

# Cottonwood Elementary



## Appendix

### Cottonwood Mission Statement

The Cottonwood mission was developed with teacher, student and parental input. The mission statement is the foundation of our school. (It was reviewed in 2010 by the Leadership team, Staff, Student Council, Site Council)

**We will work together at Cottonwood Elementary to be responsible, respectful, and resourceful life-long learners.  
We will do what is right.**

**"We"**—Includes students, parents and staff members of the Cottonwood community.

**"Responsible"** —All individuals will follow building and classroom rules that are fair, reasonable and essential for the daily operation of Cottonwood. (EX: Code of Conduct, agenda books, homework, safety procedures, family handbook guidelines)

**"Respectful"**—All individuals will be respectful members of our school environment. (EX: Code of Conduct; Instructional time, Character building, cooperation, Rise and Shine)

**"Resourceful"**---All individuals will have the opportunity to utilize our resources wisely (EX: Counseling services; PTO, curriculum resources)

### Cottonwood Core Values

The Cottonwood community believes the following statements will help develop students to become successful life-long learners.

#### RESPECT:

We believe all members of the school community are to be treated with respect.

#### RESPONSIBILITY:

We believe all individuals are accountable for their actions and all community members are stakeholders in the educational process.

#### SAFE AND ORDERLY ENVIRONMENT:

We believe learning takes place in a positive, safe, and orderly school environment.

#### HIGH EXPECTATIONS:

We believe challenging expectations develop high academic and social achievement.

#### SUCCESS:

We believe all Cottonwood community members will be successful when we focus and reflect on standards and individual needs.

## Arrival & Dismissal



**School Hours: 8:35 – 3:35**



### TRAFFIC SAFETY:

Cottonwood staff are trained and required to supervise arrival and dismissal. Children and parents are expected to follow their instructions. Our goal is to ensure the safety of all.

Please do your part to ensure the safety of all.

- Follow speed limit signs.
- Be patient and courteous of students and other drivers.
- Do not park in the designated Fire Lanes during the school day. Red zones should only be used for emergency vehicles.

### ARRIVAL: 8:25

Students should not arrive at school before 8:25 a.m. If you find it necessary for your child to arrive at school before 8:25, please drop him/her off at the South door. Students may enter through the front doors and wait in the cafeteria or gym until the first bell rings.

Students arriving at school by bus will be delivered to the North Exit doors of the building @ 8:25. The students may go straight to class.

Students being brought to school by car will have two choices:

1. Park in the parking lot and walk to the building to deliver your student. Please use the crosswalk for safety purposes.
2. Enter the drop off line from Andover Rd. This is a one-way entrance-only drive. Drive forward as far as possible beyond the front doors. Let your child off in a timely manner, as other students are being dropped off. You must exit onto Allison Street either left or right. Remaining in a single file will ensure that no student is crossing in front of moving vehicles. Also, parents please remain in your automobile and allow staff to guide students to the entry doors. If you need to get out of your automobile, please park in the parking area in order to keep the drive open for safe passage.

Breakfast is served in the cafeteria from 8:10-8:35.

### DISMISSAL: 3:35

All bus students will depart from the North Exit doors.

Students being picked up by their parents will exit through the doors on the South side of the building. The Arrival procedures will be repeated:

1. Park in the parking lot and walk to the building to meet your student; OR
2. Enter the pick - up line from Andover Rd. This is a one-way entrance-only drive. Drive forward as far as possible towards to district stadium building. You must exit onto Allison Street either left or right. Remaining in a single file will ensure that no student is crossing in front of moving vehicles. Also, parents please remain in your automobile and allow staff to guide students to the entry doors. If you need to get out of your automobile, please park in the parking area in order to keep the drive open for safe passage.

### LATE ARRIVALS

If your child arrives after 8:35, please stop by the office, sign your child in and receive an office tardy slip. The office slip is to be given to your child's teacher by the student.

### RELEASING STUDENTS EARLY

If your child must leave school during school hours, a parent/guardian must come to the office and sign the student out. If anyone besides a parent/guardian is to pick up your child, the school must have a note authorizing the release to this person.

## STUDENT BEHAVIOR and SCHOOL-WIDE EXPECTATIONS

The mission of the Andover schools is to prepare all students to be responsible life-long learners. We recognize the school's role in teaching students, of all ages, character traits that are needed to build a healthy society based on mutual respect and human behavior. The character education program at Cottonwood Elementary will strive to meet the following goals during the year:

- ◇ Make every student feel valuable, competent and worthy.
- ◇ Build on each student's character strengths.
- ◇ Provide a safe and effective school climate for all.

