



# COPPER TRAILS SCHOOL

## Home of the Coyotes

16875 W. Canyon Trails Blvd  
Goodyear, AZ 85338

The Copper Trails School campus is open at 7:45 AM. Students should not be dropped off before this time, as there is no staff supervision.

### School Front Office Hours

7:45 AM – 4:15 PM

### Student Hours

8:15 AM – 3:40 PM

### Early Release Day (Wednesdays)

8:15 AM - 12:25 PM

### Breakfast Hours

7:45 AM – 8:10 AM

### School & District Telephone Numbers

School Office.....	623-772-4100
Attendance Line.....	623-772-4101
School Fax.....	623-772-4120
District Office.....	623-772-5000
District Operations.....	623-772-5070
District Transportation.....	623-772-5065

### School Office Personnel

Principal.....	Ilana Dawson
Assistant Principal.....	Stacy Dobbins
Dean of Students.....	Lauren Lytle
Registrar Secretary.....	Marlyn Amante
Attendance Secretary.....	Penny Rasmussen
Nurse.....	Jennifer Kinney

### Closed Campus

Once the students arrive at school in the morning they are expected to stay on campus for the entire day. Students will only be permitted to leave when their parent/guardian comes to pick them up for special reasons. Parents are to sign their students out in the office prior to leaving campus. Any other arrangements must be cleared by the administration. Parents may not come to eat lunch with their child during the school day.

## GENERAL SCHOOL INFORMATION

### Copper Trails Mission and Vision

**Mission:** At Copper Trails, every student will develop in academics, humanities, and character to positively impact their world.

**Vision:** All students at Copper Trails will be able to know what they are learning, where they are in their learning, how they will know they have learned it, and articulate their progress to others to demonstrate ownership of their learning to become visible learners. Visible learners at Copper Trails demonstrate these dispositions in their learning: risk-taking, self-motivation, problem-solving, perseverance, and creativity.

### School Goals and Action Steps

Copper Trails believes in "Educating Children Beyond the Classroom." To help us live this belief, our school goals were developed to ensure we can ensure the success of all students.

#### Goals

- **Math Goal:** Math Achievement for all students will increase by 9% proficiency, moving from 30% proficiency on the 2025 AASA to 39% proficiency on the 2026 AASA.
- **ELA Goal:** ELA Achievement for all students will increase by 5% proficiency, moving from 43% proficiency on the 2025 AASA to 48% proficiency on the 2026 AASA.
- **Science Goal:** Science Achievement for 5th (22%) and 8th (33%) grade students will both increase by 10% for an overall 38% proficiency on the 2026 Arizona State Science Assessment (AzSci).
- **Chronic Absenteeism Goal:** Chronic Absenteeism at Copper Trails will decrease 5% from the 2024- 2025 SY rate of 21% to 16% by the end of the 2025-2026 school year.

### Volunteers and Chaperones

Copper Trails School welcomes and encourages approved parents, guardians, and family members to volunteer. Volunteers and chaperones must present their ID and sign in at the front office upon arrival and sign out when leaving. Other family members, except for parents/guardians, must have a current, valid fingerprint clearance card in order to volunteer or chaperone. Volunteer and chaperone information and agreement forms may be found on the Copper Trails website and in the front office.

***As a courtesy, if a conference with school personnel is needed, please call or email for an appointment.***

Students who are not enrolled in school may not participate in classroom activities, field trips, dances, or other after-school activities. No person shall visit a classroom or other school activity without the approval of the principal. Failure to comply with this requirement is in violation of the law (POLICY KI-R).

### Sign Out / In Procedures

Occasionally, parents may need to take their child home before the usual dismissal time. Parents must get office permission before taking a child out of class. ALL CHILDREN MUST BE SIGNED OUT FROM THE OFFICE. THEY WILL NOT BE RELEASED FROM THE CLASSROOM. This is a safety precaution to ensure that no unauthorized person may take any child. The student will not be allowed to walk home prior to dismissal time. No student will be released from school to any person other than the parent or legal guardian, or approved emergency contact.

A lot of learning happens at the end of the school day. Not only do students have time to reflect on the daily activities, but they also receive information about upcoming events, activities, and needs. To help ensure all students are receiving this information, **students may not be released from class between 3:10 – 3:40 (12:00-12:25 on Wednesdays)**. If your child has an appointment, please inform the teacher in advance by providing an appointment reminder. **The front office staff may not call students out of the class between the times of 3:10 – 3:40 (12:00-12:25 on Wednesdays)**.

