

Cottonwood



**Parent and Student Handbook
2018-19**

Cottonwood Elementary

Mission Statement

It is the mission of our school to involve parents, staff and students as partners in the educational process in order to provide students with the academic, technological, physical and social preparation needed to meet and exceed the demands of an ever-changing society.

Bethany LaHaie, Principal Website: <http://cottonwood.ckschools.org>
330 NE Foster Road Please check us out on Facebook!
Bremerton, WA 98311
Phone: (360) 662-8300 FAX: (360) 662-8301

School hours: Monday, Tuesday, Wednesday & Friday 9:10 a.m. to 3:25 p.m.
Thursday 9:10 a.m. to 1:55 p.m.
Office hours: 8:00 a.m. to 4:00 p.m.

COTTONWOOD PTSA

The Cottonwood Parent Teacher Student Association (PTSA) provides support to the school and our programs. Parents who are interested in working with children or who wish to become involved in activities which support the school program are encouraged to join our PTSA and become part of our volunteer program. PTSA membership is open to parents, teachers, and all interested community members. Please email COPTSA@ckschools.org with questions or to request additional information. Follow them on Facebook at: <https://www.facebook.com/cottonwood.ptsa>

VOLUNTEERING AT COTTONWOOD

Volunteers are needed at Cottonwood. We recognize that parents represent a wealth of experience, talents, and interests. The volunteer program provides one way these resources can be used for the benefit of our students. Volunteers at Cottonwood work in many ways:

- Sharing special talents and leading clubs.
- Helping children on a one-to-one basis.
- Assisting teachers with clerical tasks.
- Participating in classroom projects.
- Accompanying classes on field trips.
- Helping in the library.
- Joining our PTSA.

Some volunteers work at Cottonwood on a regular basis. Others may help with an individual project or activity. Our volunteer program is limited only by the imagination of our community. **All volunteers must be cleared through the Washington State Patrol. Please bring a driver's license or military ID card and complete a volunteer disclosure application at least 3 days before you plan to volunteer. All volunteers must sign in at the office and wear a volunteer badge. This policy is designed to contribute to our school's overall security and safety. Volunteer clearance is good for two years.**

WAYS PARENTS CAN ASSIST THE SCHOOL

- Establishing habits of promptness, organization, care of property, and respect of others.
- Instructing children to go home directly by the route established at the beginning of the school year.
- **Checking that children do not bring toys, gum, candy or pets to school.**
- Returning all forms sent home for signature promptly; please check your child's backpack nightly.
- Assuring that children are dressed appropriately and suitably for the weather and/or day's activity.
- Checking with the school periodically for lost and found items.
- Getting all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the school or persons concerned can usually prevent serious misunderstandings.
- Preparing your children for the possibility of emergency school closures by having procedures for them to follow.
- Initiating contact with our staff when you have questions regarding your child's progress. Our staff is available throughout the school year for conferencing. Please call or email for an appointment.

ATTENDANCE REQUIREMENTS

Washington State law requires all children attend school daily unless they are ill or there is an emergency in the family. Schools are required to act on any unexcused student absences through the court system. If a child has five unexcused absences in one month or ten during the year, a petition must be filed with Kitsap County Courts. Excused absences are illness, doctor's appointment, family emergencies, field trips, school business, and family vacations. A family vacation is only excused if there is prior written approval by the building principal and there is not a serious, adverse effect on the educational progress of the student. Please complete the vacation request form in the office.

CKSD Policy 3200 – Students Rights & Responsibilities. Students have a responsibility to attend school. Regular and punctual class attendance is required. If absences, for any reason, become excessive (15 or more), a letter will be sent home and a parent meeting will be scheduled with the principal. At that point, a doctor's note may be required to excuse future absences. 9 or less total absences are best.

Students, who arrive after the start of school at 9:10 a.m., are to check in at the office before going to class. Parents must call the school office before 10:00 a.m. the day they are absent, leave a message on the school's voice mail, or send a written excuse upon student's return. You can also report an absence directly through our website: http://cottonwood.ckschools.org/about/report_an_absence. Students who will be arriving late for school due to appointments and intend to purchase a hot lunch are to call the office before 9:30 a.m. to be added to the day's lunch count. When we do not hear from you, we will try to verify your child's absence by contacting you at home or work.

Please schedule student appointments outside school hours.

REQUESTS FOR HOMEWORK

Homework assignments may be available for students who are absent 3 or more days. Please call the school office to make the request and allow teachers sufficient time to prepare assignments.

