

COTTONWOOD ELEMENTARY GENERAL INFORMATION

ARRIVAL AND DEPARTURE

As you enter the school you will notice safety doors into the building. These doors will remain locked at all times when school is in session. All visitors that are not school employees will be required to check-in with the office staff and be given a Visitor Badge to wear while in the building.

Children may not arrive at school before **8:40 AM and should be supervised until the first bell rings**. The first bell rings at 8:45 AM. Teachers will open their outside classroom door at 8:45 AM to welcome students. The tardy bell rings at **8:55 AM**. Parents must sign their student in at the office if they are not in class by 8:55 AM.

During school hours, students may not leave the school grounds. On the rare occasions when a student must leave during the school day, they are required to be checked out and checked back in at the office. When parents need to pick up a student during the school day, parents must come to the office and complete the checkout form. The student's teacher will be called and the child will be released to meet their parent in the office.

Students will not be allowed to call parents from school to seek permission to go to a friend's house. These plans should be made **before** the child arrives at school in the morning. For any other special arrangements, the child must have a parent note signed by the office. **Parent notes should be brought to the office before 2:00.**

To minimize classroom interruptions and students learning, students will NOT be released between 3:15-3:30.

Cottonwood Elementary is a busing school with the exception of the Cottonwood Grove area. Students are expected to ride the bus unless a Transportation Information form has been filled out stating an alternate transportation plan. For any last minute changes to a student transportation routine, please contact the office before 2:00 PM. **PLEASE DO NOT LEAVE A PHONE MESSAGE OR EMAIL THE TEACHER DIRECT. BE SURE TO TALK TO THE OFFICE STAFF.**

CLOSED CAMPUS - WVSD BOARD POLICY 3520

Cottonwood is a closed campus school, which means that once you have entered school property, you may not leave the campus during the school day without the permission of the administration. You must stay on the school grounds from the time you arrive until dismissal or until you are picked up by your parents. Students may enter the building at 8:45 and must remain on the school grounds until dismissed. Students must receive parent permission to leave the campus during school hours.

Your cooperation will ensure the safety of your child.

TRANSPORTING STUDENTS BY PRIVATE VEHICLE

Over the years, the number of parents who choose to drive their child to school has increased dramatically. Unfortunately, our school parking lot is not large enough to accommodate this high number of vehicles. Please help us keep all children safe by following these rules.

COTTONWOOD PARKING LOT PROCEDURES

- 1. DRIVE SLOWLY**, no more than **5 miles per hour** when using the driveway or parking lot. Be watchful for patrol students and for any students who may dart between cars.

2. **NEVER STOP YOUR CAR IN A CROSSWALK!** These are designated crossing zones.
3. **NEVER DRIVE OR DROP OFF IN THE BUS LANE,** this lane is for buses only.
4. **DO NOT BACK INTO PARKING SPACES** this poses a safety issues for students and adults when parking and leaving the parking lot.
5. **HANDICAPPED PARKING SPACES ARE RESERVED** for those authorized to use them. These spaces may not be used for picking up or dropping off children.
6. **WHEN DROPPING OFF YOUR STUDENT, ESCORT YOUR CHILDREN TO AND FROM THEIR CLASSROOM DOOR** when you choose to park in the parking lot. ***Remember to use our crosswalks!*** Adults who jaywalk set a bad example for our students and create dangerous situations. Walking between cars can lead to tragic results.
7. **PLEASE FOLLOW THE DIRECTIONS** of the adults parking lot flaggers
8. **OVERSIZED VEHICLES ARE NOT ALLOWED IN PARKING AREA DURING SCHOOL HOURS 8:30 AM TO 4:00 PM.** Any vehicle taking up more than one parking space (RVs. Camp Trailers, etc) are considered oversized vehicles.
9. **LIMOSINES ARE NOT ALLOWED ON SCHOOL PROPERTY DURING SCHOOL HOURS 8:30 AM TO 4:00 PM** with the exception of school initiated functions.

ARRIVAL/DISMISSAL BY WALKING

Students who choose to walk to school must use appropriate safety measures. Walkers should try to walk in a group with others. Parents need to instruct children in the safest route, appropriate behavior, and what to do in an emergency. Students should always try to use sidewalks and crosswalks. To assist in their safety, Cottonwood Elementary and the West Valley School District have established a School Safety Patrol. Please remind students **to cross where safety patrols are stationed** and to **follow their directions**.

