

**North Cottonwood Elementary**  
*"A California Distinguished School"*

STUDENT HANDBOOK



*Home of the Coyotes*

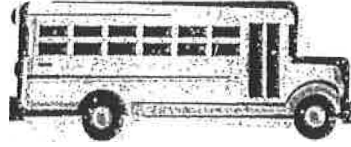
*This handbook belongs to:*

Name \_\_\_\_\_

Teacher \_\_\_\_\_

# North Cottonwood Elementary School

A Safe and Drug Free Workplace and School



**Vision:** “At North Cottonwood School, our vision is to create a collaborative and nurturing learning environment, strengthened by positive community relationships and driven by data-informed instruction, to ensure every student reaches their fullest potential.”

**Mission:**

North Cottonwood Coyotes are:

Safe

Trustworthy

Accountable

Respectful

**Office Staff**

Rebekah Cole, Principal

Daneka Barber, Assistant Principal

Linda Hakey, Administrative Assistant

Kristi Shriner, Receptionist/Secretary

**School Contact Information**

Phone Number: (530) 347- 1698

Fax Number: (530) 347- 7233

Website Address:

<https://north.cwusd.com/>

Address:

19920 Gas Point Road

Cottonwood, CA 96022

WELCOME to North Cottonwood School. It is our hope that you will have a positive educational experience. Kindergarten through grade 4 provides a foundation for your continuing education. As you read this handbook and understand its contents, it will prepare you to be successful as a North Cottonwood Coyote!

North Cottonwood Coyotes are **STAR** students:  
**Safe, Trustworthy, Accountable, Respectful**

***“I am safe. I am trustworthy. I am accountable.  
I am respectful. I am a STAR coyote.”***

When students follow these expectations in the classroom, on the playground and during all transitions, they become successful or, as we say in Coyote Country, they become STAR Students. Students can earn STAR student status each month through our STAR Student Reward Program and can earn monthly special prizes, special field trips and/or special assemblies.

Thank you for taking the time to read this handbook in preparation for a successful year at North Cottonwood School. GO COYOTES!!!

## **VISITOR / GUESTS**

Parents and guardians are always welcome at North Cottonwood School. You are **REQUIRED** to register at the office before entering the campus during the school day. A visitor's badge will be issued and must be visibly worn at all times. Because North Cottonwood School is a closed campus, student visitors will **NOT** be permitted on campus during regular school hours.

## **OFFICES**

Offices are places of business. Therefore, we ask that all students be respectful and quiet while in any office. The principal, assistant principal, administrative secretary, attendance clerk, and health clerk are located in the office. The office is open at least thirty minutes prior to the start of school and at least one hour after school Monday through Friday. Summer office hours will vary.

## **LOST AND FOUND**

All efforts will be made to return lost and found articles that are labeled. Please check for lost items in the office. Articles turned in are kept a reasonable length of time or until claimed. Unclaimed items are donated to charity. Make a point to label all belongings with indelible ink.

## **COUNSELING**

North Cottonwood School takes pride in its guidance and counseling programs. Social, emotional, academic, group counseling and guidance services are available. Counseling can be done on a one-time basis or on a short term basis. In addition, the school psychologist can assist in referrals to outside agencies. Students wishing to see the school counselor must use a pass. If parents notice that their student is experiencing academic, social, or emotional problems, we ask that they call the office for assistance.

## **INSURANCE**

North Cottonwood School or the Cottonwood Union Elementary School District does not carry insurance on any student. Medicare and payments are the responsibility of the parents. Parents of students who cause malicious injury may be held liable for costs

Parents may purchase school insurance if they do not have any other type of coverage for their student. Insurance information is available in the office during the school year.

## **LIBRARY**

We have a wonderful school library filled with an abundance of books for pleasure reading and research. All classes visit the library once a week. Our librarian is available to help students every day. A pass is required to visit the library during class.