### Monthly Themes

August	<i>Character</i>	January	<i>Generosity/Caring</i>
September	<i>Respect</i>	February	<i>Organization/Orderliness/Resourcefulness</i>
October	<i>Responsibility</i>	March	<i>Forgiveness</i>
November	<i>Citizenship</i>	April	<i>Sincerity/Friendliness</i>
December	<i>Gratefulness</i>	May	<i>Humor</i>

### STUDENT EXPECTATIONS

#### Purpose Statement:

We, the staff and students at Cottonwood Elementary, commit ourselves to working together to provide a positive, safe, healthy and predictable school environment that encourages learning, cooperation and respect.

#### SCHOOLWIDE EXPECTATIONS:

- Be respectful
- Be cooperative
- Be safe
- Be friendly and caring

#### BEHAVIOR EXPECTATIONS:

<p><b><i>In the Classroom</i></b></p> <ul style="list-style-type: none"> <li>• Treat yourself and others with respect</li> <li>• Set academic goals and do your best</li> <li>• Complete all assignments on time</li> <li>• Keep your work area and learning environment clean</li> <li>• Use classroom materials with care</li> <li>• Follow classroom rules for good behavior</li> </ul>	<p><b><i>In the Hallways</i></b></p> <ul style="list-style-type: none"> <li>• Hands to yourself</li> <li>• All eyes forward</li> <li>• Lips zipped</li> <li>• Low speed</li> <li>• Straight lines</li> </ul>
<p><b><i>Rest Rooms</i></b></p> <ul style="list-style-type: none"> <li>• Make use of the rest rooms during classroom breaks to avoid missing school time.</li> <li>• Keep rest rooms neat and clean</li> <li>• Wash your hands after using the rest room and throw trash in the trash cans</li> <li>• Report problems to your teacher immediately</li> </ul>	<p><b><i>In the Cafeteria</i></b></p> <ul style="list-style-type: none"> <li>• Walk in the cafeteria at all times</li> <li>• Stand quietly in line while waiting to be served</li> <li>• Use your best table manners</li> <li>• Visit quietly with your neighbors</li> <li>• Clean up your space after eating</li> <li>• Follow directions of the lunch monitors</li> </ul>
<p><b><i>At Assemblies and Programs</i></b></p> <ul style="list-style-type: none"> <li>• Walk with your class to the assembly</li> <li>• Enter quietly and sit with your class</li> <li>• Listen quietly to the guests &amp; speakers</li> <li>• Applaud only at appropriate times</li> <li>• Screaming, whistling and booing are not acceptable assembly behaviors</li> <li>• Leave in an orderly manner</li> </ul>	<p><b><i>On the Playground</i></b></p> <ul style="list-style-type: none"> <li>• Treat yourself and others with respect</li> <li>• Follow good sportsmanship</li> <li>• Use equipment properly and return after recess.</li> <li>• Follow directions of the teachers</li> <li>• Keep hands and feet to yourself</li> </ul>

***In the Library***

- Visit the library often - with your class or by using classroom passes
- Treat books and other materials carefully
- Remember your assigned library number for checking out books
- Return all materials on time and in good condition
- Speak quietly while in the library
- Follow the rules of good behavior and listen to directions from your librarian

**Responsibility:**

Any Cottonwood staff member has the authority and the responsibility to correct the behavior of any student.

**Consequences:**

Classroom behavior problems will be addressed by the classroom teacher according to the behavior plan for that class. If it becomes necessary for a student to be sent to the office from a classroom, parents will be contacted, and if necessary, separation from the classroom will be considered.

**Principal Referral:**

When a child is sent to the principal, the teacher will complete a written referral. The principal will conference with the child as soon as possible. A variety of issues may determine the level of response required for each student; the number of times the specific behavior occurred, other disruptive behaviors that occurred, severity of behavior, etc. The following behaviors result in an immediate referral to the office: physical fighting, injury to another student due to aggressive behavior, disrespectfulness to teachers, swearing, stealing, destruction of property, possession of weapon (knife, gun, etc.) or drug, or a "look-alike" weapon or drug and leaving campus without permission. All disciplinary action taken by the principal will be accessible to the student's parents and teachers.

