Parent/Student Handbook
2014-2015

Copper Mesa Elementary
3501 Poston Parkway
Highlands Ranch, CO  80126
303-387-7375
Copper Mesa

A place to explore endless possibilities
while we reach for the sky,
Striving to uncover our personal best
and knowing the top of the mesa is never too high.

A place to embrace our differences
and let our colors come through,
Working to rub off the tarnish
and let our “copper” shine true.

A place to feel valued and inspired
to become more than we ever could dream,
To celebrate each success together
Copper Mesa...
a place we all want to be.
Welcome to Copper Mesa Elementary School!

Copper Mesa is....
  A community of learners...
    - honoring individuals
    - inspiring endless possibilities
    - striving for and celebrating excellence

Copper Mesa is dedicated to excellence in education and is committed to being an exemplary community of learners. Every child is worthy of a positive, successful learning experience. Our dedication is to create a child-centered environment that encourages risk taking, embraces diversity, and validates the whole child. To promote educational excellence, we will share in the responsibility to foster curiosity and a love of learning. We will model, encourage, and inspire all learners to explore the possibilities of the world around them. Guiding students to reach their personal best, we will provide positive, supportive, challenging, differentiated opportunities for students to demonstrate understanding. We are committed to recognize value, appreciate and take pride by celebrating the achievements of all. As a community of learners, leaders, and partners, we are united in our goal to enrich the lives of our children as they become life long learners seeking to reach their fullest potential.
Copper Mesa Elementary School

Principal Peggy Griebenow
Assistant Principal Brian Gauthier
Professional Learning Specialist Dawn Clarke
Secretary Eileen Culver
Registrar/Volunteer Coordinator Shannon Rodriguez
Health Assistant Michelle Rank

Telephone Numbers
• Office 303-387-7375
• Fax 303-387-7376
• Attendance: 303-387-7377
• B.A.S.E. 303-387-7430

Hours
• Office hours: 8:00 a.m. - 4:00 p.m.
• School hours: 8:30 a.m. - 3:30 p.m.
  • Morning Kindergarten: 8:30 - 11:30 a.m
  • Afternoon Kindergarten: 12:30 - 3:30 p.m.

• Students are not allowed on campus before 8:25 a.m.
or after 3:45 p.m. unless they are involved in a supervised school activity.

Ways To Connect With Us
• Copper Mesa website: http://www.dcsdk12.org/elementary/cme/index.html
• Staff e-mail: First.Last@dcsdk12.org

Douglas County School District Information
• Central office: 303-387-0100
• Transportation: 303-387-0570
• Weather hotline: 303-387-SNOW (7669)
• DCSD website: https://www.dcsdk12.org

Keep Us Current
It is extremely important that parents keep the school current of changes in any emergency, home, or work phone numbers. Current information is necessary for the safety of our children.
At Copper Mesa Elementary we believe that every student, teacher, staff member, and community member will practice life skills in order to be their personal best. At Copper Mesa, a common language and thoughtful lessons are used to promote a deep understanding of these life skills and encourage a community of excellence. Below, you will find the terms we use regularly and consistently.

**LIFELONG GUIDELINES**

- Trustworthiness - To act in a manner that makes one worthy of trust and confidence
- Truthfulness - To be honest about things and feelings with oneself and others
- Active Listening - To listen with the intention of understanding what the speaker intends to communicate
- No Put-Downs - To never use words, actions and/or body language that degrade, humiliate, or dishonor others
- Personal Best - To do one’s best given the circumstances and available resources

**LIFE SKILLS**

- Caring - To feel and show concern for others
- Common Sense - To use good judgment
- Cooperation - To work together for a common goal or purpose
- Courage - To act according to one’s beliefs despite fear of adverse consequences
- Curiosity - A desire to investigate and seek understanding of one’s world
- Effort - To do your best
- Flexibility - To be willing to alter plans when necessary
- Friendship - To make and keep a friend through mutual trust and caring
- Initiative - To do something, of one’s own free will, because it needs to be done
- Integrity - To act according to a sense of what’s right and wrong
- Organization - To plan, arrange, and implement in an orderly way; keeping things orderly and ready to use
- Patience - To wait calmly for someone or something
- Perseverance - To keep at it
- Pride - Satisfaction from doing one’s personal best
- Problem Solving - To create solutions to difficult situations and everyday problems
- Resourcefulness - To respond to challenges and opportunities in innovative and creative ways
- Responsibility - To respond when appropriate; to be accountable for one’s actions
- Sense of Humor - To laugh and be playful without harming others

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Our Staff Directory is located on the
Copper Mesa Elementary Website:

Http://schools.dcsdk12.org/cme/
Assessment

District Standards
Douglas County School District is a standards-based school district. Teachers collect various forms of assessments throughout the school year to monitor each student’s progress against the District’s Guaranteed Viable Curriculum for each subject at each grade level. Parents are kept informed of their child’s progress through mid-term parent/teacher conferences and the Elementary Progress Report, which is sent home twice a year - once a semester.