WITHDRAWALS AND TRANSFERS

It is helpful for the office to know in advance when a student is going to withdraw or transfer from school. This provides ample time to fill out the necessary forms. A written notice or personal contact is required from a parent or guardian before a student can be withdrawn or transferred from Cottonwood.

ARRIVAL AND DEPARTURE TIMES

Children are not to be on school grounds before 9:00 a.m. unless eating breakfast which begins at 8:45 a.m. It is a safety concern when your child arrives too early and there is no supervision. Children that are chronically early will be asked to come to the office and call home to notify parents.

At the end of each school day all students will be walked by a staff member to the bus or to the side of the building for pick up. Children are expected to go straight home when they are dismissed. If students plan to go to a friend's directly from school or attend an after school activity, they must make these arrangements in advance; and not call home for permission. Written permission from a parent is required for a bus driver to disembark a student at a bus stop other than the student's regular stop.

ACADEMIC REPORTING

A variety of methods are used to report student progress to students and parents. Students will receive a report card at the end of each trimester. Parent conferences are held for all students before the Thanksgiving break.

RELEASE OF NAMES AND PHONE NUMBERS

Laws limit the release of students' names and phone numbers by the school. This information will not be released at the request of individuals and/or outside agencies. Authorization forms by parent or guardian for non-release of names to the outside are available in the school office. Please read this form carefully; because once signed it restricts us from publishing your child's name within and outside of our school.

VISITORS

All visitors are required to sign in at the office to pick up a "visitor" badge before going to a classroom. Students wishing to have out-of-town guests visit their classroom for part of the day must obtain prior approval from the principal and teacher.

TELEPHONE MESSAGES

The school telephone is extremely busy; consequently, telephone messages for children should be limited to EMERGENCIES ONLY.

EMERGENCY EARLY DISMISSALS

Parents are encouraged to keep students in school until dismissal. Please schedule appointments outside school hours. In case of an emergency, please call the office at 662-8300. The sooner you let us know the sooner we can have your student waiting and ready. Parents are required to sign their child(ren) out in the office. **NO CHILD WILL BE DISMISSED FROM THE CLASSROOM.** When arriving at the school during the day, please park in a designated parking space. Do not park at the curb, even for a minute, as this area is for busses only.

DROPPING OFF AND PICKING UP STUDENTS

Parents are requested to use the unloading/loading zone on the side of the school when dropping off or picking up their children at school. As you approach the unloading/loading zone, pull forward as far as possible for loading. Cars are expected to keep pulling forward as spaces open up. Please do not leave your vehicle unattended unless in a designated parking space. While driving in our parking lot, we ask that you drive slowly, refrain from using your cell phone, and watch for students crossing in the cross walks. **Please do not use or block the bus loading area or the handicapped parking spaces.**

FIELD TRIPS

There are many interesting places in our beautiful Puget Sound area to which teachers may organize a field trip. Permission slips, signed by a parent or guardian, are required before a child may be taken off school grounds. The permission slip, which will be sent home by the teacher, will explain the objectives and cost of the particular trip, inform the parent if private transportation is to be used, and specify if special equipment, clothing, or lunch is needed. Chaperones must have all of their volunteer forms cleared before going on field trips. Chaperones are not allowed to bring younger children for safety reasons.

Classroom teachers will work hard to ensure each class gets the opportunity to take a field trip every year. Understandably, there are years when circumstances may make field trips difficult or years when guest speakers make a better option. Therefore, field trips may vary by grade from year-to-year, but efforts will be made to offer enrichment opportunities for all students.

DRESS CODE

The school recognizes that student dress and appearance is the primary responsibility of the parents. However, in view of a positive correlation between student dress, student behavior, and academic achievement, the district has adopted a policy (3224) on student dress. Student dress and appearance must not present health and safety problems, be damaging to school property, or create a

risk of disruption at school or school sponsored activities. The following guidelines are to be used in choosing clothing to wear:

- Neat, clean and without excessive holes or tears.
- Clothing design must prevent exposure of undergarments; with the exception of visible straps on undergarments worn under clothing, which are permitted.
- Clothing that makes a reference to drugs, alcohol, tobacco, sexual impropriety; or with profanity, obscenity, or vulgarity is not allowed.
- Shoes need to be safe for PE and recess; no open-toe shoes (i.e. flip flops, sandals, Croc-type shoes), wheelie shoes, or high heels.
- Hats and hoods are not allowed to be worn in the school building.

Students inappropriately dressed will be referred to the office. Any school dress code enforcement actions should minimize the potential loss of instructional time. Parents will be contacted and asked to bring appropriate clothing for them.