## Student Arrival and Dismissal

Copper Trails School provides services for over 1000 students. To help create a safe and efficient drop-off and pick-up of students several procedures have been implemented. The administrative staff worked with the Goodyear Police Department to identify procedures to help with this process.

**Arrival:** Gates open at 7:45 and close promptly at 8:10. Students should be dropped off in the large parking lot ONLY to ensure a smooth and quick transition for our students to class. The small parking lot is reserved for staff, buses, and preschool families. Parents should stay in the vehicle at all times and not come up to the gate. Students are expected to go straight to their homeroom class after grabbing the optional breakfast in the cafeteria, to be taken to their classroom. Students who arrive after 8:10 need to enter through the front office.



**Dismissal:** Students are dismissed at 3:40. K-2 students will be picked up at the back of the school. K-2 students with siblings in 3rd - 8th grade **MUST** have a sibling pick them up from the gym and then walk to the north large parking lot for parent pick-up. Parents should stay in the vehicle at all times. At the close of the school day, students are expected to leave campus. If students are not picked up within ten minutes of dismissal, they will be taken to the front office. Parents or guardians will need to sign them out. Local law enforcement officials may be notified to take the child home.



## Telephone Use

The teachers, office staff, and administration will monitor the appropriateness of students needing to make phone calls from the classroom/office landline phones. Student use is usually only reserved for cases of emergency. An emergency does not include a forgotten R-card, a forgotten ID, or forgotten homework/class project. All messages from home will be conveyed to the student's teacher. Students should have their personal cell phones off and put away in their backpacks from gate to gate. If a student's

personal cell phone is seen, used, or on from gate to gate, the phone will be confiscated and brought to the front office for parent pickup. A referral will be written for a technology misuse.

## Restroom/Water Fountain Use

Our school-wide rule is that there is no restroom use during direct instruction or if a student is not done with their work, with only one student using the restroom or getting water from the drinking fountain at a time (one boy and one girl for K-3). When sending a student out of the room, students must complete the Google Form to sign out. No student should be allowed out of the room without completing the Restroom/Water Pass Google Form. 4th-8th grade students will also have this notated on their R-card.

## Eating/Drinking in Classrooms

There is to be no food or drink brought or consumed by students in classrooms without staff permission. The only drink allowed in classrooms is water. Students will be asked to throw other drinks away at the gate. Non-water drinks can be consumed at lunch. They must be stored in the lunchbox and consumed only in the cafeteria during lunchtime. In addition, students are not permitted to have open containers without a spill-proof lid. Lastly, students may not receive take-out food delivery orders at school. **GUM, ENERGY DRINKS, OR SUNFLOWER SEEDS ARE NOT ALLOWED ON CAMPUS!**

Students should not share food. They should not bring containers of food larger than an individual serving size. (ie. bags of chips, etc.) **Parents may drop off birthday treats for their child** and their classmates to enjoy, but these must be store-bought, individually wrapped, and communication must be made with the teacher at least 1-2 days prior for planning purposes. To minimize disruptions to the instructional day, gift bags and party favors are not permitted. Grade levels may have a designated day to celebrate birthdays for each month.

## Personal Items on Campus

Students are not permitted to bring toys, stuffed animals, scented lotions, cologne, or sprays such as hairspray, perfume, etc. to school. Students should also refrain from bringing personal sports equipment, as this is provided by the school during recess. Students should also refrain from bringing additional shoes to change into for PE class. If a student would like to bring additional clothes or equipment to participate in after-school sports through the school, students should leave additional sports bags or equipment in the front office or in their homeroom teacher's class. Additional bags or purses for personal use, outside of their school backpack or wallet-size bag for sanitary items, are not permitted.

## STUDENT ATTENDANCE

**ARIZONA COMPULSORY ATTENDANCE LAW:** Students must be in school until they reach the age of 16 or successfully complete the 10<sup>th</sup> grade (A.R.S. 15-802). Students should be on time and present at school unless they are ill or there is an emergency. Students may not participate in after-school activities or dances unless they have been in school for at least half of the school day. Avondale Schools have a closed campus policy. Students must stay all day, unless they are checked out through the office by a parent, guardian, or designee.