ARRIVAL/DISMISSAL BY BUS

BUS RULES

Students who ride the school bus are expected to comply with all school rules while waiting for the bus in the morning. Furthermore, in order to maintain safety, the West Valley School District has developed a set of rules that will be posted on all busses:

Expectations

- | | |
|--|---|
| Respect yourself, others, and the bus | Follow the directions of the drivers |
| Bus driver is authorized to assign seats | Observe classroom conduct |
| Remain seated while the bus is moving | Speak in a quiet tone of voice |
| Keep the bus clean and aisles clear | Keep head, hands, and feet inside the bus |
| Use appropriate language | Do not cross road until driver signals you to cross |

Consequences for Infractions:

Driver will always attempt to work out problems on the bus first. Supervisor and Principal may be alerted for assistance. If problem continues a minor or major infraction ticket will be written by the driver depending on the nature of the infraction.

Minor Ticket # 1--Parent may expect to receive a letter in the mail informing you that your child has received a bus ticket and the reason for the ticket.

Minor Ticket # 2--Parent will receive a call from the Transportation Center and a letter in the mail informing you that your child has received a bus ticket and the reason for the ticket.

Minor Ticket # 3--A third minor ticket is equal to a **first major ticket, which will result in the loss of bus riding privileges for a minimum of three (3) days.** *Subsequent minor tickets may be treated as major subject to administrator/driver discretion.*

Major Ticket # 1--Minimum of three (3) day suspension of bus riding privileges. Parent will receive a call from building administrator and receive a letter in the mail.

Major Ticket # 2--Minimum of four (4) day, up to ten (10) day suspension of bus riding privileges. Parent will receive a call from building administrator and receive a letter in the mail.

Major Ticket # 3--Bus riding privileges suspended for twenty (20) days, or end of trimester, whichever is longer. Parent will receive call from building administrator and receive a letter in the mail.

CONSEQUENCES MAY VARY SOME DEPENDING ON THE SEVERITY OF THE PROBLEM AND THE COOPERATION OF THE STUDENT. IN A VERY SEVERE, UNSAFE OR LIFE THREATENING SITUATION ANY OR ALL STEPS MAY BE ELIMINATED.

CHILD CARE

Before and after school day care may be available through the West Valley Child Care Program. Prior registration is required. Please contact West Valley Child Care directly at 930-7876 during operating hours.

BICYCLES, SKATEBOARDS, and SKATES

- Bicycles must be parked upon arriving at school and remain parked until school is dismissed.
- It is the parent's responsibility to decide if the child is mature and responsible enough to ride a bike safely to school.
- The school assumes no responsibility for bikes at school.
- Riders must obey traffic rules that apply to vehicles.
- Skateboards, skates, radios, and other valuables are not to be brought to school.

ATTENDANCE-- WVSD Board Policy 3121

The West Valley School District has six elementary schools, each of which serves specific residential areas. To attend Cottonwood, students must reside within the Cottonwood boundaries or be granted a transfer from another West Valley elementary school. At the present time West Valley elementary schools are accepting out of district students, as space is available. Please contact the Central Office (972-6000) for more information about out-of-district enrollment.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend school each day. Teachers are responsible to submit absence and tardiness records to their building office, where attendance information is transcribed into the student's record. In grades K-5, an absence for more than 90 minutes of the school day shall be counted as a half-day absence. Any absence less than 90 minutes at the beginning or the end of the day will be marked as tardy.

You can help ensure your children's success at school by getting them to school on time each and every day. On the rare occasions when your children must be absent from school, please do the following:

1. **PLEASE INFORM THE SCHOOL SECRETARY** (972-5520) before 9:00 AM if your child will be absent or late to school.
2. **TO EXCUSE YOUR CHILD'S ABSENCE**, you must call the office or send a signed, dated note explaining the reason for absence *within two (2) days* of your child's return to school.
3. **FOR A PRE-APPROVED ABSENCE**, please contact the office for a pre-approval form and to make arrangements for any assignments that may be missed during the absence.
4. **WHEN CHECKING OUT EARLY FOR APPOINTMENTS, LUNCH, ETC.**, parents must come to the office and sign their children out or send a signed, dated note explaining the special circumstances. **A DOCTOR'S NOTE IS REQUIRED UPON YOUR STUDENTS RETURN TO SCHOOL TO HAVE THE TIME GONE EXCUSED. THANK YOU**

EXCUSED ABSENCES

The following are acceptable excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in a manner provided by the teacher:

- A. Participation in school-approved activity: To be excused, a staff member must authorize this absence, and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness, health condition, family emergency or religious purposes: When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student on his/her return to school. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.
- C. Absence resulting from disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.
- D. Preapproved Absences: This category of absence shall be counted as excused for purposes pre-approved by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. District Form #3122F1 **Pre-Arranged Absence must be submitted a minimum of one week prior to scheduled absence.**

UNEXCUSED ABSENCES

Parent(s)/guardian must submit excuses within 48 hours of the absence. Only absences which meet District standards will be excused. An absence which does not fit the above definitions will be considered truancy even though an excuse is submitted. After two unexcused absences in one month a parent-student-principal conference may be held. Washington attendance laws require that the school notifies the juvenile courts after a child accumulates seven (7) unexcused absences in one month or ten (10) absences in one year. Your assistance in helping us comply with the law is appreciated.