PE ATTIRE

Tennis shoes are the safest. No open-toe shoes (i.e. flip flops, sandals, Croc-type shoes), boots or shoes with heels. Leggings or shorts must be worn under skirts and dresses. PE will be Monday, Wednesday and Thursday OR Tuesday, Friday and Thursday. Please check with your child to find out their PE schedule. Students may not be able to participate in PE if their shoes and/or clothing are not suitable.

TEXTBOOK AND LIBRARY BOOK LOSS OR DAMAGE

When students are issued textbooks or library books, it is understood that reasonable care of books will be taken in the use, storage, and transportation between home and school. Charges for lost or damaged books will be at the rate of the replacement cost.

SCHOOL PARTIES

Classroom parties are up to the discretion of the teacher. If you wish to send treats for birthdays, please contact the teacher in advance, so that classroom disruptions can be kept to a minimum.

VALUABLES AND PERSONAL BELONGINGS AT SCHOOL

Parents are requested to see that students only have enough money with them at school to purchase lunch or milk. Students are not permitted to conduct money transactions with other students at school.

Parents should discourage children from bringing valuables, cherished objects and playthings to school unless prior arrangements have been made with the teacher. The school is unable to accept responsibility for personal objects, which become targets for theft. Such items can also become a distraction in the classroom. Each trimester, unclaimed items will be donated to charity.

CELL PHONES AND ELECTRONIC DEVICES AT SCHOOL

A permission form must be signed by a parent if a student has a cell phone at school. Cell phones must remain powered off and out of sight during the school day. A permission form must also be signed by a parent if a student wants to wear a phone watch to school. During school hours the watch may only be used to tell time. Any communication must go through our main office or by using the classroom telephone with permission from a staff member.

Some classrooms allow specific and restricted use of electronic devices. If your child's classroom allows electronic devices, a permission form may be obtained from your child's teacher. (Not all classrooms allow electronic devices.) A signed permission form must be on file prior to the use of such electronic devices.

If a child is not complying with the classroom terms of use or a permission form is not on file, the item will be confiscated and a parent will be contacted. As with other valuables, the school is unable to accept responsibility for electronic devices. The student and parent accept full responsibility for the potential loss of any electronic device a student brings to school.

PETS AT SCHOOL

Animals are not allowed at school unless prior approval and arrangements have been made. If a pet is to be brought to school for "show and tell", *please contact the teacher in advance*. Some children have allergies related to pets. Pets are not allowed on the school bus.

BIKES, SKATEBOARDS, ROLLER BLADES & SCOOTERS

Students are not to ride bikes, skateboards, roller blades or scooters to and from school due to the hazardous condition this would create during peak traffic hours before and after school. An exception is made for older students participating in safety patrol due to the hours of their arrival and departure from school grounds.

Skateboarding has been prohibited on school grounds due to gangs of skateboarders intimidating adults and committing vandalism.

SCHOOL NURSE

Our school nurse would like to meet with students who have health problems. If you have health concerns about your child, please contact the nurse and inform her. The nurse is at Cottonwood one day each week.

Please keep your child at home when he/she is ill. When a communicable disease is suspected, please keep your child at home until the child's doctor permits return to school. Please notify the school of the communicable disease so that we can be alert to the symptoms in others.

Vision and hearing tests are given annually to all students. Low cost immunizations are available from the Kitsap Public Health District (728-2235). Parents having further questions should contact their physician, the Health District, or the School Health Office (662-1070).

A number of our students and staff members are very sensitive to fragrances/scents. Please refrain from allowing your child to bring scented products to school.

MEDICATION FOR STUDENTS

Parents are encouraged to give all necessary medication to students before and after the school day. **For those occasions when medication must be administered during the school day, a Licensed Healthcare Provider's Order for Medication form must be completely filled out and returned to school (forms are available in the school office). This applies to prescription medication as well as over-the-counter medication such as Tylenol, cough drops, etc. Medication must be brought to school by an adult and be in the original pharmacy container showing the student's name and dosage. ALL MEDICATION IS TO BE KEPT IN THE OFFICE AT ALL TIMES.** Although every effort will be made to see that students receive their medication, office personnel are not responsible for reminding students to take their medication.