## Absences

The following procedures are designed to keep the school and parents informed about absences (POLICY JH-R)

- Notify the school before 9:00 AM if your child is going to be absent. Call the attendance line to report the absence at 623-772-4101 or message the attendance office through ParentSquare.
- When a child is absent and no message has been received from parents, someone from the school will phone the parents.
- Send a message to the child's teacher on ParentSquare to explain the reason for the absence or return the absence verification form.

Students with a chronic illness should have a Chronic Illness Form (CRI) completed by their primary physician or provider. CRI forms can be picked up from the front office. Students who will be absent for 5 or more consecutive days must have an Extended Absence Request Form completed and turned in to the front office, which will then be sent to the principal for processing. The front office will contact the parent if their request is approved or not. Communication will be sent from the school when a student reaches five absences.

### Truancy

School attendance is not only a good habit; state law requires it (A.R.S. 15-802). To encourage and improve school attendance, all schools in our district will again take part in a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). The education of your child is extremely important to us. This program is another way that Copper Trails and the Avondale Schools are working with the community to ensure a quality education for all students. Parents will be contacted on the 5th, 8th, 11th, and 14th before a referral to the CUTS program is made. More information regarding the C.U.T.S. program will be available.

### Tardy/Early Check-Out Attendance Policy

As regular attendance is important, a student's prompt arrival and preparation for the day's activities are also essential. Needless tardiness and early check-outs disrupt the classroom routine and interfere with a student's learning. School begins at 8:15 each morning, and students are expected to be in class ready to learn at this time. If a student arrives after this time, they will be considered tardy and subject to the tardy policy. School ends at 3:40 each day, and students are expected to be in class for the entirety of the school day. Each staff member is responsible for the consistent enforcement of the tardy and early check-out policy. If a student abuses the tardy and early check-out policy, the following actions will take place.

#### Action Plan for Tardies and Early Check-Outs (by quarter)

- On the **3rd tardy/early check-out**, a Tardy/Early Check-Out Warning Letter will be sent.
- On the **5th tardy/early check-out**, the student will no longer qualify for the quarterly incentive.
- On the **7th tardy/early check-out**, the student will serve a detention for violation of the school's attendance policy. Additional detentions will be assigned to your child should the tardies continue.
- On the **8th tardy/early check-out**, a Parent Meeting will be scheduled to create a plan to improve the student's tardiness/early check-outs.

### Late Pick-Ups

Similar to our Tardy/Early Check-Out Policy, students who are picked up late five or more times on or after 4:00 pm may be subject to disciplinary action.

## STUDENT PROGRESS

**iReady:** i-Ready is an online program for reading and/or mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your student exactly where they are and provides data to increase your student's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction. They will have class time in the morning to complete these lessons; however, they are able to do it at home if needed on their own personal device by logging in through Clever.

**Late Work Procedures:** Late work that is turned in later than its due date will be accepted and graded at no more than ½ credit. Students are still accountable for work missed due to absences. Late work will not be marked as excused in the gradebook unless the work was a classroom activity that cannot be made up or redone. Grading work that was turned in on time will take priority over work that was turned in late. Late work will only be accepted two weeks after the original due date. Once grades close, work cannot be made up.

**Make-up Work Procedures:** It is the student's responsibility to make arrangements with his/her teachers for make-up tests and any other missed assignments upon returning to class. This information can be found in StudentVue and ParentVue. For each absence, students will be allowed one day plus the number of days absent to make up work. For example: 3 absences + 1 additional day = 4 days total. Students will be required to meet all due dates of work upon the day he/she return if the due date was announced prior to the absence.

Extended Absences (5 days or more): Homework for extended absences must be requested and picked up from the office in 5-day increments. Completed homework must be returned before the next request is made. Failure to do so will be considered as work not turned in. Work missed due to absences caused by school-sponsored activities shall be completed on the date determined by the team.

Students who score 50% or below on a classroom assessment can request to retake the assessment within two weeks of the original assessment. Students will need to contact their teacher directly to request this retake. They will only be allowed one retake, and the teacher will take the higher of the two scores. If a student is present for the day and does not complete classwork, this does not classify as make-up work. The work not completed in class would be considered homework for the day. Once grades close for the quarter, work cannot be made up.

## Student Grades

### Standards-Based Grades (K-5)

The Avondale Elementary School District utilizes a standards-based report card for grades **K-5** that provides more information about what your children know, understand, and can do. The report card is aligned with the Common Core Standards and has been designed to give the maximum amount of information in a clear format. Information about the standards-based report card can be found on the school website.