## **TEXTBOOKS AND LIBRARY BOOKS**

Although all textbooks and library books are furnished free of charge, students are required to pay for loss or damage beyond normal wear. This includes a book that you say is stolen. You are responsible for writing/graffiti in books. Students may be charged a percentage of the book replacement value and may face disciplinary action. Report cards and end-of-year play day may be withheld until all charges are cleared.

## **CLEAN CAMPUS**

North Cottonwood students are proud of their school campus and want it to be well cared for so that other people will also be proud of it. The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. It is the responsibility of each student to help keep our school campus clean.

## **STUDENT EXPECTATIONS AND PROCEDURES**

1. The classroom is a room for studying and learning. During class time you are working. All visiting is to be done outside the classroom.
2. Bring your textbooks, pencils and other required materials with you to class. If you borrow materials from a classmate, do so before class begins. Students are to sharpen pencils, get drinks, go to the restroom, and throw away waste paper, etc. before class begins. All students are to be seated, silent and ready to begin work at the bell. Students will remain in their seats at all times during the class period unless otherwise instructed by the teacher.
3. All objects brought into the classroom that are not for use in class (purses, coats, backpacks, etc.) are to be placed neatly according to teacher instructions.
4. Do not write personal notes.
5. Students are not to open any student's desk or backpack but their own, unless instructed to do so by the teacher.
6. Cosmetics are not to be applied and hair is not to be combed or brushed in the classroom.
7. There will be no writing on the whiteboards without teacher permission. Nothing in, on or under the teacher's desk will be touched or removed without the teacher's permission.
8. No personal gum is to be brought onto the school grounds. Food brought for school lunches should be healthy. No energy drinks are allowed. Candy is to be eaten only during the lunch period. Students need to keep all medications (including aspirin, eye drops, cough drops, etc.) in the office. Inform teachers before class if you need to use medication in the office.
9. Students are not allowed to bring electronic devices to school. Cell phones must be put away during school hours. Including smart watches.
10. The use of skateboards, scooters, and other such items are not allowed on campus.
11. Desk should be kept clean and orderly at all times.

12. Put all waste paper and litter in wastebaskets. Help keep our school clean.
14. All written assignments are to be legible and must be ready to be handed in at the beginning of class on the date they are due. The only acceptable reason for handing in work late for full credit is an excused absence due to illness.
15. Courteous and respectful behavior to others is expected of all students.
16. All students will go outside after lunch with the exceptions of bad weather, illness or by teacher request.

NOTE: Failure to follow these Student Expectations could lead, but are not limited to teacher conference, parent contact/conference, detention (lunch, recess or after school), time out of class, loss of class/school privileges, administrative contact, suspension from class or school.

### **DRESS CODE**

Good appearance, good attitudes, and good grooming add to the effectiveness of a student in school and are very conducive to a good learning environment. Students are expected to attend school in neat, clean, appropriate clothing. The following rules are intended to define appropriate student attire and personal grooming. Parents are encouraged to enforce the dress code standards before the student leaves for school each morning. This will allow the school to fully concentrate on the educational development of every child in the District.

If students are unsuitably dressed, or their appearance is disruptive or distracting in nature, students will call home and have appropriate clothing brought to them. In areas not covered by the dress code, the on-site administrator or designee shall make judgments based on their own discretion.

