an abbreviated version of policy AA419, for a complete copy please consult the General Information booklet with your online registration.

Items that disrupt the educational mission shall not be allowed. Items such as clothing, backpacks, water bottles, jewelry, lunch bags, etc., shall be free of writing or pictures which are crude, vulgar, profane, violent or sexually suggestive. Items that advertise tobacco, alcohol or drugs, are gang related or which are contrary to the educational mission shall not be allowed.

All students shall maintain their hair in a clean, well-groomed manner. Hair, which is so conspicuous, extreme or odd in color or style that it draws undue attention or tends to disrupt the learning atmosphere, shall not be allowed. All students shall wear clean clothing. Clothing, jewelry, accessories, and piercings that are so conspicuous, extreme or odd that they draw undue attention, disrupt, interfere with or pose a health or safety issue, shall not be allowed.

Students shall not wear clothes that are mutilated, cut off or immodest. Clothing shall cover the midriff, underwear, backs, cleavage, and shoulders (including cold shoulder shirts) at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated. Shoes shall be worn at all times that ensure personal safety and hygiene. Shoes with wheels are not allowed. School personnel may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.

Think Time

At Copper Canyon we believe personal decision-making gives students personal power. We have adopted a positive discipline program called "Think Time." This program is designed to help students make positive decisions about their behavior. When students at Copper Canyon choose not to follow the school courtesy rules, they may be asked to go to "Think Time." "Think Time" is an area within a classroom where students can go to think about their behavior and decide how to change it. While at "Think Time," students are asked to answer the following questions both verbally and in written form:

- What was my behavior?
- What will I do differently?
- Can I do it?

We also reinforce *The 7 Habits of Happy Kids*. This is part of the Leadership program we are implementing. We have kids identify which habit could have helped them avoid "Think Time" and help them in the future to be a leader. This is a positive approach to their behavior problems.

When the above questions have been answered, the student returns to classroom learning. Disruptions and abusive behaviors that interfere with the learning and/or safety of other students will not be tolerated. In instances where behaviors violate the school code of conduct, parental help and support may be requested. Frequent or serious violations will be investigated and, if necessary, a parent conference held.

The Jordan School District does not tolerate acts of violence, use or possession of weapons, criminal behavior, sexual harassment or gang activity in schools, on school property or in the proximity of school or school activities. Students whose actions pose a threat to the health and/or safety of a student, teacher or staff member shall be suspended and possibly expelled from school. Please contact the principal for a complete copy of policy AS67 NEG - Discipline of Students, for more information.

7 Habits of Happy Kids

An Overview

Character Education has always played an important part of the Health curriculum. We now teach character education through a leadership program as it contains both skill-building and character-based content that addresses students' personal and school life.

Habit 1: Be Proactive (I am in charge of myself.)

To be proactive is to have the ability to choose your response. This is the opposite of "Reactive." "Pro" means before and "Re" means after. Proactive people take responsibility for themselves, their actions, their decisions, their moods, and their attitudes.

A proactive person would think the following: I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind (I have a plan.)

Know the goal. Know the destination. To begin with the end in mind, means that we start with a clear understanding of our destination. Setting goals provides a roadmap for all of us. If we aim at nothing, we will hit it every time.

If you develop this habit, you would think the following: I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom, I contribute to my school's vision, and I look for ways to be a good citizen.

Habit 3: Put First Things First (I work first, then I play.)

Do the most important things first. To put first things first takes willpower, determination, and courage. We need to decide what things are really the very most important things in our lives. Then we need to plan how and when we are going to take care of, or do those things. Prioritize, and do the most important things first.

Someone who prioritizes would think the following: I spend my time on things that are most important. That means I say "no" to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win (Everyone can win.)

Thinking "win-win" means finding a solution that works for everyone. Let's search for solutions that will make us happy as well as others. It is cooperation, not competition. Win-win thinking requires a combination of courage, consideration, and listening.

A win-win person would think: I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to be Understood (I listen before I talk.)

Seeing things through the eyes of the other person. Empathetic listening means to listen with the intent to understand what the other person is thinking and feeling. This is when we listen NOT ONLY with our ears, but we also listen with our HEARTS. We listen for feeling and for meaning.

A person with this habit would think: I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize (Together is better.)

TEAM: Together Everyone Achieves More

Synergy is a result of everyone working together. The results of two or more people working together can be better than the individuals working alone. This habit involves looking at alternatives, listening to others' views, valuing differences, and seeking creative "third alternatives."

A team player would think: I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems, because I know that by teaming with others, we can create better solutions than any one of us alone. I am humble.

Habit 7: Sharpen the Saw (Balance feels best.)

To sharpen the saw involves self-improvement, on-going growth and lifelong learning. Sharpening the Saw requires taking care of three main parts of each of us:

Body, Mind & Spirit

1. Are you taking care of your body and physical health?
2. Are you learning new things all the time and exercising your mind?
3. Are you taking care of the important spiritual part of your life?

A person who is balanced would think: I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. It takes time to find meaningful ways to help others.

Habit 8: Find Your Voice (I have special gifts and talents.)

This is the newest habit. All children have unique talents and gifts they need to discover. When they find their special abilities, it will allow them to shine. Sharing these talents with others can bring great joy. Helping others find their unique talents is also a goal for this habit.