BREAKFAST AND LUNCH PROGRAM

Breakfast is available in the multi-purpose room before school from 8:45 – 9:05 a.m. each day. The cost is \$2.00. District lunch menus are sent home monthly with students. Lunch prices are \$3.00 including milk. Milk is \$.75 when purchased separately. Each student has an individual food service account in which money is deposited throughout the year. Parents are encouraged to deposit larger amounts of money into their child's lunch account or pay on line: <https://touchbase.cksd.wednet.edu/>. This minimizes the amount of personnel time needed to process the money and keeps lunch costs down. Any money remaining at the end of the year will be forwarded to the child's account the following year even if they transfer to another school within the district. **If your child is arriving late, please call the office by 9:30 a.m. so a lunch can be ordered.**

LOST AND FOUND

Please label all lunch boxes, coats, sweaters, hats, gloves, etc. At the end of each trimester, unclaimed items will be donated to charity.

SCHOOL PATROL

Fourth and fifth grade students are eligible for the school patrol program. Training is required of all patrol members and students must conduct themselves in a responsible manner to serve.

BAND AND ORCHESTRA

Fifth grade students can sign up for band or orchestra instruction. Students need to provide their own instruments unless the district has available instruments.

LAP

This federally funded program is available for students who qualify. The focus is on pre-teaching, re-teaching, or reinforcing classroom-based skills in reading and mathematics.

SPECIAL EDUCATION

This program serves students who have identified conditions that impact their learning. Students, who are referred to special education by a parent or staff member, undergo a series of tests to determine their eligibility.

GIFTED/HIGHLY CAPABLE SERVICE

The School District has a wide range of programs to serve all students. Cottonwood provides academic support services for students of all levels with enrichment services and curriculum support.

LEARNING SPECIALIST

Lisa Knight, certified learning specialist, provides a variety of services and activities aimed at helping children learn and develop to their highest potential. Some of these include:

- Individual and group problem solving and goal setting.
- Parent and teacher consultation.
- Facilitating student success team.
- Organizing school-wide programs and support.
- Linking community services to students and families.
- Student assessment.
- Mediation.

LEADERSHIP TEAM

The Leadership Team meets regularly to discuss school-related issues and makes decisions that impact our students' learning. Some of the areas for which this team is responsible include budget, instruction, curriculum and safety.

MAKE YOUR DAY PROGRAM

Be Safe, Be Respectful, Be Responsible

No one has the right to interfere with the learning and safety of others
Do what is expected and do it the best you can.

This rule and these expectations summarize the philosophy of the Make Your Day Citizenship program.

All students are given the opportunity to learn in a positive, caring atmosphere, the opportunity to make choices, the opportunity to evaluate and self-correct, and the opportunity to Make Their Day.

This citizenship model is based on the premise that every person within the school environment has the right to complete their responsibilities without interference from others. From the students' point of view, this means that they can expect a school environment that is enhanced by a focus on the importance of learning.

Every student is accountable to every staff member in order to provide consistency throughout the school environment. Consequences are clearly outlined and consistently enforced. These procedures are implemented without blaming, moralizing or showing anger. Throughout the school day, students are aware of the fact that the consequences of their behavior, both positive and negative, are the result of their choices.

For more information on the Make Your Day program, please visit Cottonwood's website: <http://cottonwood.ckschools.org/cms/One.aspx?portalId=87913&pageId=348344>.

THE PARENT'S ROLE IN DISCIPLINE

Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, the school cannot effectively help your student reach his or her fullest potential. The major role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school. When the child sees that their caregivers are actively interested in whether or not he/she is doing his/her best, the student is given a real incentive to strive for excellence.

It is desirable to have everyone recognize that the goal is to help the child learn to get along in the school environment so the child can be successful when going on to middle school and high school. By working together, parents and staff can help the student learn behaviors that will increase his/her chances of success.

COMET OF THE MONTH AWARDS

Our staff believes that all students should have the opportunity to receive positive recognition during the school year. Students may be chosen for a variety of reasons including but not limited to things such as raising grades, improving effort, helping others, helping in the classroom, being a good friend, sharing supplies, etc. Comets get to have a special lunch with the principal, receive a certificate, and get their photo displayed.

COMET COMPLIMENTS

Throughout the year, staff members also try to catch students making positive choices and reward them with comet compliments. These little pieces of paper go home for a signature from a caregiver and then are returned to school to put into a box for a once per week drawing at lunchtime. It is important to us that we celebrate when we see good things happening throughout our school.

ASSEMBLIES

Cottonwood will have a number of assemblies throughout the year. These assemblies help students develop large group behaviors and serve to conduct school business, enhance student learning and/or promote school goals. Parents are always welcome to attend.

BUS TRANSPORTATION

The Central Kitsap School District offers transportation for students in grades K - 12 who meet State and/or district eligibility requirements. Bus riders are to get on and off the bus at the same assigned stop each day.