Types of consequences may include:

- Conference with student, teacher and/or parent
- Referral to school counselor
- Time out in the office
- Loss of recess
- Phone call to parent
- Referral goes home for parent/guardian signature
- Lunch Time-Out: Isolation during part or all of lunch break
- Time-Out: Assignment to a time-out room or buddy classroom
- In School suspension:
- Out of school suspension: Assigned to be home during the day(s) suspended; he/she will not be allowed on campus for any reason, day or evening, during suspension. Parent/Guardian will be requested to attend a conference regarding the situation.
- Expulsion: Refusal to permit a student to attend any Andover public school after a hearing and due process.
- Restitution: Replacement or payment for stolen or damaged property in the event of theft or destruction of property.

**BULLYING**

The Board of Education prohibits bullying in any form, including any electronic means, on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

**Examples of bullying may include:**

- Hurting someone physically by hitting, tripping, pushing, and so on
- Stealing or damaging another person's belongings
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs

- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone

**Staff at our schools will do the following things to prevent bullying and help children feel safe while at school:**

- Closely supervise students in all areas of the school playground
- Watch for signs of bullying and stop it when it happens
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline plan
- Provide immediate consequences for retaliation against students who report bullying

**Students at our schools will do the following things to prevent bullying:**

- Treat each other respectfully
- Refuse to bully others
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

<b>Library</b>
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The library is open daily during school hours and maintains a variety of books and magazines for checkout.

**Checkout**

Please help your child with the following:

- Read the book(s) with your child and talk about the pictures. If your child is reading on his/her own, discuss his/her likes and dislikes about the book(s).
- Remind your child to use clean hands when they read a book.
- If a book has been damaged, please return it to the library so the damage can be assessed.
- Help your child learn his/her library number.
- Students may keep books for a maximum of two weeks.
- Students may come to the library, as needed, with permission from his/her classroom teacher. Students with an overdue book will not be able to checkout another book until that book is returned or renewed.

**Fines & Billings**

- The library does not charge a fine for overdue books.
- All patrons are responsible for prompt return of library materials and patrons are billed for the replacement of lost/damaged books.
- Overdue notices are printed and given to the classroom teacher each Friday.

<b>Title I</b>
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Cottonwood Elementary School is a designated Title I School as it receives federal funding to support reading and math services. As a Title I service school, Cottonwood is required to make Adequate Yearly Programs (AYP) in order to be funded by this federal program. This rating is based upon the results of the State Reading and Mathematics Assessments each year. Cottonwood has exceeded the required score to achieve AYP each year thus far.

Additionally in accordance with federal guidelines, we are pleased to report to parents that all of the teachers in our building have met all the state qualifications and certification criteria for the grade levels and subjects taught. Under these guidelines, parents may request information on the professional qualifications of their child's teacher. Information may include certification and state qualifications, the teacher's degree major and other degrees held, and whether this child is provided services by an aide, and if so, their qualifications.

Our Title I Program provides assistance to identified students in their regular classroom (inclusive model) and in small groups in the reading lab (pullout model). Students are identified using a variety of assessments and placed in this service with parental permission.

Parental awareness and participation is important to this supplementary service. Parents are invited into the Reading Lab to review the services and materials and/or to gain information about the program at any time during the school year.

Our Title I instructors provide learning opportunities for parents throughout the school year (Reading Night) and establish a Title I Parent Advisory Committee that meets at least one time per year. This committee provides guidance and input about our Title I Program and is vital to maintaining open communication between parents and school personnel.

<b>Volunteers</b>
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**Volunteer's Code of Ethics**

- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school setting.
- Practice tolerance and understanding towards the children and teachers with whom you come in contact.
- Be dependable. Follow through on tasks by attending at the times or dates arranged. Inform school of any absences as far in advance as possible.

**Volunteer Expectations**

1. SIGN IN AND OUT IN THE OFFICE – To promote school security, volunteers are asked to sign IN and OUT in the office.
2. VOLUNTEER IDENTIFICATION – Please wear a volunteer identification badge while working within the building.
3. WORK ROUTINES – Work routines will be explained by the school staff with which each volunteer works.
4. RESPECT THE TEACHING/LEARNING PROCESS – Do this by NOT using your time at school for an informal parent-teacher interview. Please make other arrangements to discuss your child's progress with the teacher.
5. SCHOOL ROUTINES –Familiarize yourself with the rules and routines of the school and the classroom. Don't be afraid to ask questions.
6. SIBLINGS - Pre-school children are often times a distraction when volunteering in classrooms. Volunteers should always make other arrangements for young children.