### Letter Grades (6-8)

The Avondale Elementary School District utilizes letter grades (A-F) report cards for grades 6-8.

## Report Cards / Progress Reports

Each student's educational progress is evaluated regularly and reported to parents/guardians four times each year. Report cards are issued at the end of each nine (9) week quarter. Progress reports will be issued approximately every 4<sup>th</sup>/5<sup>th</sup> week of each nine-week reporting period.

## ParentVue and StudentVue Portal

Copper Trails staff will be utilizing **ParentVue**. You, the parent, can find out how your student is doing at any time, anywhere! You can catch up on your student's class assignments and check out your student's grades. ParentVue provides real-time access to your student's grades, attendance, and assignments. To access this information, you would need to open your web browser to our district's website. Then, enter the Username and Password provided by your student's school to log into Parent Vue. Copper Trails secretaries will be able to provide documentation for Parent Vue. In addition, students have access to **StudentVue**, where similarly, they can review their assignments and grades at any time, anywhere.

## Recognitions

High academic achievement should be a goal for everyone. If this goal is accomplished, students will be recognized for outstanding effort. Students who earn at least a **Proficient (80% or higher for 5th Grade) or A's and B's** in all classes will qualify for **Honor Roll** status. Students who earn a **Highly Proficient or A's** in all courses will qualify for the **Principal's Honor Roll**. Other student recognitions include Coyote Character, Rising Star, Perfect Attendance (no absences, tardies, or early check-outs), Student of the Month/Quarter, and Content Area-specific awards.

## Promotion and Retention of Students

Please refer to the Avondale Schools Parent / Student Handbook.

## Parent/Teacher Conferences

Parents are welcome to meet with their student's teacher(s) for a conference at any time during the school year. Conferences may be arranged by calling the school office or sending a note to the child's teacher. Formal conferences between parents and teachers are scheduled at the end of the first grading period (October) and the end of the third grading period (March).

## STUDENT DRESS

All students in Kindergarten through eighth grade who attend the District schools are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. Students who arrive at school out of uniform will be sent to the Nurse's office to obtain a change of clothes. If clothes cannot be provided, they will need to call home and attempt to have clothes brought to the school. Students cannot be sent to class until they are in the proper uniform. New students who enter District schools will have one week to purchase standard school clothing. During this time period, the school may donate the use of one uniform set per child.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems. The standard school clothing shall be:

- Any solid-colored shirt with a lay-down collar. No logos or labels are showing on the shirt. This may include, but is not limited to, a "polo" shirt and a dress shirt.

- Solid navy blue or tan pants, shorts, skorts, skirts, jumpers, capri pants, and overalls. *No blue jeans, blue-jean shorts, sweat pants, cargo shorts/pants (no outer pockets), leggings, or stretchy type material.*

## More Guidelines for Dress:

- Baggy or oversized clothing is not acceptable, and this is prohibited. Clothing may not be more than one size too large, to allow for one year's growth. No sagging of clothing is allowed. Pants must fit at the waist and not drag on the ground.
- *Shorts and skirts must not be shorter than the middle of the thigh.*
- No undergarments may show.
- Uniform shirts are required under jumpers, sweaters, hoodies, etc.
- *For safety reasons, students are encouraged to wear closed-toe shoes. Students are to wear appropriate shoes for physical education classes, such as tennis shoes. **Slippers, slides, flip flops, wheeled shoes, and crocs (not in sports mode) are not permitted to be worn by students.***
- Any clothing, buttons, jewelry, or other accessories that are oversized, contain displays of vulgar, lewd, obscene, or plainly offensive messages or images, or display images or advocate for use of weapons, drugs, violence, alcohol, reference to or identify gang affiliation, racial or ethnically offensive are strictly prohibited.
- Students may not display the following: **facial piercings, tattoos, chains, spikes, or any other type of sharp jewelry.**
- Costumes may only be worn on designated days.
- Outerwear is designed to be worn outside as the weather dictates. It should be removed from the classroom. Students may not wear the hood of their hoodies anywhere inside the building. Students may wear windbreakers, jackets, sweaters, or sweatshirts as outerwear. Jackets of different colors, patterns, and emblems are acceptable as long as they are appropriate and not gang-related. Personal accessories and items are discouraged, as the school is not liable if they are damaged, lost, or stolen.