TARDINESS

It is very important for children to arrive at school on time. Late entries are disruptive to the classroom and cause the late student undue stress. Please make every effort to get your child to school by 8:55 AM.

When children are tardy, their parents must check them in at the office. Tardies will be excused or unexcused according to the same standards as absences. When children miss more than 90 minutes of the school day, it shall be counted as a half-day absence. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for counseling, parent conferencing, and/or disciplinary action in accordance with state and district regulations. Examples of unexcused tardiness include car trouble, oversleeping, babysitting, or missing school bus.

CHECKING OUT OF SCHOOL EARLY - WVSD BOARD POLICY 3124

Students with excellent attendance tend to be excellent learners. For this reason, *please do your best to schedule medical appointments during non-school hours*. If you find it necessary to pick up your child early, you must check in at the office first and sign out your child. We also ask that you send a written excuse to the teacher that morning so that she may plan for your child's absence. If a student leaves school early for any reason, the attendance record will reflect the early release (afternoon tardy).

EMERGENCY SCHOOL CLOSURE INFORMATION

When weather conditions are extreme, please listen to one of the following radio stations or watch one of the following T.V. stations to find out if schools are operating. DO NOT call stations for closure information.

RADIO - AM

KIT 1280 AM
KMWX 1460 AM
KBBO 1390 AM
KYXE 1020 AM
KHAK 980 AM

RADIO - FM

KATS 94.5 FM
KFFM 107.3 FM
KXDD 104 FM
KQSN 930 AM
KRSE 105.7 FM

TELEVISION

KNDO CH 23
KIMA CH 29
KAPP CH 35

ACCIDENT/ILLNESS AT SCHOOL - WVSD BOARD POLICY 3418

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party until relieved by a superior, a nurse or a doctor. Word of the accident should be sent to the principal's office and to the nurse. The principal or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

Students with head or neck injuries should only be moved or transported by emergency medical technicians. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

The district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives.

SCHOOL AND CLASSROOM CELEBRATIONS/MILEAGE CLUB

Check with the classroom teacher in advance regarding birthday parties. Balloons, flowers, banners and other gift deliveries are NOT allowed as they are a distraction to the learning environment. Furthermore, balloons and flowers are not allowed on buses.

MILEAGE CLUB----- The school will have a banner to acknowledge "all" students when they reach the 100 mile club. **Please save your special family recognition for home. Balloons, flowers, banners and other gift deliveries are not allowed.**

PARTY INVITATIONS-----Young children are very sensitive. Many are deeply hurt when not invited to a birthday party. Out of consideration for those not invited **invitations for home parties are not be** distributed at school.

Classroom Celebrations and Holidays

Any food items brought to school for classroom celebrations or holidays must be prepackaged, store-purchased food items. All purchased food items must have a listing of the ingredients displayed on the packaging. Please check with the teacher in advance as many teachers have a “no food” policy.

CHANGE OF ADDRESS/TELEPHONE/ EMERGENCY CONTACT

Please **notify the office** as soon as possible if there is a change in address (proof of address required), phone number, or emergency contact information. Please try to notify the school office a week in advance if you plan to move.

CHILD ABUSE REPORTING - WVSD BOARD POLICY 3421

State law requires that staff members report matters of child abuse and neglect. Those who in good faith report suspected child abuse or neglect shall be immune from criminal and civil liability. It is a misdemeanor for a staff member to knowingly fail to report child abuse and/or neglect.

CHILD NUTRITION

The West Valley Child Nutrition program provides Cottonwood with a hot lunch program. All students will be provided information to establish their qualification in the federal free or reduced price lunch program.

The child nutrition department has created an “electronic” point of sale process. A student’s lunch money is deposited into their individual account online through the Child Nutrition department. The link can be found on the West Valley School District website www.wvsd208.org or www.myschoolbucks.com. Then, when the student enters his/her account number at the cash register, the appropriate amount is deducted from the account. *Please be sure to keep your child’s account current, as students without sufficient funds will not be allowed to purchase lunch.* To check on your child’s account contact **West Valley Child Nutrition at 972-6040.**

For school year 21-22, parents will not be able to come to school for lunch. If you’d like to join your child for lunch, please make your reservation by calling the school office **(972-5520)** before **9:15 a.m.** Always remember to check in at the office when you arrive.

CONFERENCES

Parent/Student/Teacher Conferences will be scheduled in the fall and again in the spring. At these conferences, participants are encouraged to share any joys or concerns they might have regarding the student’s school experience. A parent may also schedule a conference with a teacher and/or the principal at any time during the school year to discuss a particular concern.