Classroom Assessment
Teachers use a variety of formal and informal measures to assess student needs and guide their instruction. These include, but are not limited to, reading inventories, timed tests, writing samples, and pre-and post-tests. Teachers collect student work to compile a Body of Evidence (BOE) in the areas of reading comprehension, writing, math number sense, and math computation. Teachers use the Elementary Progress Report to communicate with students and parents about proficiency in these areas, as well as work habits, study skills, and behavior expectations.

MAP Assessments
MAP assessments are given three times a year to all K-6 teachers. Data from this assessment is used to adjust and differentiate instruction. Understanding each student’s academic level gives teachers the power to help them excel. MAP computerized adaptive assessments are the tools that make it possible - providing educators with the detailed information they need to build curriculum and meet their students’ needs, one child at a time.

PARCC
PARCC (Partnership for Assessment of Readiness for College and Careers) will replace the TCAP tests that were given to students in grades 3rd - 6th grade. This assessment has been aligned to the new Colorado Academic Standards, which is the foundation for Douglas County’s Guaranteed and Viable Curriculum (GVCs). The assessment will be given in March and again in May. All testing will be completed online and will include the content areas of reading, writing and math. This state assessment replaces TCAP.

READ Act
The Colorado Reading To Ensure Academic Development Act (Colorado READ Act) was passed by the Colorado Legislature during the 2012 legislative session. The READ Act repeals the Colorado Basic Literacy Act (CBLA) as of July 1, 2013,
keeping many of the elements of CBLA such as a focus on K-3 literacy, assessment, and individual plans for students reading below grade level. The READ Act differs from CBLA by focusing on students identified as having a significant reading deficiency, delineating requirements for parent communication, and providing funding to support intervention.

**Cafeteria Procedures**

**Lunch Prices**
- Student Lunch w/ milk $2.75
- Milk $.50
- Second Entree $1.50
- Adult Lunch $3.25
- Adult Lunch w/milk $3.75

**Lunch Times**
Students will have a total of 40 minutes daily for lunch and recess. Students who do not finish eating in the allotted time are allowed to remain in the cafeteria until they have finished eating. Please note that students will be going out to recess 20 minutes before eating lunch.

There are three lunch choices everyday. Choices A and B vary daily, while the third choice is always yogurt and a carbohydrate (bagel, pretzel, etc.). In addition, a fresh salad bar is offered daily.

Students will be allowed to buy a second entree unless the cafeteria manager receives communication from parents.

**Lunches from Home**
Students may bring lunch from home, including a beverage. They may also buy milk at school. Food should be ready-to-eat as we cannot microwave or prepare any food for students.

**Parents Welcome**
Parents are welcome to have lunch with their child. In order to have an accurate count of the lunches to be prepared that day, please call the school office by 9:00 a.m. to let us know if you will be eating a school lunch.

**Lunch Payment**
Each child will be given a lunch account number, which they should memorize and which they can use to purchase lunch. Parents may make deposits of cash or checks
into their child’s account. Nutrition Services has an online payment option where you can post payment to your account. It is located on the CME website under NUTRITION SERVICES. You can also view your students’ lunch choices each day. The child’s account is automatically debited each time the child buys lunch. When a child’s account balance falls below $3.50, a reminder notice will be sent home. Students may also pay cash for lunch or milk on a daily basis. See below for the lunch charge policy.

**Nutrition Services Lunch Charge Policy**
If a child’s lunch account balance is less than the cost of lunch and the child fails to bring lunch money, the child will be allowed to charge one lunch. If this occurs for a second day, the child will not receive a full meal. The child will receive white milk and items from the food bar. In such situations, a call will be made to the parents. These charges must be repaid immediately. Once the charges have been paid, the student may resume buying lunch. CME Nutrition Services cannot advance credit to students except on an emergency basis as discussed above. If you cannot pay for the school lunch program, please send a lunch from home for your child.

It is important to keep your child’s account current. Please make checks payable to CME Nutrition Services, and remember to include your child’s name and lunch account number on the face of the check. You can also make payments online through the Nutritional Services website. Anyone needing financial assistance (even for a temporary period) may fill out an application for free or reduced meals. Applications are available in the school office or by calling 303-387-0306. Please remember that if you have been on a reduced plan a new application must be submitted at the beginning of every year. They do not roll over from year to year.

**Cafeteria Behavior**
Everyone will use polite manners, will speak in quiet, conversational voices and be courteous to each other and all adults. For safety reasons, once seated students will remain in their seat and not leave the dining room without permission from a lunch supervisor. Sharing food and lending money to friends is not allowed. Students will clean up after themselves before being dismissed. Everyone will use polite (restaurant) manners so that lunch is an enjoyable experience.

**Discipline Policy and Behavior Expectations**

One of the keys to a positive school experience is a discipline structure, which promotes the development of responsible behavior. The emphasis at Copper Mesa
Elementary is on maintaining an atmosphere, which is conducive to learning, working, achieving and developing basic values.