## Student ID Protocols

Students must have their school-issued ID with them while on campus. Kindergarten through 3rd-grade students will have their IDs attached to their backpacks. 4th - 8th-grade students will have their current school year IDs on a lanyard around their neck at all times while on campus. If students need a replacement ID, they will need to complete the ID Request Form.

## Dress-Down Days

Dress-down days may be allowed throughout the school year. During these days, students have the option to dress out of uniform; however, the clothes must be school-appropriate. The following items are restricted: ripped jeans exposing skin, short shorts, spandex/biker shorts, leggings, spaghetti straps, crop tops exposing midriff, etc. Students may also wear Copper Trails Spiritwear (Copper Trails spirit shirts, club shirts, book reader shirts) on Wednesdays and Fridays with uniform bottoms. Copper Trails sports jerseys may be worn on game days with uniform bottoms.

**Please refer to the District Parent / Student Handbook for the entire dress code policy.**

# STUDENT CONDUCT

## Discipline Philosophy

We believe all students have the right to learn. We feel all students have a responsibility to follow school policy in a manner that does not prevent teachers from teaching, prevent students from learning, or violate the best interest of any individual in the school or community.

The behavior of students is of utmost concern to all school personnel. All school personnel are responsible for enforcing the Copper Trails Code of Conduct and setting the tone for student behavior while on the school grounds. Because the classroom teacher is closest to the student, he/she will be primarily responsible for student behavior on the school grounds and in the classroom. All teachers will establish fair and consistent rules and consequences for maintaining good classroom discipline. Students who choose to follow the rules will be recognized in a variety of ways, including verbal praise and extra privileges. Of course, the *best reward* we offer is a quality educational experience at Copper Trails School!

Students who choose to make negative choices will face consequences. **The severity of the consequence is based upon the severity and/or frequency of the rule infractions.** Consequences range from loss of recess to detention, to assignment in our Alternative Classroom Placement (ACP) or Out-of-School Suspension. We ask that you support our efforts in providing an environment that truly encourages success for all CT students. In addition to the HOWL Matrix Expectations, the rules for the conduct of the students in the classroom will be established and explained on the first day of school. Teachers will enforce these guidelines early for student conduct, enforce these guidelines with consistency, and set a good example for themselves.

With proper attention to planning and parental support, disciplinary problems can be reduced and eliminated.

### **General Student Conduct Expectations\***

1. **I respect other people in my words and/or actions.**
2. **I will move from one area of the school to another calmly with respect for others. Follow all directions and teacher's requests.**
3. **I will respect the school timetable.**
4. **I will wear proper clothing appropriate for the weather conditions.**
5. **I will respect all property and the school environment.**
6. **I will play and behave in a safe and appropriate manner at all times.**

### **Take-Home Folders (K-3)**

Take-home folders will be used as a communication tool between teachers, students, and parents. This folder can be used to send home information, flyers, graded work, homework, etc.

### **Student Responsibility Cards (4-8)**

The purpose of the Responsibility Card is to track data on passes, infractions, and referrals over the course of a quarter. The front of the card displays the Howl Matrix, the infraction progression, and a place for student and parent signatures. The back of the card has a place for passes (bathroom, nurse, library, etc.) and a place to document infractions. Administrators will complete the section for office referrals as needed. New Responsibility Cards will be

printed by the front office each quarter and put in teachers' mailboxes. Cards will be printed in different colors for each grade and each quarter. 4th-8th grade homeroom teachers and students will review the Responsibility Card processes and procedures each quarter. Students will have the first week of the quarter to get their parents' signature on the front of the card as well as the R-Card Acknowledgement Form.

## Student Incentives

**Copper Coins:** Copper Coins are used to acknowledge students for demonstrating behaviors allowed with the HOWL Matrix. Students have the opportunity to earn rewards for being Respectful, Responsible, Safe, or demonstrating these dispositions in their learning: risk-taking, self-motivation, problem-solving, perseverance, and creativity. Copper Coins have an immediate reward that is scratched off on the front of the coin and can also save the coin to be used to "purchase" items from the school's store, The Coyote Den. Order forms are available from teachers for students to utilize when they want to use their earned Copper Coins for items from the Coyote Den.

**Quarterly Incentives:** Students will have the opportunity to earn quarterly incentives for meeting specific criteria throughout the quarter. These criteria can include grades (including Specials classes), attendance, and behavior. Quarterly incentives will be communicated by staff at the beginning of the quarter, and each student's eligibility to participate will be communicated by their homeroom teacher prior to the end of the quarter. Quarterly incentives can be a dance, a field trip, or some kind of classroom activity.