Parents, please contact the teacher if you cannot make your scheduled conference.

FINES AND FEES - WVSD BOARD POLICY 3520

Students must demonstrate care and respect for both personal and school property. Fees and fines will be charged to replace or repair library books, textbooks, musical instruments, magazines, or any other lost or damaged items.

**each student at Cottonwood will be given a homework folder/headphones/mileage club tag at the beginning of the school year. If the folder, headphones and or mileage club tag gets lost or damaged, there will be a charge. Contact the office for more information.*

COUNSELING SERVICES

Promoting quality mental health in all areas of our students' lives is one of our goals. A school counselor will be on sight. She will assist students in their learning development through prevention and intervention programs.

DRESS AND APPEARANCE - WVSD BOARD POLICY 3224

All dress requirements are based on health, safety, good taste, and decency. Please provide your children with clean, neat, weather-appropriate attire. Shirts with thin straps (spaghetti or shoestring) are discouraged. Underwear (including sports bras) and midriffs must be covered. Excessively scooped armholes or neck openings are not allowed. Skintight or see-through mesh tops/shorts/skirts may not be worn at school. Shorts and skirts should be at least mid-thigh length. Clothing should be tasteful, without offensive designs or writing, and free of alcohol/tobacco advertising. Hats are considered outside apparel.

Students dressed inappropriately may be required to change.

Children will have outdoor recess except in extreme weather conditions. Shorts should be worn only in warm weather. We count on parents to help students make appropriate clothing choices.

***PLEASE PUT YOUR CHILD'S NAME IN THEIR BACKPACK, COAT, AND OTHER OUTER WEAR.
This will help in returning lost items!***

Lost and Found

All lost and found items will be donated on a monthly basis (the last day of each month). Be sure if your student is missing an item, they look for it in a timely manner.

DELIVERIES

In order to minimize the number of interruptions to the classroom, all items must be left with office staff for deliver at appropriate times unless specified by teacher.

RECESS

Recess is an important part of the school day. Students need periodic breaks from academic work, and they benefit from the opportunity to socialize with peers. Teachers, too, need breaks to take care of personal needs. Therefore, **all students are expected to go outside during scheduled recesses**. As a general rule, **children who are too ill to go outside for recess are too ill to be at school**.

IMMUNIZATIONS - WVSD BOARD POLICY 3410, 3413

State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend. Please contact the school office for details.

INSURANCE

Schools do not provide insurance to cover students in the event of injury. If your child(ren) are not covered by a health insurance program, you may want to consider the student insurance program selected by the district to provide affordable coverage options. If you decide to enroll your child in this program, please make payment and send correspondence to the provider and NOT to the school. We are not selling the insurance.

MEDICATION AT SCHOOL - WVSD BOARD POLICY 3416

Over-the-counter drugs (aspirin, cough medicine, cough drops, etc.) will be treated the same as prescriptions. Again, we must have a signed medication form giving authorization for your child to receive the medication. Students cannot administer medication on their own.

We understand that children sometimes need to take prescribed or over-the-counter medication during the school day. Our district policy requires a completed medication request form that has been signed by both the parent and a physician, giving complete instructions for administering the medication. **Parents (not students) must bring the medication to the office in the original container.**

Over-the-counter drugs (aspirin, cough medicine, cough drops, etc.) will be treated the same as prescriptions. Again, **we must have a signed medication form giving authorization for your child to receive the medication. Students cannot administer medication on their own.**

WEBSITE / NEWSLETTER

The Cottonwood website and the newsletter (the Cottonwood Howl) are the main communication between school and home during the year. There will be a Howl every other week. This will be posted to the website and sent electronically via email. Please be sure the office has a current email address for you.

PERSONAL ITEMS

Students should not bring **toys, trading cards, radios, CD players, cell phones, pagers, and other personal items to school.** If such items are brought to school, they will be confiscated and returned to the owner at the end of the school day. WVSD is not responsible for lost, stolen or damage to electronic devices brought to school or on the bus.

PERSONAL SAFETY

The beginning of the school year is a good time to re-teach personal safety, particularly regarding strangers, how to get help, etc. Cottonwood staff members teach and re-teach personal safety periodically. This is not to alarm you, but simply to make sure our children have the skills to increase their personal safety. All classrooms will repeatedly practice both fire drills and other emergency procedures. Students and staff are as prepared for emergencies as they can be. In our efforts to maintain a safe learning environment, we require all visitors (including parents) to check in at the office upon arrival. **Please do your part by picking up a badge at the office when you visit the school.**

PHYSICAL HEALTH

If your child is injured at school, first aid will be administered. You will be contacted if the injury appears to be serious. Your emergency instructions will be followed whenever possible.

A child suffering from a fever or vomiting should stay at home. Those at school will be expected to participate in P.E and recess activities, unless a physician's note is on file.