1. Students may wear dresses, skirts, shorts, skorts or pants to school. The length of dresses, skirts, and skorts should be no shorter than 3" above the knee. Jeans/pants with rips, slashes, cuts, holes or tears above the knee are prohibited.
2. Students shall be allowed to wear hemmed shorts. Length shall be appropriate for the particular child and the type of shorts worn.
3. No SAGGING pants/shorts. Pants/shorts must be hemmed and worn at the waist.
4. Top garments should be long enough to always cover midsections of the body, even when arms are raised. Sleeveless shirts will reach the edge of the shoulder and top garments are to be kept buttoned.
5. All undergarments should not be visible.
6. No low-cut dresses or blouses.
7. Students are to wear shoes suitable for playground activities. Shoes designed for shoelaces must have shoelaces and be tied. Sandals should be held in place with a heel strap. Shoes or boots, which cause damage, are prohibited. Shoes with retractable roller blades/skates are strictly prohibited.
8. Hairstyles for students should be kept clean and neatly groomed. Hair styles should not be a distraction to learning.
9. Students should not wear stenciled or pictorial garments that are not in good taste, which includes clothing with off-color references, profanity, violence, or referring to drugs, alcohol or tobacco.
10. Hats, caps or sunglasses are not to be worn inside any buildings. Hats with bills must be worn with the bill facing forward in a normal position. Bills cannot be flipped upward.
11. Ankle-length leggings can be worn with a top garment that is mid-thigh in length.
12. No writing on one's body, clothes or personal items allowed. No spiked jewelry or chains allowed.

## **ATTENDANCE**

If a student is absent or tardy, parents must report absence or tardy to the office. Tardy students must report to the office to be marked "present" and receive a pass. Students will not be admitted to class without a pass. Student absences from school are classified into one of three types:

1. Excused Absence: California Education Code states that absences/tardies are excused for ONLY the following reasons:
  - a. Illness, doctor/dental appointments
  - b. Bereavement
  - c. Religious observations
  - d. Legal/court appearances
2. Allowed absence (Unexcused): This is an absence for valid reasons other than those listed above such as working, errands, personal business, etc. with parent permission. Work missed may be made up for credit with prior notification to the teachers.

**SARB** (Student Attendance Review Board) Referrals: If a student has three unexcused absences, his/her parents will be notified. If the student has one additional unexcused absence, a second letter may be sent. If the student has a fifth unexcused absence, a referral may be made to the School Attendance Review Board, the lowest level of the judicial system, and a meeting with parents and student will be scheduled.

AFDC and CalWorks payments may be affected by unexcused absences.

## **CLOSED CAMPUS**

North Cottonwood School is a closed campus! Students may not leave campus for any reason during the school day without prior approval from the attendance office. All North Cottonwood students must leave campus immediately after school unless enrolled in Project Share After-School Program or under the direct supervision of a teacher or administrator.

## **SAFETY**

Safety is everyone's responsibility. Threats and unsafe conduct will not be tolerated. Students are expected to walk at all times in the building area. Students are also expected to keep their hands and feet to themselves. Threats of violence are not a joking matter and may be referred to the police. All students are to report students making threats or are encouraged to call the proper authorities anytime they feel there might be a safety problem in our school or in our town.

## **PERSONAL PROPERTY**

Do not bring **RADIOS, CELL PHONES, CAMERAS, VIDEO GAMES, CD PLAYERS; HEADPHONES, EXPENSIVE JEWELRY, PETS, LARGE SUMS OF MONEY, TOYS OR OTHER VALUABLE ITEMS** to school. Parents may be required to pick up unnecessary items from the school office. The school is not responsible for lost or stolen articles.

## **RETENTION POLICY**

Students shall be identified for retention or other alternative education programs based on grades, STAR testing scores, curriculum based measurements, attendance, samples of student work, and the best interest of the student. A review of the existing data and conference with parents is required to consider retention or altered education for students.

## **GUIDANCE AND DISCIPLINE**

The Cottonwood Union School District's goal is to establish a learning environment throughout the school campus where students will feel secure, happy, treat others and their property with respect, display goodwill, cooperate with others and accept the responsibility of obtaining an education. In order to protect the rights of all participants of the educational program, students will need guidance and correction from time-to-time. Discipline is necessary in the operation of a school. The teacher is the authority in charge of discipline in the classroom. It is our belief that the home should work closely with the school if disciplinary action is deemed necessary for the misconduct of a student. Due process will be observed in all discipline procedures. Teachers will keep in close contact with the parents of disruptive students.