**Field Trips:** Students will have the opportunity to go on field trips throughout the school year. Students will need to wear their school uniform on their field trip unless given prior permission from the teacher. The number of chaperones will be decided based on the ratio determined by the destination of the field trip. Prior approval from the principal is needed if the chaperone is attending a field trip due to a specific medical need for their child. Siblings may not attend field trips with chaperones. Chaperones are required to ride the bus with the students. Students are permitted to take personal cell phones on field trips, but are encouraged to keep them put away. We want to encourage our students to fully participate in the opportunity of the field trip and not be distracted by their devices. Inappropriate use of personal technology will inhibit a student's ability to attend future field trips.

**School Dances:** All dances are for Copper Trails students only. Dances are under the supervision of the school administration and school staff. Students are to arrive prior to the start of the dance and remain at the dance for the entire duration. Once the dance begins, students have 20 minutes to enter the dance area, and then the gate will be closed. No one will be permitted to leave the dance area during the dance.

Dance hours will be announced. Parents are to pick their students up no later than ten minutes after the end time. Students whose parents fail to pick them up at the designated time will not be allowed to attend future dances. School disciplinary rules and procedures will always be in effect for all dances. The district dress code/uniform policy may be in effect. Behavioral Referrals may jeopardize a student's attendance at a dance. Students must be in attendance for at least half of the school day in order to attend a dance.

**After-School Clubs:** 5th-8th grade students have the opportunity to participate in various after-school clubs. These clubs may include: Student Council, NJHS, Yearbook, Robotics, Girls on the Run, Spanish Club, Gardening Club, Coyote Den, Project Steps, and Washington D.C. Club

**Athletics:** 5th-8th-grade students will have the opportunity to participate in sports. Basketball, soccer, flag football, cheerleading, cross country, baseball, and softball will be available, depending on participation. In order to be eligible, students must have the current physical paperwork on file with the Nurse. Students without a physical on the first day of tryouts will not be eligible to try out or participate on the team. Teams that do not have enough players to participate may open additional tryouts or extend tryouts to increase participation. Students participating in sports will have their grades checked weekly to determine player eligibility. Failing grades, behavior incidents, and disciplinary referrals will inhibit a student's ability to play. We encourage student and community spectators to attend our games. Students need to be accompanied by a parent or guardian. Failure to turn in uniforms or pay the fee for losing a uniform will result in losing the opportunity to participate in school events/activities and future sports.

### Personal Technology and Devices

We, the Copper Trails Staff, recognize parents' concerns about being in contact with their children off campus before and after the school day. Therefore, we do permit students to keep cell phones turned off and in their backpacks at all times when they enter school property, from gate to gate. School staff will attempt to recover any lost, stolen, or missing items; however, cell phones and all other personal electronic items are not the school's responsibility.

Examples of Personal electronic devices include, but are not limited to:

- Cell phones
- Digital and Polaroid cameras
- Smartwatches
- Earbuds and/or headphones
- Music players (iPod, radios, etc.)
- Personal iPads, tablets, or computers
- Handheld gaming systems
- Wireless devices

### Safeguard Protocol

1. The 1st time a student's personal electronic device is **seen or heard**, the staff member will **confiscate** the device and it will be taken to the front office and locked in a safe place, and a **referral** sent to administration, and parents will be contacted to **pick up the device** and sign the referral.
2. The same protocol above is followed for the 2nd time a student's personal electronic device is **seen or heard**.
3. The same protocol above is followed for the 3rd time a student's personal electronic device is **seen or heard**, with the addition of the student no longer bringing personal technology devices on campus. If a parent requires their student to continue to bring personal electronic devices on campus, the student will be required to check in their device at the beginning of the school day upon arrival in the front office.

### School-Issued Technology

Avondale Elementary School District is supplying Copper Trails School students with a Chromebook (2nd-8th) or iPad (K/1). Students will not be issued a device until any previous damage, replacement, or loss fees are paid.

#### Student Responsibilities:

1. It is the student's responsibility to use only their assigned device.
2. It is the student's responsibility to ensure that the device is kept in working order.
3. It is the student's responsibility to ensure that the Chromebook or iPad is plugged into the cart each day.
4. It is the student's responsibility to keep the device free from any personalization (ie., stickers, coloring, digital backgrounds, etc.)
5. If there is an issue with a Chromebook or iPad, it is the student's responsibility to report any issues to their homeroom teacher for repair. Charges may apply.

Avondale Elementary School District provides all students with technology resources to be used during the school day and placed in a cart overnight for charging. Students should only use their own school-issued device. Technology, as with all school resources, is very limited and privileges for all students. AESD and Copper Trails need parents, guardians, and community members to help ensure all students are using technology appropriately. Inappropriate use of school-issued technology can lead to disciplinary action being taken, which may include technology privileges being revoked. All damage to school devices must be compensated, just as with a damaged textbook, a broken piece of classroom furniture, a missing library book, or any other school asset. The following are some examples of the costs associated with device loss or damage that students will be responsible for.

- \$299.00 Apple iPad
- \$320.00 HP Chromebook
- \$279.99 Samsung Galaxy Tab
- \$69.99 Amazon Kindle E-Reader
- \$120.00 Chromebook Keyboard
- \$49.00 Chromebook Charger
- \$39.00 Protective Case
- \$69.00 Chromebook Screen
- \$19.00 iPad Charger
- \$19.00 Charge/sync cable
- \$10 per Key Cap removed

The prices reflect the dollar value of the parts alone, and do not reflect the time and care spent in repairing the devices when they are damaged. These devices are an important resource in every student's education, please help us teach your child to treat technology with the care that they deserve.



# Parent/Student Acknowledgement Form 2025-2026 School Year

## USE OF TECHNOLOGY RESOURCES USER AGREEMENT

\_\_\_\_\_ (initial here) We have read, understand, and will abide by the provisions and conditions indicated. We understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services. The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. We have read the Electronic Information Services User Agreement and have discussed it with my child. We hereby grant permission for our child to use the electronic information services.

\_\_\_\_\_ (initial here) As the parent or guardian of the below-named student, we have read this agreement and understand it. We understand that it is impossible for the Avondale Elementary School District to restrict access to all controversial materials, and we will not hold the District responsible for materials acquired by use of electronic information services (EIS). We also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

\_\_\_\_\_ (initial here) I understand that I will be responsible for replacing or repairing the equipment if it is lost, stolen, or damaged during the 2025-2026 school year and will not be issued a device until any previous damage, replacement, or loss fees are paid.

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## COPPER TRAILS AND AESD PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT SIGN-OFF

Hard copies of the district and school handbook can be requested as needed.

\_\_\_\_\_ (initial here) We have read the Copper Trails Parent/Student Handbook for the 2025-2026 school year, and I understand the school rules, regulations, and district policies and CUTS Truancy Program stated therein.

\_\_\_\_\_ (initial here) We, the undersigned, have read and agree to uphold school and District policies and procedures as presented in the parent/student handbook. In addition, we understand we are responsible for all AESD Governing Board District Policies. A copy of the policies is available at the District Office or online at <http://www.azsba.org/>.

\_\_\_\_\_ (initial here) We authorize the school and/or District to deliver information and notifications regarding our child, the school, and/ or the District via auto-dialed or prerecorded calls.

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## IN-CLASSROOM SALUTATION OF THE AMERICAN FLAG

\_\_\_\_\_ (initial here) My child does not need to be excused from saluting the flag due to personal and/or religious beliefs.

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## AESD PHOTOGRAPHY, AUDIO, VIDEO, WEBSITE, SOCIAL MEDIA, AND YEARBOOK AGREEMENT

**\*\*PLEASE ONLY INITIAL ONE OPTION BELOW\*\***

_____ (initial here) I allow my child to be photographed, interviewed, or videoed for AESD/Copper Trails Social Media and the school Yearbook.	<b>OR</b>	_____ (initial here) I allow my child to be photographed for the school Yearbook ONLY.	<b>OR</b>	_____ (initial here) My child is NOT allowed to be photographed for any reason and will not be published on social media or the yearbook.
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## DIETARY ACCOMMODATIONS

Due to religious observances, I would like to request non-medical dietary substitutions, accommodations, or alternative snacks for special events in the classroom as well as school activities (e.g., field trips).  Yes  No Initial here: \_\_\_\_\_

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**The signatures below indicate that we have read the sections above and understand the agreements and acknowledgments and have discussed them with my child.**

Student's Grade: \_\_\_\_\_ Student's Homeroom Teacher Name: \_\_\_\_\_

Student's Name (print): \_\_\_\_\_ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (print): \_\_\_\_\_ Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_