PTSA

The Parent Teacher Association at Cottonwood Elementary is a very supportive group of people who sponsor special events and fundraisers for the purpose of enriching our students' educational experience. Your participation is optional, but strongly encouraged. Playground equipment, assemblies, books, and other special gifts are examples of purchases made possible by our PTSA. Please plan to join this group and contribute to their efforts at making our school the best it can be. Watch the school newsletter for meeting dates.

SCHOOL PATROL

The purpose of the school patrol at Cottonwood Elementary is to assist members of the student body to and from school at designated crossings. These crossings have been determined to be the safe walking routes to and from this school. In addition, the safety patrol strives to provide a model to foster the development and use of

good safety habits by the entire student body at Cottonwood School. Please encourage your child to cooperate with the School Patrol. Their job is to help keep your child safe. Being uncooperative, non-compliant, or disrespectful toward school patrols will result in a school disciplinary action.

PATROL SCHEDULE AND DESIGNATED CROSSINGS

Safety Patrol will be posted from 8:40 – 8:55 a.m. and from 3:30 – 3:40 p.m. at the following crossings:

2 crossings across bus lane

Sidewalk at north end of building to sidewalk that goes to stop light

Crossing 96th at stop light



STUDENT INFORMATION

West Valley School District is prohibited from releasing any personally identifiable records or files about an individual student without parental consent. However, the district may release directory information or a list of students belonging to a group (e.g. sports teams, award recipients, participation in special activities, etc.). Such information may include the student's name, address, telephone number, date and place of birth, participation in officially recognized organizations, activities, and sports, and awards received. Occasionally, the district may also release photographs of students for public information purposes. Parents have a right to request in writing that any or all of these categories of information, including personally identifiable information and photographs, not be released without their prior consent.

TELEPHONE USE

Permission to use the phone will be granted in cases of emergency or legitimate school business. **Children who plan to visit another student after school should make those arrangements from home.** It is necessary that your child's method of getting home from school be a long-standing routine, discussed with the child in advance, and varying only when extenuating circumstances make it necessary. In order to keep phone lines open for official school business, please call the office with going-home instructions **only in emergency situations.** If you need to change transportation, please call before **2:00 PM.**

DO NO LEAVE A MESSAGE ON THE ANSWERING MACHINE.

VANDALISM

Vandalism is considered a criminal act. Any students vandalizing school property or the property of any staff member or student may be subject to short term out of school suspension, may be required to make restitution, and may be reported to the appropriate law enforcement agency.

VISITING THE SCHOOL

We welcome visitors to Cottonwood Elementary. If an adult wishes to visit a classroom, an appointment must be made with the classroom teacher in advance of the visit. To conference with a teacher, please schedule an appointment after 3:40 PM, when teachers have completed "end of the school day" responsibilities with students. This assures that testing will not be taking place and the class will not be out of the room for a field trip, assembly, or other activity. It is very important not to disrupt instruction and classroom management.

When visiting the school, please remember the following:

- ☺ **Always sign in at the office upon arrival, Mileage Club participants as well.**
- ☺ **Pick up a visitor's badge from the secretary before proceeding to a classroom.**
- ☺ **At the end of your visit, return the visitor's badge to the office and sign out.**

VOLUNTEERING

All volunteers will need to complete, on a yearly basis, a Volunteer Application Form and present a valid Driver's license before volunteering. Please get this form from the office or on the WVSD website and allow up to 10 days for processing. One approved application (per year) will be honored by all WVSD schools.

PARENTAL NOTIFICATION OF PROFESSIONAL QUALIFICATIONS

In accordance with ESEA 1111(h) (2), parent/guardians may request information regarding the professional qualifications of their student's classroom teacher and paraprofessionals. In accordance with RCW 28A.320 and RCW 42.17, parent/guardians may request public records regarding school employee discipline.

FIELD TRIPS - WVSD BOARD POLICY 2320

The Board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools.

Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Board. Outdoor education resident school plans shall be presented to the Board for annual approval. The Superintendent has the authority to approve all other field trips.

The Superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal. No staff member may solicit students for any privately arranged field trip or excursion without Board permission.

HOME - SCHOOL COMMUNICATION

Please check your child's backpack **daily** for schoolwork and information sent home. Notices & newsletters may be sent electronically via email, in homework folders, and/or posted to Cottonwood's school website (www.cw.wvvsd208.org/pages/Cottonwood_Elem) to keep you informed of schedule changes, field trips, school picture schedules and fees, holidays, early dismissal days, and other miscellaneous items.

Family Educational Rights and Privacy Act of 1974 (FERPA) Disclosure - WVSD Board Policy 3231

KNOW YOUR RIGHTS!

In accordance with the Family Educational Rights and Privacy Act of 1974, parents/guardians have the right to inspect and review all official records pertaining to your child(ren) which are maintained by the West Valley School District.