The following values are developed in all students and supported by all school personnel:

- Honesty
- Responsibility
- Kindness
- Respect
- Fairness
- Citizenship

When a student does not exhibit behaviors that demonstrate respect and responsibility, appropriate consequences will be provided. The consequences depend on the nature, seriousness, and/or frequency of the problem. These may include one or more of the following: apologizing, having “think time”, missing a recess, correcting a mistake, staying after school, replacing broken or stolen property, being silent for a time, losing use of equipment, community service, parent conference/contact and in or out-of-school suspensions. While the staff prefers to focus on the positive, it is important to know that certain behaviors will not be tolerated and will be met with strong consequences. These behaviors include, but are not limited to inappropriate language or obscene gestures, harassment of any kind, intentional damage to property, disrespect to adults, possession of a weapon, tobacco or drugs and intentional injury.

Copper Mesa Elementary has three school-wide rules:

- Be respectful to others.
- Be in the right place at the right time doing the right thing.
- Follow all directions given by members of the CME staff.

When school values or rules are not followed, the student may be referred to the office. The typical sequence of consequences includes:

1st Referral: Consultation with an administrator
2nd Referral: Parents are contacted; a logical consequence is administered
3rd Referral: Parents are contacted; and the child is placed in a 1/2 day in-school detention
4th Referral: Full day in-school detention; conference with parents to develop behavior plan
5th Referral: Out-of-school suspension (according to District policy)

For more detailed information on policies regarding conduct and discipline, see Douglas County School District's Student Code of Conduct and Discipline (a copy of this booklet is provided to each family in the school; additional copies may be requested from the school office).
Playground Expectations

We believe recess is an important part of each student’s day. We encourage students to go outside, get some fresh air and a little exercise. Students are encouraged to wear tennis shoes during nice weather to avoid injury to their feet while playing. We strongly encourage students to wear snow boots, hiking boots and snow pants when playing in the snow. Students who choose to get wet will not be sent to the office to call home for dry clothing.

We provide adult supervision during all recesses but cannot provide “refs” and “umpires” for team sports. Many elementary aged students are participating in competitive sports leagues after school. At times this may become aggressive competition. Recess is not a good venue to continue aggressive competitive play. Students who show aggressive behavior and/or use inappropriate language will lose the privilege to play. Please review with your child the purpose of recess and that aggressive/competitive behavior will not be accepted.

Student Expectations

• Students will be respectful at all times.
• Students need to be under adult supervision at all times.
• Students will follow instructions of playground supervisors.
• Students will stay within the playground boundaries at all times.
• Students will know and observe playground equipment usage rules.
• Students will quietly enter the building at the end of recess.
• Students will immediately stop play when the whistle is blown, collect equipment and line up promptly.
• Students will ask permission to leave the playground.
• Students will play safely. Any play that could be harmful to themselves or others should be avoided. These activities include rough play (tackling, elbowing) and gymnastics (handsprings, flips etc.).
• Students will refrain from pushing, shoving, grabbing, throwing rocks, bark or snowballs.

Swings

• One person per swing at a time.
• Students should sit on the swing seat.
• Swing forward and back, not side-to-side.
• Never jump out of a swing.
• Never spin the swings over the top bar.
• No flipping the swing.
• When all swings are occupied, students may count to 100 slowly and out loud while waiting for a swing.
Slides
- Students will slide down, feet first, one person at a time.
- No running/walking or playing tag up or down the slide.
- Students will not flip over top bar on the slide.
- Please keep dirt and rocks off the slides.

Bars
- Keep two hands on the bar.
- No knee drops.
- No walking or standing on top of bars

Infinity Circle
- Four students are allowed on the circle at one time.
- Students will keep both hands and feet on the circle while climbing.
- Students will be respectful and take turns with others.

Field Activities
- Students must always be under adult supervision.
- Football games are tag or flag. No tackling.
- No hard bats or baseballs are allowed.

Behavior Expectations for the Common Areas

Assemblies and Class Room Performances
- All students will enter and exit the assembly area quietly and watch for direction.
- All students will sit flat on the floor with legs crossed and hands in their laps.
- All students will be supportive listeners. Supportive listeners are quiet and use applause to honor performers. No whistling, whooping or yelling.
- All students will respect the quiet signal.

Hallways
- Students will respect the “quiet in motion” and “quiet inside” rule.
- Students will keep hands and feet to themselves.
- Students will walk on the right side of the hallways.
- Students will carry a pass indicating designation (office, bathroom, library, other).
- Students will go directly to designated area and return to the classroom in a timely manner.
- Students will walk at all times in the hallways.

Restrooms
- Students will use restrooms properly.
- Students will be quiet so as not to disturb classrooms.
• Students will not loiter or gather in bathrooms.
• No foreign objects should be placed in the toilets.
• Wash hands and put paper towels in the trash.

**Health and Safety**

**Accident or Injury**
Most injuries that occur at school require minimal assistance administered in the school's health room. In the event of more serious accidents, we will first attempt to reach the parents at home or work. If we are unable to reach you, we will call the emergency number or the doctor listed in your child's emergency contact information. If these steps fail, the paramedics will be summoned. *It is very important to keep your child's emergency contact information current.*

**Animals**
The District has in place specific policies about fur or feather bearing animals. In summary, no fur or feather bearing animals are allowed in the building at any time. In addition, no dogs will be allowed on school grounds at any time, per Douglas County School District Policy. Teachers will work with CME administrators and individual students wanting to share pets. If a request is approved, all pet visits will be arranged at an outdoor location.