Students must have a note from a parent in order to be picked-up or dropped-off at a bus stop other than their own. The note **MUST BE SIGNED OFF BY THE OFFICE.**

LIMITED BUS SERVICE

In the event of snow, ice conditions, or county restrictions on roads due to extreme weather conditions, the district will operate bus service under a "Limited Schedule". The Transportation Department each winter will distribute specific bus stop information for this "Limited Schedule". Please impress upon your child the importance of being alert to traffic under such conditions. If you have specific questions about bus transportation, please call the Transportation Department at (360) 662-8800.

SAFETY INFORMATION

To help our school staff create the safest environment for all students at all times, parents can help by:

- Labeling everything your child brings to school.
- Check in at the office at all times.
- Communicate with staff when your child is bringing something unusual to school.
- Bring all deliveries to the office.
- Talk to your child about not interacting with any strangers at bus stops or on the way to school.
- Update your phone numbers and emergency information promptly including identifying emergency contacts.
- Drive slowly and safely along Foster Road and in our driveway/parking lot.
- Have your child always demonstrate good car loading and unloading behaviors.
- Do not use your cell phone while driving in the parking lot.
- Sign up for Enews to receive timely updates.

As a staff, we will:

- Be prepared for all emergencies including fires, bomb threats, earthquakes, intruders, and community health hazards
- Communicate any pertinent information to you in a timely manner
- Utilize all of the resources available to us to ensure the safety of your child at Cottonwood

EARTHQUAKE PROCEDURES

A great deal of work has been done by the PTSA and staff of Cottonwood Elementary to prepare our school for the immediate safety of your children in the event of an earthquake.

AFTER THE SHAKING STOPS, children will be evacuated to the upper playground of the school. In order to make this as non-traumatic and as safe as possible for everyone, we have developed the following procedures:

- CHILDREN WILL NOT BE SENT HOME. They will remain outside the building in an area away from danger.
- Parents (or a pre-determined emergency contact) must check in at the reunion station which will be located on the southeast end of the building near the covered play shed. Parents and emergency contacts should be prepared to show photo identification at the reunion station.
- Staff members will retrieve your child and bring him/her to you at the reunion station. If your child is injured, then we will escort you to the First Aid Station so you can be with them.
- A parent (or pre-determined emergency contact) will sign out each child.

If you cannot come for your child, those persons listed by you as emergency contacts on your child's student records would also be permitted to pick-up your child. Keep in mind that roads may be impassable causing long delays. Our goal is to **have all children called for within 24 hours because our emergency supplies are minimal.**

POWER OUTAGE DISMISSAL PROCEDURES

If a power outage at Cottonwood necessitates an early dismissal, we have developed the following procedures:

- Parents (or a pre-determined emergency contact) must enter the building through the designated door into the Multipurpose Room. The front door will be locked.
- Parents and emergency contacts should be prepared to show photo identification.
- On the day of an emergency, staff can only release students to already designated emergency contacts. So, be sure to promptly notify the office of any updates to emergency contact information.
- Staff members verify photo identification, radio for the student and give parent a "Good to Go" pass.
- Parent signs the Good to Go pass and walks to the gym.
- Staff member reunites student with parent and takes Good to Go pass.
- Parent and student leave gym through door to covered play area.

Board of Directors

Jeanie Schulze– President
Rob MacDermid – Vice President
Scott Woehrman– Legislative Representative
Eric Greene – Director
Bruce Richards – Director

Superintendent

David McVicker

Affirmative Action/Title IX Officer
Jeanne Beckon, Assistant Superintendent for Human Resources
(360) 662-1680

Section 504 Compliance Officer
Brienne Barrett, Director of Special Services – Secondary
(360) 662-1045

U.S. Department of Education, Office for Civil Rights, Region X
Henry M. Jackson Federal Building
Mail Code 10-9010
915 Second Avenue
Seattle, WA 98174-1099

Central Kitsap School District

9210 Silverdale Way NW
Mailing Address: PO Box 8
Silverdale, WA 98383-0008
TEL (360) 662-1610
FAX (360) 662-1611

The Central Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability, HIV/Hepatitis C status, or other bases protected by applicable law. Equal access to activities, facilities and programs is provided to the Boy Scouts of America and other designated youth groups.

Inquiries regarding compliance or complaint procedures may be directed to the School District’s Title IX Officer/Section 504/RCW 28A.640 compliance Officer or to the U.S. Department of Education, Office for Civil Rights.