In the event of a student transfer to another educational institution, educational records will be sent upon request by the receiving institution. Also, subpoena requests will be honored after you have been notified. Student records will not otherwise be released by the West Valley School District without expressed written consent.

The West Valley School District makes available as "directory" information the following: student names as published in activity and athletic programs and brochures (information may include height, weight, age, class and program experience); student names and activities as published in the school yearbook and newsletters; and

student names as published in honor rolls and commencement programs (which may include grade point information). Parent permission is not required for release of “directory information.” However, if you do not want the school to release such information without your consent, please notify the school office in writing.

HIGH ACADEMIC STANDARDS

The State Department of Education has established high academic standards for all students in the state of Washington. Our 3rd, 4th and 5th grade students will take the Smarter Balance State Assessment in the spring to assess their mastery of the Grade Level Expectations.

We also use a variety of other tests to assess students’ progress in school. If you would like to know more about specific assessments, contact your child’s teacher. Teachers give curriculum based assessments throughout the year to make certain that students are mastering specific concepts and skills.

Assessment data helps us determine each student’s strengths and weaknesses, and allows us to more accurately design appropriate instruction and intervention.

WASHINGTON STATE LEARNING GOALS

All students will demonstrate ability to...

- **Read** with comprehension, **write** with skill, and **communicate** effectively and responsibly in a variety of ways and settings;
- **Know** and **apply** the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
- **Think** analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems;
- **Understand** the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

Homework Policy - WVSD Board Policy 2422

The Board believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

- A. Practice --- to help students to master specific skills which have been presented in class;
- B. Preparation --- to help students gain the maximum benefits from future lessons;
- C. Extension --- to provide students with opportunities to transfer specific skills or concepts to new situations;
- D. Creativity --- to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

READING

At Cottonwood Elementary, it is our goal to make **EVERY CHILD A READER**. To accomplish this goal takes encouragement and practice. Therefore, all Cottonwood students are expected to participate in the **West Valley “20-20” Reading Program**. How can you help? It’s easy! Every day, find a quiet place to sit and read a good book with your children.

Students receive a **20/20 reading calendar** sheet at the beginning of each month. The “20-20” goal is **400 minutes per month**. Students are expected to read, or have someone read to them, *at least* 20 minutes a day for 20 days, or any combination to total 400 minutes in a month. Please help your child **record and tally the number of minutes** read and then initial the reading record sheet. Completed record sheets are **returned to school** at the end of each month. Make time to read to your little ones, or to listen to your older children read to you. Together, you will enjoy the simple pleasures of reading and the satisfaction of reaching a worthy goal.

Positive Behavior Intervention Support - “PBIS”

Cottonwood is a PBIS (Positive Behavior Intervention Support) school. This is a school-wide program that focuses on clearly & explicitly teaching expectations to all students and then positively reinforcing students throughout the year. The following are the PAWS expectations that all students are expected to follow here at Cottonwood.

STUDENT EXPECTATIONS

HALLWAY PAWS

Smile and greet each other.
Walk on the correct side.
Stay in line.
Keep body to self.
Quiet voices.
Take hoods or hats off.

ASSEMBLY PAWS

Be an active participant.
Be a self-manager.
Stick with it.
Sit quietly and listen.

BATHROOM PAWS

Use at recess.
Get in and get out.
Clean up after yourself.
Flush.
Wash hands.
Respect privacy.
Report problems.
Thank you!

PLAYGROUND PAW

Use kind, encouraging words.
Include others in play.
Resolve conflicts responsibly.
Stop, think, and plan.
Bring in what you bring out.
Follow playground rules.
Stay in grade-level area.
Listen to adults.
Walk on sidewalks.

MULTIPURPOSE ROOM PAWS

Have kind, quiet conversations.
Be prepared.
Eat.
Have patience.
Use your manners.
Clean your space.
Line up at room numbers or go to your area.

FRONT OF SCHOOL PAWS

Be friendly.
Arrive on time.
Walk.
Keep a quiet voice.
Listen to adults directing you.
Keep personal space.

HOW PARENTS CAN HELP WITH STUDENT BEHAVIOR

Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, the school cannot effectively help a 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 mom and dad are actively interested in how they are doing, the student is given the incentive to strive for excellence.

Parents will be periodically informed when their child is doing his/her best or when their support is needed. They may be asked for help on developing a particular skill or to take responsibility for their child's behavior. The school staff will provide specific information on different ways to accomplish this goal.

If there is a severe or reoccurring problem, parents will be asked to assist in developing alternative behaviors. In such cases everyone must recognize that the goal is to help the child learn and to get along at school.

Notification of Due Process to Parents - WVSD Board Policy 3200

DUE PROCESS: No pupil shall be deprived of educational opportunity by the school district without due process of law. These include rights of appeal.