Many of the exceptions of the school are contained in this handbook and will cover most situations. The school reserves the right to amend any provisions in this handbook if and when necessary. Teachers and administrators will have the right and responsibility of enforcing rules and policies of the Cottonwood Union School District. Minor infractions may be handled in an informal manner. Severe infractions or repeated offenses may result in further measures as deemed necessary by the school.

## **CLASSROOM**

The classroom is an educational environment for learning. To ensure that all students have an opportunity to learn, each teacher will establish rules of behavior and conduct for their classroom, with consequences outlined. Classroom rules and consequences will be posted in the room. Parents will be contacted by the teacher and/or the principal when their child misbehaves. Habitual and or severe offenses will result in a referral to the principal for disciplinary action.

## **RACIAL HARASSMENT**

Any student who engages in racial harassment may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in racial harassment of a student may be subject to disciplinary action up to and including dismissal.

Listed below are some examples of racial harassment:

1. Unwelcome racial slurs, epithets, threats, verbal abuse, derogatory comments or racial degrading descriptions.
2. Racial jokes, stories, drawings, pictures or gestures.
3. Spreading racial rumors.
4. Cornering or blocking of normal movements.
5. Displaying racially suggestive objects in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the District's harassment policy or who participates in the investigation of a harassment complaint.

## **SEXUAL HARASSMENT**

Any student who engages in sexual harassment may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. Prohibited sexual harassment (Ed. Code 212.5) includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature (See Parents Rights booklet for more information).

## **SUSPENSION AND EXPULSION ED. CODE 48900**

A student is removed from school for one to five days. Teachers may suspend a student from the class. A student may be expelled for one or two semesters for serious offenses through legal action taken by the Board of Trustees. A pupil may be suspended from school or recommended for expulsion for any one of the following:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possess or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.

3. During, or while going to or coming from, a school-sponsored activity.

### **ASSEMBLIES AND RALLIES**

Assemblies and rallies are held throughout the year. Success depends on the cooperation and participation of students. Good student conduct enables us to arrange exciting assemblies and rallies

### **MEDICATION**

By law, school personnel may not provide or supply medication to students (including over the counter headache medication, lotions, or creams, etc.). If a student needs to take medication, an Authorization for Medication form signed by your physician, must be on file in the office, and the medication must be left in the office. Office personnel will then distribute as prescribed.

### **BUS TRANSPORTATION**

The school district provides transportation to school for students in accordance with state law. Competent, trained drivers are hired to drive the buses, which are kept carefully maintained. District transportation policies provide for established procedures when difficulties arise on the bus. Parents are encouraged to support the district in maintaining discipline on the bus.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be sent home after the end of each trimester. As a help to concerned parents and an update to all students, progress reports are sent home at the midpoint of each trimester. These progress reports do not become part of a student's permanent record, but are a means of improving communication between school and home. Please sign and return them to your child's teacher.

### **Daily Schedule**

**Breakfast:** Serving starts at 7:30 a.m. and students must be done by 8 a.m.

**Classes Begin:** 8:00 a.m.

**Class Dismissal:** Classes are dismissed at 2:15 p.m. (1:15 p.m. on early release days). Tk & Kindergarten are dismissed at 2:00 and 1:00 on early release days



# ACCEPTABLE USE POLICY

We are pleased to offer students of the Cottonwood Elementary School District access to the Internet through "Shasta Link," a service offered and maintained by the Shasta County Office of Education. To gain access to mail and the Internet, all students must obtain parental permission and must sign and return this form.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Cottonwood Union School District supports and respects each family's right to decide whether or not to apply for access.

## DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege -not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media

## UNACCEPTABLE USE POLICY

- Sending or displaying offensive messages or pictures.
- Harassing, insulting, or attacking others
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes
- Damaging computers, computer systems or computer networks
- Using obscene language
- Violating copyright Laws
- Using another's password
- Intentionally wasting limited resources

Violations may result in a loss of access as well as other disciplinary or legal actions.

## USER AGREEMENT AND PARENT PERMISSION

As a user of the Cottonwood Union School District's computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