**Illness**
Students who complain of illness are sent to the school's health room. Tylenol can be administered by the school personnel, if parents have signed a release form and only if the child is *not* running a fever. Whenever a child is running a fever (a temperature of 100 degrees or more), parents are contacted. In this case, parents are expected to pick up their child as soon as possible.

The Health Room is supervised by a health assistant. Our assistant has been trained in First Aid, CPR, and Universal Precautions. She is not a nurse and cannot diagnose medical problems. A DCSD Nurse Consultant oversees student health records, and is responsible for training our office staff.

**Medications**
Public schools are governed by strict laws and rules regarding the dispensing of any medication at school. Parents whose children require medication must provide the office with a form (available in the school office) signed by their doctor that specifically states the medication and what dosage the child is to receive. All medication must be kept in its original container in the school office under lock and key. Medication is only dispensed by trained office personnel. The office keeps a
log of all medication dispensed at school and will notify parents when a child’s prescription is running low. Parents must bring all medications to the Health Room. Students are not allowed to bring any kind of prescription or over-the-counter medication from home including cough drops, even with their parent’s permission.

School Safety
We welcome visitors to Copper Mesa and we want our students and staff to feel and be safe. To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor badge during their visit. All doors are kept locked during the school day. Please do not seek access from a student or staff member at any other door. When staff members are unsure of the identity of a visitor, they will ask for identification.

Copper Mesa has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

Supervision
Adult supervision is provided by our staff from 8:30 am - 3:45 pm Monday-Friday. Playground supervision is not provided before or after school. To ensure safety, students or siblings will not be allowed to play on the playground before or immediately after school.

Dismissal
Parents waiting to meet their children at dismissal time should wait outside the building near the designated doors from which students exit. Teachers will escort students to the designated pick-up area. Please see Inclement Weather Days on pages 19-21 for how to pick up your child on RED FLAG Days.

Homework
Homework has three important purposes:

• To provide students with independent practice around content with which the student has a degree of familiarity.
• To prepare students for new content
• To provide opportunities for vital parent-school partnerships

Our reasons for assigning homework on a regular basis are to

• Increase learning time
• Improve retention of learning
• Promote development of study skills, including time management
• Develop a student’s sense of responsibility and self-discipline
• Inform parents about the curricula and of their student’s progress

Homework
• Can be unfinished schoolwork, in addition to specific homework assignments
• Can be work that is directed toward a project
• Can be work that extends a unit or lesson
• Is not busywork
• Should be clear and specific so that students can complete the assignment
• Will not be assigned on weekends or over vacation time, other than long-term projects
• Helps to guide teachers’ instructional decisions

The time spent at home will vary from student to student depending upon organizational ability, work habits, aptitude for particular subjects, and grade level. The following time frames are guidelines for the nights when homework is assigned (in addition to time spent completing unfinished school work).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10-15 minutes</td>
</tr>
<tr>
<td>First Grade</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Second Grade</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Third Grade</td>
<td>30-40 minutes</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Fifth and Sixth Grades</td>
<td>50-60 minutes</td>
</tr>
</tbody>
</table>

Daily independent reading is the top homework priority and half of the allotted time should be spent on this activity.

Homework Responsibility

<table>
<thead>
<tr>
<th>Student</th>
<th>Teacher</th>
<th>Parent</th>
</tr>
</thead>
</table>
| *Take responsibility for completion of homework.  
*Take responsibility for understanding assignment and asking questions when you don’t.  
*Use planner to record homework assignments (grades 2-6).  
*Take all necessary materials home with you.  
*Bring finished work to school and turn it in.  
*Establish a homework schedule and routine with your family. | *Consider the unique needs of each student.  
*Provide a system for feedback on homework assignments.  
*Inform students of assigned work, due dates, and expectations.  
*Make sure each student understands the assignment.  
*Encourage student’s efforts in completing homework and be sensitive to problems and frustrations.  
*Does not ask parents to play a formal instructional role.  
*Consider impact of long-term projects on daily homework assignments.  
*Communicate with parents regarding concerns or problems.  
*Communicate classroom homework expectations and structure. | *Provide a workspace and schedule for completion of homework.  
*Provide feedback and encouragement.  
*Avoid doing homework for your child or assuming responsibility for unfinished homework.  
*Encourage your child’s effort in completing homework and be sensitive to problems and frustrations.  
*Give permission to stop if your child is overly frustrated.  
*Communicate with teachers regarding concerns or problems.  
*Reinforce skills learned at school in the home environment. |
Home/School Communication

We believe that communication between school and home is vital. To enhance communication, we use a variety of methods.

Parents can usually contact their child’s teacher by phone before or after school. In order to ensure a quality conversation, parents should always schedule an appointment if requesting a conference at school. E-mail is also encouraged as an effective and efficient means of communication. Unless it is an emergency, teachers will not be interrupted during class time to take a phone call.

Telephone
Each classroom has a phone, however, calls do not ring through during the school day. To help students learn responsibility and plan ahead, they may use the telephone only for urgent problems. Calls home for forgotten instruments, homework, or for permission to play at a friend’s house after school are not emergencies. Calls are to be made with teacher permission.

Cell Phones
Many elementary students are now carrying cell phones to school. Use of cell phones or other electronic devices as learning tool is at each teacher’s discretion. CME assumes no responsibility for lost, damaged, or stolen electronic learning devices. Any student who is found using an electronic device or anything other than learning, may have their phone confiscated and brought to the office. Parents will be contacted to pick up the device.

Parents who are visiting or volunteering in classrooms are expected to turn off their cell phones so as not to disrupt the learning environment. Also, please refrain from using cell phones while in the building.

Messages to Students
Should unforeseen circumstances arise, parents may call the school office before 3:00 p.m. and leave a message for their child. These messages will be delivered during the last 15-20 minutes of the school day.

E-mail
E-mail is an effective and efficient way to contact your child’s teacher. Douglas County School employee e-mail addresses generally follow this pattern: Firstname.Lastname@dcsdk12.org. During the school week, staff will read their e-mail at least once a day and respond within 24 hours.
Student Planners
Planners are used for listing daily homework assignments for grades one through six. Teachers and parents may also use the planner as a communication tool about behavior or work habits. The student planner costs $5.00, payable at the beginning of the year or when registering. Replacement planners may be purchased at the full cost of $5.00.

CM e-News/Thursday Folders
CM-eNews is our electronic newsletter that can be found on the CME website. A link to the newsletter is emailed home each Thursday. All current school and event information is included in the newsletter. Thursday folders contain classroom work and information.

Website
Our school website is a comprehensive, information-filled site that is updated frequently. Newsletters and upcoming events will be posted on a regular basis. You can find the website at www.dcsdk12.org/elementary/cme/index.html

Parent Conferences
Two formal parent/teacher conferences are held during the school year. Fall conferences will be held the week of Oct. 6th. Spring conferences will be held the week of March 16th. Conferences are scheduled using Sign up Genius, a free online scheduling tool. Parents may sign up for only one time block. If additional time is needed, a separate conference time will need to be arranged with the teacher. Parents may meet with a teacher at any other time during the year upon request. Please call for an appointment to ensure a quality meeting.

Parent Visitation
Our parents have an open invitation to visit the classrooms of their children. Please contact the teacher prior to your visit to ensure a mutually agreeable time. Visits should be limited to 20-30 minutes. When observing, please respect the teaching and learning time. If you need to speak with the teacher, please schedule a conference outside of instructional hours. All parents will need to check in at the office prior to visiting classrooms.

Inclement Weather Procedures
Living in Colorado we have come to expect that regular school days can be affected by the weather. School closures and delays are made with student safety in mind. There are four types of weather-related events:
School Cancellation
In the event of inclement weather or other circumstances, school may be cancelled for the day. The decision is made by the central administration of the School District, not by the school Principal. A decision may be made to close the entire District or just the specific geographic areas that are affected. Announcements are made on television, radio stations, the District website, and on the District weather hotline (303-387-7669). Families are responsible for learning of a snow day through these sources.

Delayed Start
This type of delay means that school will start 90 minutes later than usual. For Copper Mesa, the school delayed start is 10:00 A.M. The decision for a delayed start is also made by the School District, not the school Principal. Announcements are made on television, radio, the District website, and on the District weather hotline. Once again, families are responsible for learning of a delayed start and sending children one hour later than usual.

Early Dismissal
On occasion, it is necessary to dismiss school early. The decision to dismiss early is made by School District personnel using the same procedures as a snow day or a delayed start. Generally, early dismissals are announced on the television and radio. In this event, students and staff follow the Emergency School Closure Form instructions that each parent has filled out and turned in to the classroom teacher. Please keep this information updated. Parents will go directly to the classroom to sign out students.

Delayed Dismissal
In the event of unsafe weather conditions (lightning, torrential rains or the threat of a tornado) during dismissal from Copper Mesa, the Principal or designee will decide to delay the dismissal. This is not something we can plan in advance - often the decision is made 10 - 15 minutes before school ends. A red flag will be raised on the flagpole in front of the school to indicate students are being held. Parents must go directly to the classroom to sign out students. If the weather is severe and safety is an issue, we may request that parents remain inside the school until the all clear has been given. Parents who have students in the mobile will need to pick up their students in the mobile. The only exception to this procedure will be in the event of a tornado.
Lightning
Lightning causes by far the most fatalities of any severe weather event in Colorado. Colorado is second in the nation for lightning strikes, and Douglas County is near the top of the list in Colorado for lightning strikes.

The general guidelines followed by Copper Mesa are suggested by the National Weather Service and include measuring the number of seconds between the lightning flash and the thunder. If thunder is heard within 30 seconds, the lightning is within 6 miles and, therefore poses a threat to the safety of anyone outside. Additionally, weather experts suggest that it is not safe to venture outside until 20-30 minutes after the last thunder is heard.

If lightning is present prior to school dismissal, a delayed dismissal will be called. Students will remain in their classrooms until the building administrator has determined it is safe for dismissal. Prior to this announcement, students may be dismissed to their parents at the classroom. Teachers are responsible for maintaining a checkout list for parents to sign.

Lightning-delayed dismissals demand a change in routine for parents, students and staff. We do appreciate the understanding of parents when this situation arises.

Recess and Weather
Recess is an integral part of school, and all students will be expected to participate. During periods of inclement weather, please be sure your child comes to school dressed in appropriate clothing, including boots, hats, gloves, socks, and coats as necessary. Inside recess days will be decided by campus administration and will be based on the temperature, precipitation, and cloud cover. There is no "set" temperature that will determine an inside recess day.

Per District policy, recess will be shortened or cancelled whenever lightning exists in the area. If students are out at recess and lightning is spotted or thunder heard, the teachers or supervisors will blow their whistle 3 times. Students will immediately go quickly and quietly into the school and their classrooms.

Opportunities for Parent Involvement

Copper Mesa Educational Alliance
The Copper Mesa Parent Organization, which includes the CME Dad’s Club, is a chapter of the Douglas County Educational Foundation (DCEF). Their purpose is to
promote positive relationships between our parents, students, and staff, to sponsor school events, and to fundraise.

School Accountability Committee
The School Advisory Council (SAC) is comprised of parents and staff, who, in an advisory capacity, assist in defining Copper Mesa’s school improvement goals, monitor school safety, and develop plans to increase student achievement. The SAC meets monthly during the school year.

Parent Volunteers
Parent volunteers are always needed in our school. Volunteers may work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers also help in the library, workroom or with special events such as field trips. Please contact our Parent Volunteer Coordinator for specific opportunities.

Registration/Withdrawal

Registration
The following must be completed before a student may attend Copper Mesa: a pupil registration form, authorization to release records from the previous school, and copies of (1) proof of residency (either signed warranty deed or lease), (2) birth certificate, and (3) immunization records. Please do not expect to register your child and have him/her start school the same day. We need to allow the teacher time to prepare a desk, chair, and other classroom materials in order to create a welcoming first day experience for your child.

Kindergarten Registration
Kindergarten registration for the following school year is held each January. The registration procedure includes the same steps listed above for other registration. By District policy, all students entering Kindergarten must reach their fifth birthday on or before the 1st of October.

Transfer/Withdrawal
Please be sure to let us know as soon as possible if you move out of our boundaries, as your child will need to transfer to his/her new school at that time. It is important that your child return all school loaned books and materials. We will release records to your child’s new school once all materials have been returned or paid for.
Book Fee
Douglas County School District requires a $10.00 book and materials fee per student to be collected by all elementary schools. This money assists in purchasing textbooks and instructional materials for each classroom. Students are expected to provide basic school supplies. Supply lists are available on our website or at the main office.

School Day

Attendance
Regular attendance is essential for success at school. Our goal is that every student has 100% school attendance. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or an emergency. If your child will be absent, please call the school attendance line, 303-387-7377, and leave the following information:

• Child's name  
• Date(s) of absence  
• Teacher  
• Parent's name  
• Reason for absence

We are required to verify absences that are not reported. Home and work phone numbers will be called in order to verify a child's absence. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given time to make up work missed during their absence.

Tardy Students
It is important that children arrive on time for school. A student is considered tardy if they are not in their classroom when the 8:35 bell rings. A "tardy" child not only disrupts the class when arriving late, he/she also misses the settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. If a student arrives after the 8:35 bell, they will need to go to the office to check in. If a student arrives later than 8:50, a parent or adult must bring them into the office and sign them in for the day.

Extended Absences
Extended absences are discouraged. However, if a parent informs the office and the teacher that the student will be missing school for three days or more for a planned event (e.g., vacation, family reunion), the teacher will indicate what work
the child must complete in order for this to be considered an excused absence. The teacher is not required to replicate the learning experiences that will be covered in the classroom. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given.

Dismissal from School During the School Day
Parents may request that students be excused from school prior to the regular dismissal time. Parents are asked to send a note stating who will be picking up the child and at what time. Parents/Designees are to sign students out at the office.

School Procedures

Birthday/Class Parties
We do not have birthday parties at school. Parties should be scheduled away from school and after school hours. Parents may bring a “quick and easy” five-minute treat to celebrate their child’s birthday. Treats will be passed out at a time when there will be little or no disruption to instructional time. If you are planning to bring in a treat, please let the teacher know in advance to ensure that there are no children with food allergies affected by your food choice. Invitations to private parties are not to be distributed at school, unless all members of the student’s class are invited. By law and District policy, we are unable to provide parents with names, addresses, or phone numbers of other students without prior permission.

There are four parties scheduled for the year: Halloween /Fall Festival, Valentine’s Day, Winter Holiday, and End-Of-The-Year, each lasting approximately one hour. Generally the Halloween party is a breakfast party and takes place during the first hour of school. Parties will be announced and arranged by the teacher and room parents. It is recommended that party treats be balanced and nutritious with limited “sweets”. In addition, we ask that parties remain “low-key” with snacks, games and crafts. Please respect our diverse population by limiting decorations and not arranging for guests such as Santa. If you have objections to your child participating in any aspect of these parties, please contact your child’s teacher for special arrangements.

Checks Written to Copper Mesa
Due to the number of checks that students deliver to the school on a daily basis, please write separate checks in the following manner:
- Checks for lunch: include student’s name and the lunch account number.
- Other checks: include student name and purpose of the check.
In order to ensure proper processing, all checks sent to the school should be in an envelope with the student’s name and purpose of the check clearly marked.
Please note that teachers will request checks for book orders be made out directly to the vendor (Scholastic, Trumpet). Please include your child’s name on the check.

**DCSD Online Payment System (REV TRAK)**
Online payment of fees including field trips, tee shirts, registration fees is encouraged. We have provided a link to REV TRAK on the CME website. The Parent Portal username and password is required to access REV TRAK.

**Dress Code**
Students should dress appropriately for school and the weather. Cool or cold weather is not an acceptable excuse for non-participation at recess. During periods of inclement weather, please be sure your child comes to school with appropriate clothing including boots, gloves and snow pants when needed.

*Shirts and blouses* must be long enough to conceal the midriff. Tops with spaghetti or narrow shoulder straps are not appropriate to wear to school. Tank tops, muscle shirts, short shorts, bare midriffs, halter tops, net shirts, swimsuits, etc., are for a more casual time and are not to be worn at school. Inappropriate messages or slogans, including those that advertise alcoholic beverages or smoking will not be allowed at school.

*Pants and shorts* should be sized to fit your child’s waist in order not to sag. Shorts should be long enough to reach the student’s mid-thigh. They should be longer than your child’s fingertips when they extend their arms by their side.

*Shoes* should be sturdy and have closed toes and not have a platform. Sandals or poorly fitting shoes can cause serious injury. Due to the potential for injury, **FLIP FLOPS** are not allowed at CME.

**Tennis Shoes** are required to be worn in ALL PE classes for the safety of all students.

*Hair* should be clean and neatly groomed. Extreme styles (i.e., hair dyed orange or blue) that might disrupt normal school procedures are not allowed.

*Hats/caps* or other headwear (i.e., visors, bandannas, etc.) must be removed while in the building.
**Jewelry** such as big necklaces, earrings or bracelets that could pose a safety concern on the playground, at PE or in the classroom must be removed and kept in a safe place until the end of the day. Chains on pants or wallets are not allowed.

If the Principal or designee determines that a student’s grooming violates the dress code or presents a safety concern, the student will be given an opportunity to correct the problem at school or parents will be contacted.

One simple guideline that students should follow is that if there is a question as to whether the apparel would be acceptable, it should NOT be worn to school. Each year there are a few things, including “fads”, which appear at school. These policies do not cover all situations that may occur. If a “fad” creates a disruption to the learning environment, school administrators will take appropriate steps to resolve the situation.

The above policies are in alignment with the Douglas County School Board’s policy as explained in the Douglas County School District’s Student Code of Conduct and Discipline handbook. Please be aware that parents may be called to bring a change of clothes to school if inappropriate clothing is worn to school.

**Field Trips**
Teachers may schedule field trips that enhance classroom learning. The transportation cost of each trip is paid for by parents. This fee is in addition to any admission cost at the destination.

**Fines and Replacement Costs**
Students are assigned instructional resources such as math reference books, templates, calculators, and other textbooks. If a resource assigned to a student is lost or damaged, the cost to replace this resource will be assessed to the student. Student Progress Reports and permanent records (if transferring to another school) are held until all fines and/or replacement costs are paid in full. This includes missing or damaged library books and overdrawn lunch accounts.

**Guests**
We cannot allow students to have visitors other than parents in their classrooms or on the playground. Visiting cousins, aunts, uncles, siblings, and friends who do not attend Copper Mesa may not come to school unless a special event has been planned or prior arrangements have been made with the teacher and administration.
Lost and Found
Children's personal clothing items (coats, gloves, backpacks, etc.) should be clearly marked for easy identification. Periodically, lost items will be displayed to assist students in claiming them. Unclaimed items are donated to charity. Small items such as glasses, jewelry, keys, etc., are kept in the school office.

Personal Property
Personal objects of value are to be brought to school only during special occasions and with specific permission from a teacher. All playground equipment, (balls, jump-ropes, etc.) is provided by the school. Students are not to bring any sports equipment to school unless specifically requested by their teacher. Toys and items such as electronic games, iPods, etc. are not permitted at school. The school is not responsible for any loss or damage to students' personal property.

Snack Policy
Teachers will determine a “snack time” and the procedures for their individual classrooms. Snack time may be in the morning, afternoon, or not at all, based on the needs of the children in the class and the daily schedule. Once the policy has been established, any snack brought to school for this time must be nutritious finger food. Your child should not bring candy, gum, or drinks (other than water). To prevent possible choking hazards and littering, students will not be allowed to eat snacks while playing on the playground.

School Pictures
School pictures will be taken on the Meet and Greet Day in August. Pictures will be taken in the gym before or after your child's Meet and Greet time. Parents should complete order forms and pay for the order at this time.

Candid photographs of students, teachers, families and school events will be taken throughout the year for use in the school yearbook.

Wheels at School - (No Rollerblades, Skateboards or Scooters)
It is the responsibility of the parent to determine whether or not a student can ride a bicycle safely to and from school. Bicycles must be walked on school property at all times. Locking the bicycle in the school bike racks is the responsibility of the student. Students must always wear a helmet when riding a bicycle and obey all safety/traffic rules. Wheels of all other kinds (scooters, skateboards, in-line skates, or roller skate shoes) are not allowed on school grounds. Motorized scooters are not allowed on the school grounds at any time.
**Special School Programs**

**Preschool**
Copper Mesa offers a preschool program: 2 sessions a day, 4 days a week. This program is offered through the Douglas County Early Childhood Department.

**Full Day Kindergarten**
Copper Mesa offers a tuition based Full Day Kindergarten program taught by a certified teacher. Students attend school from 8:30 AM - 3:30 PM each day.

**Before and After School Program (B.A.S.E.)**
Copper Mesa’s before and after school program is a child-care program offering a variety of activities including games, crafts, and other activities. The program is offered every day school is in session and at specified times during breaks. Students in kindergarten (age 5 and above), through sixth grade are welcome to enroll in this program. The program’s hours are before school from 6:30 a.m. to 8:40 a.m. and after school from 3:30 p.m. until 6:00 p.m. Contact the B.A.S.E. Director for information, current costs and enrollment procedures at (303) 387-7430.

**Extended Day Kindergarten**
The Extended Day Kindergarten program is offered to kindergartners who need care either before or after their school session. Students will eat lunch in the Cafeteria and participate in a variety of activities. The program is open to all CME kindergartners (age 5 and above) and operates Monday through Friday, 8:40 a.m. to 3:30 p.m. A minimum three day per week commitment is needed for enrollment. Registration packets are available in the front office. Contact the B.A.S.E. Director (303)387-7430 for more information.

**Success for all Students**
It is our mission at Copper Mesa to focus on excellence and success for each student. To this end, we offer a variety of programs and experiences.

**Classrooms**
Our classrooms provide our students with a wide variety of experiences that are challenging and designed to meet the needs of all students.

Math in Focus (MIF) is used at Copper Mesa and at many schools throughout our District. Copper Mesa chose MIF because it meets the requirements set forth by
the Colorado Core Content Standards and is nationally recognized as meeting the recommendations for a focused, coherent curriculum.

Reading and writing instruction allows each child to receive instruction at his or her level, to be active practitioners, and to develop independent skills. We will use the District approved Harcourt Trophies reading series in addition to a variety of books leveled specifically for instructional purposes.

Writing instruction will teach students traits of writing and how to engage in the writing process of planning, drafting, revising, editing, publishing, and sharing their work. When teaching the craft of writing we use Lucy Calkins K-2 and Ralph Fletcher 3-6. In addition, The Write Source is used to teach the technical components of writing.

Spelling, handwriting, and phonics are integrated within our daily reading and writing curriculum. Spelling is addressed using Spelling for Writers, which complements The Write Source writing curriculum. Handwriting Without Tears is used for direct instruction in handwriting.

Social Studies and Science are standards based and supported with District approved texts. Science standards are met using FOSS Hands on Science curriculum.

Specials
Specials programs are provided to students on a rotating basis. Our specials include art, music, and physical education. Each specials class is taught by licensed teachers, who are endorsed in their specific area.

Special Services
Douglas County School District offers special programs for students with learning or speech/language difficulties, emotional difficulties and physical or developmental delays. If you believe your child needs the services of these programs, please contact your child’s teacher for more information.

Gifted/Talented
Students who are identified as Gifted/Talented have differentiated content, process, and/or product outcomes that are taught and monitored by their classroom teacher and by the Copper Mesa Gifted /Talented facilitator. Each child has an Advanced Learning Plan that is written by the GT facilitator with input from the teacher and the parents and has annual goals that the student works on throughout the year.
Technology

Copper Mesa is committed to using technology in education. Copper Mesa will provide many opportunities for our students to learn about and use technology as a tool in their learning. We have a technology lab, wireless laptop carts, computers, document cameras and data projectors in every classroom. We will teach and practice with technology on a daily basis.

Annually, CME hosts a Technology Expo, where students showcase technology projects ranging from power point presentations to videos to podcasts!

Band/Orchestra

Band and orchestra is available to all fourth, fifth and sixth graders through a grant money from the Colorado Chamber Orchestra. Classes will be held in the music room before school. Registration and tuition will be through an online process. Participation is voluntary, but a commitment is needed to join these programs. Students will attend an assembly in the first two weeks of school to listen to a presentation on band and orchestra instruments. They will also be given an opportunity to try instruments they are interested in playing. A parent and rental night will also be scheduled at the beginning of school.
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