It is the goal of the West Valley School District to effectively handle complaints and concerns on the part of students, staff, parents, and patrons. To that end, we believe that these issues are best resolved at the classroom, building, or departmental level. If the problem is not resolved at this level, then a written statement that describes the complaint or concern and a possible solution may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors. (See Policy 4312P/4312F)

Rules about Student Conduct and Consequences - WVSD Board Policy 3240, 3241

BEHAVIOR MANAGEMENT SYSTEM

PHILOSOPHY:

The goal of any intervention should be to assist students in developing self-discipline. We believe students can change behavior and it is the staffs' job to assist them in resolving problems. Our goal is to help students correct their unacceptable behavior so that they may become productive, happy, healthy, contributing members of our school community. Though the consequences for unacceptable behavior are outlined below, administrators and staff will use best judgment based on available objective data when dealing with individual students.

Examples of UNACCEPTABLE BEHAVIOR:

- Disruption of Learning/Not prepared for class
- Verbal or Written Profanity/Obscene Gesture
- Intimate Displays of Affection
- Failure to Follow Classroom, Playground, and/or Cafeteria Rules
- Unsafe Behavior/pulling out chairs/rubber bands/running in hallways/spit wads/snowballs
- Being in Unauthorized Areas
- Forgery
- Defiance/Insubordinate/Disrespectful
- Intentional Misuse of School Equipment, Supplies, Facilities and Others' Personal Property
- Gambling
- Gum Chewing
- Tardies/Truancies
- Failure to Pursue Academic Achievement

CONSEQUENCES May Include:

- Verbal Warning, Review Expectations
- Problem Solving Worksheet
- Change in Seating Arrangement
- Note or Phone Call Home
- In Classroom Time Out
- Loss of Recesses/Privileges
- Referral sent home for parent signature/Phone call
- Referral to an Administrator
- Referral to a Counselor

Progressive Discipline

1st Referral to office:

Referral to an Administrator/Verbal Warning

Parent contacted or signature on returned referral form

Successive Referrals:

Administrator will follow progressive discipline process which may include out of school suspension.

OUT-OF-DISTRICT STUDENTS:

Exceptional Misconduct may result in withdrawal of permission to attend the West Valley School District.

Examples of EXCEPTIONAL MISCONDUCT:

These behaviors are examples that will result in a direct referral to the office:

- Fighting
- Threatening/Physical or Verbal Assault
- Harassment, Intimidation, Bullying
- Arson/Possession of Lighter
- Indecent Photos/Language/Exposure
- Trespassing
- Leaving School Grounds without Permission
- Possession or use of weapons or firearms (see policy)
- Possession or use of nuisance items--Nuisance: anything that causes injury, harm or annoyance to the educational process.
- Gang related behavior
- False Alarm or bomb threats/Prank 911 Call
- Theft/Vandalism
- Extortion
- Possession of unauthorized medication/drugs/alcohol/tobacco

CONSEQUENCES May Include:

- Problem Solving
- Parent Notification
- Loss of Recesses/Privileges
- In School Suspension
- Short Term Out of School Suspension/Emergency Expulsion
- Long Term Out of School Suspension
- Expulsion

The proper authorities will be called in cases of arson, possession of alcohol or other drugs, weapons, assault or any other behavior which is considered a danger to self or others and, at the discretion of the administrator, may result in a long term suspension or expulsion from school.

DISRUPTIVE ITEMS

PAGERS, CELL PHONES, LAZER POINTERS, ANY ELECTRONIC DEVICE, GAMEBOYS, CD PLAYERS, MP3's, iPods, RUBBERBANDS, SHOOTERS, COLLECTOR OR PLAYING CARDS, FINGER BOARDS, ROLLER SHOES, SKATEBOARDS, TOYS, ETC., are not allowed at school. These items are a disruption to the educational process and will be taken.

West Valley Schools are not responsible for such as these lost or stolen items. REPEATED DISRUPTION WITH THESE TYPES OF ITEMS WILL RESULT IN DISCIPLINARY ACTION.

ANTI-BULLYING, INTIMIDATION, AND HARASSMENT - WVSD BOARD POLICY 3207

Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, or bullying.

FIGHTING/BULLYING/HARASSMENT

Fighting, bullying, and harassment on school grounds and/or at school activities are unacceptable. Consequences for infractions will follow the district discipline plan. It is important for all students to learn how to deal with conflict in a safe and healthy manner, without resorting to intimidation or violence. Please seek the help of a staff member before a difficult situation turns into a fight.

RCW 28A.300.285 (2) "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW [9A.36.080](#) or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

To report an incident of harassment, intimidation, or bullying, contacts the school principal.

SEXUAL HARASSMENT - WVSD BOARD POLICY 3207, 6590

Sexual harassment is sometimes hard to talk about because it's a sensitive topic and can be a serious problem for both adults and students. Our school considers sexual harassment a serious offense, and it is subject to a range of disciplinary actions, including warning, suspension and expulsion.

Sexual harassment is unwanted sexual attention, usually in the form of repeated verbal or physical sexual advances, sexually implicit or derogatory statements, or discriminatory remarks made by someone in your school, any one of which causes you discomfort or interferes with your academic performance.

Any victim of sexual harassment should immediately report the offense to a teacher, counselor or other staff member. Keep in mind that all inquiries are handled discreetly and held in confidence. Staff members will work with you to stop the offensive behavior.

Substance Abuse Program - WVSD Board Policy 2121

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

Prevention

The prevention program shall focus on classroom instruction, guidance services and the school climate.

Instruction

This dimension of the prevention program shall focus on:

- A. The effects of addictive substances such as alcohol, drugs and nicotine upon the body.
- B. Skill development related to self esteem, goal-setting, decision-making, conflict management, problem-solving, refusal and communication.

Guidance Services

Staff shall meet with students, individually and in small groups, to supplement addictive substance prevention, instruction and skill development. Staff will also assist parents to maximize the prevention efforts of the school.

School Climate

A facilitative school environment can help students to achieve in a productive manner (academically, socially and emotionally). The school shall strive to be a place where:

- A. Students, staff, and parents respect themselves and others.
- B. Individuals can be trusted to do what they say they will do.
- C. High morale is evident.
- D. Each person feels that he/she has a voice in the decisions that affect him/her.
- E. All feel that they are continuing to learn and grow.
- F. All value diversity and accept it as an opportunity for growth and development.
- G. All possess a "sense of belonging".
- H. All feel that they can make a difference to someone else.

Intervention

The West Valley School District's intervention strategy is aimed at eliminating student use of tobacco, alcohol, and other drugs.

- All schools will establish and maintain an assistance program, which utilizes a team approach. The team will assess the student's level of use/abuse, develop goals, and make recommendations for needed services for the student.
- Team members will receive training in confidentiality procedures, alcohol and drug abuse, and intervention strategies.

Ongoing in-service will be provided for faculty and staff focusing upon those characteristics of a comprehensive program that are crucial for successful implementation.

DRUG, ALCOHOL, AND TOBACCO EDUCATION - WVSD BOARD POLICY 2121

The board recognizes that a significant number of parents, students and others are seriously concerned about the adverse effects of drugs, alcohol, and tobacco, and that the schools share the responsibility for providing appropriate information to young people.

The district shall cooperate with parents, professional authorities, community agencies and others in developing an effective educational program dealing with this important area.

**REGULATION OF
DANGEROUS
WEAPONS ON
SCHOOL PREMISES
WVSD BOARD
POLICY 4200, 4210**

**Our school has a drug free, smoke free,
and weapons free campus.**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon or maliciously display an instrument that appears to be a firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

Persons engaged in military, law enforcement, or school district security activities;

Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;

Persons competing in school authorized firearm or air gun competitions; and any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and

Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

Spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this

PESTICIDE NOTIFICATION - WVSD BOARD POLICY 6895

Pesticide Notification, Posting and Record Keeping Requirements

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

For outside playground, grass areas, and athletic fields the District will normally use Round-up (ground killer), Turflan, Horsepower, and Weedar (broad leaf), Casaron and Surflan (Pre-emergent), and Scyth (burns lines into the athletic fields). For insects, the name brands may change, but the use of some kind-of sprays for insect will be used. Presently, the District is using Fast Kill III (roach and ant killer), Flying Insect

Killer (Flies, mosquitoes, cockroaches, beetles, etc.), and Jet Force II (wasp and hornet) Revised: 08.12.03

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

DISCLOSURE WVSD BOARD POLICY 3231KNOW YOUR RIGHTS!

In accordance with the Family Educational Rights and Privacy Act of 1974, parents/guardians have the right to inspect and review all official records pertaining to your child(ren) which are maintained by the West Valley School District.

In the event of a student transfer to another educational institution, educational records will be sent upon request by the receiving institution. Also, subpoena requests will be honored after you have been notified. Student records will not otherwise be released by the West Valley School District without expressed written consent.

The West Valley School District makes available as "directory" information the following: student names/information as published in activity and athletic programs and brochures (information may include height, weight, age, photograph, class and program experience); student names/information and activities as published in the school yearbook, newsletters, and webpage; and student names/information as published in honor rolls and commencement programs (which may include grade point information). Parent permission is not required for release of "directory information." However, if you do not want the school to release such information without your consent, please notify the school office in writing.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Valley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the West Valley School District to include this type of information from your child's education records in certain school publications.

Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want the West Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th. The West Valley School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended