

Cottonwood School Student Handbook

2017-2018



*Excellence
Every Person
Every Day*

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Cottonwood Staff

SCHOOL ADMINISTRATION:

JOHN WILDERPRINCIPAL

OFFICE STAFF:

YOLANDA CARRILLO.....OFFICE MANAGER
LINDA CHRISTIE.....SECRETARY
JILLIAN DAUDERT.....HEALTH TECHNICIAN
TBD.....PARENT LIAISON

TEACHING STAFF:

LYNELLE JUAREZ.....RSP/SDC
ERIN TORRES.....RSP/SDC
MARISOL WHITMORE.....KINDER
SONIA RANGEL.....FIRST GRADE
LANETT HOLLENKAMP.....SECOND GRADE
PAOLA CANADAY.....THIRD GRADE
KRISTI WOODARD.....FOURTH GRADE
ALISON JORDAN.....FIFTH GRADE
MYRNA LOPEZ.....READING INTERVENTION SPECIALIST
CHRISTINA MALDONADO.....MIDDLE SCHOOL MATH
REBECCA PACKARD.....MIDDLE SCHOOL SOCIAL STUDIES
COURTNEY MARTIN.....MIDDLE SCHOOL SCIENCE
ALEX AVILEZ.....MIDDLE SCHOOL LANGUAGE ARTS
CINDY HARRIS.....ELEMENTARY PHYSICAL EDUCATION
SCOTT WHITMORE.....MIDDLE SCHOOL PHYSICAL EDUCATION

SUPPORT STAFF:

JESSIE ORNELAS-MARES.....COUNSELOR
MARILYN HARRIS.....SCHOOL PSYCHOLOGIST
TBD.....SPEECH THERAPIST
JANET CARISS.....VOCAL MUSIC TEACHER
RICK OLSEN.....INSTRUMENTAL MUSIC TEACHER
DEPUTY LOZA.....SCHOOL RESOURCE POLICE OFFICER
BERTHA ESTRELLA.....LIBRARIAN
MARILYN TAYLOR.....INSTRUCTIONAL AIDE
JENNY VILLALOBOS.....INSTRUCTIONAL AIDE
SARA BRUNSON.....INSTRUCTIONAL AIDE
ANAYELY VAZQUEZ.....INSTRUCTIONAL AIDE
MARIA DIFRANCO.....SUPERVISION AIDE
NORMA LOPEZ.....NUTRITION SERVICES AIDE/SUPERVISION AIDE
MOISES ESTRELLA.....HEAD CUSTODIAN
MADISON BAGBY.....NIGHT CUSTODIAN
CLAUDIA TAYLOR.....CAFETERIA MANAGER

Welcome to the 2017 - 2018 school year! Cottonwood is proud to have been awarded as a California Distinguished school, a Title One Academic Achievement Award winner and a National Blue Ribbon nominee. Our staff is committed to making this school year another exciting and successful experience for each of our students. We are very fortunate to have many experienced and highly trained teachers passionate about making a difference for our students. As stated in our school vision, Cottonwood is dedicated to serving each student's individual needs as well as reaching our overall school goals. Through our programs and relationships, our students will have opportunities to develop as well rounded citizens.

At Cottonwood School, we will provide the essential components of a quality school program. A rigorous academic curriculum is in place to challenge and meet the needs of all our students. Cottonwood also offers supplemental assistance programs including morning homework and reading clubs as well as after school intervention. These programs provide assist students who are achieving below grade level and students in need of improving organization skills. In addition, we offer extracurricular activities to meet the interests of our student body and highly encourage all students to become involved. Additionally, we are very proud to be an AVID Elementary campus focused on students successfully working towards college!

In order for Cottonwood to become a true professional learning community, parents need to become actively involved in their child's education. We truly believe that your involvement will have a lasting impact. We welcome you and encourage you to participate in as many activities as possible. We believe that staff, students, and parents are a team and together we can strive towards our vision of attaining excellence for every person, every day!

Students, we encourage each and every one of you to participate in our school community. We are behind you 100 percent! We encourage you to organize your weekly assignments, get involved, and enjoy activities and friends. We are always looking out for your best interests as well as your progress as young people. Through hard work and respect for everyone at our fine school, you will be successful this year and in the future.

On behalf of the entire staff, thank you for being a part of Cottonwood pride. We look forward to working together to achieve a year full of success and growth. Have a great 2017-2018 school year!

Sincerely,

John Wilder
Principal

COTTONWOOD SCHOOL
BELL SCHEDULE
Monday, Tuesday, Thursday, Friday
2017-2018

- 7:45 First Bell (All Students)
- 7:48 Tardy Bell (All Students)
- 10:00 Elementary Recess
- 10:20 End Recess
- 11:30 Start Transitional Kindergarten/Kindergarten Lunch
- 11:45 Start Primary (1st, 2nd, 3rd Grade) Lunch
- 11:52 Start Middle School Lunch
- 12:05 Start Intermediate (4th,5th) Lunch
- 12:00 End Kindergarten Lunch – Students Released to Parents or Bus
- 12:25 End of Primary Lunch
- 12:29 End Middle School Lunch
- 12:45 End of Intermediate Lunch
- 2:29 Dismissal (Grades 1 – 8)

**COTTONWOOD SCHOOL
BELL SCHEDULE
Early Release Wednesdays
2017-2018**

- 7:45 First Bell (All Students)
- 7:48 Tardy Bell (All Students)
- 10:00 Elementary Recess
- 10:11 End Recess
- 10:34 Start Transitional Kindergarten/Kindergarten Lunch
- 11:04 End Kindergarten Lunch
Kindergarten Students Released to Parents or Bus
- 11:15 Start Primary (1st, 2nd, 3rd Grade) Lunch
- 11:30 Start Intermediate (4th, 5th) Lunch
- 11:39 Start Middle School Lunch
- 11:45 End of Primary Lunch
- 12:00 End of Intermediate Lunch
- 12:19 End of Middle School Lunch
- 12:19 Dismissal (Grades 1 – 8)

Cottonwood School Minimum Day Schedule **Parent Teacher Conference Week and Last Day of School**

Elementary Schedule

7:45	First Bell (K-5)
7:48	Tardy Bell (K-5)
10:00	Recess
10:15	End Recess
11:30	Start Kindergarten Lunch
11:45	Start Primary Lunch
11:45	Intermediate Lunch
12:00	Kinder and Transitional Kindergarten to Bus
12:15	End Primary Lunch
12:35	End Intermediate Lunch
12:53	Dismissal (Grades 1-5)

Middle School Schedule

7:48 - 8:31	Period 1
8:31 - 8:34	Passing Time
8:34 - 9:17	Period 2
9:17 - 9:27	Pass Time/Snack Break
9:27 - 10:10	Period 3
10:10- 10:13	Passing Time
10:13-10:56	Period 4
11:03 -11:06	Passing Time
10:59- 11:42	Period 5
11:42-12:12	Lunch (30 Minutes)
12:12 -12:15	Passing Time
12:15- 12:53	Period 6
12:53	Dismissal

Non-Student Days for 2017 – 2018:

September 4	Labor Day
October 2 and 3	Teacher Work Days
November 10	Veterans Day
January 15	Martin Luther King Holiday
May 28	Memorial Day

Significant Dates 2017- 2018

August 7	First Day of School
August 14-18.....	Book Fair Week
August 17.....	Back to School Night/8 th grade dinner
August 22.....	Fall Picture Day
September 4.....	Labor Day - No School
September 12.....	Picture Make Up Day
September 25 – 29	Parent Conference Week/Minimum Days(Elementary All Week/MS Thursday Only)
October.....	PTO Fall Fundraiser
October 20	PTO Fall Festival
October 28.....	K-5 Awards Assembly
October 31.....	K-5 Halloween Parade/Track or Treat - Middle School Costume Spirit Day
November 10.....	Veterans Day - No School
November 15-17.....	5 th Grade Pathfinder Trip
November 20-24.....	Thanksgiving Holiday - No School
December 11-14.....	PTO Santa's Workshop
December 6.....	Spelling Bee
December 13	Winter Program/8 th Grade Fundraiser Dinner
December 18 - 29.....	Winter Break
January 2	Begin School after Winter Break
January 15	Martin Luther King, Jr. ' s Birthday Observed - No School
January 19	K-5 Mid-year Awards Assembly
January 26.....	6-8 Semester Awards Assembly
January 29-February 2.....	Parent Conference Week
February 2.....	Middle School Winter Formal
February 9.....	Spring Pictures
February 10.....	Valentine's Family Dance
February 19-23.....	President's Holidays - No School
February 26-March 2.....	Read Across America Week
March 1	Family Reading Night
March 2.....	Read Across America Day
March 23	K-5 Awards Assembly
March 29	Open House
April 2 – April 6.....	Spring Break No School
April 16-May 18.....	SMARTER/BALANCED Testing
May 11.....	Volunteer Luncheon
May 24	Kindergarten Promotion Ceremony/1 st – 5 th Year End Awards Assembly
May 25.....	Middle School End of Year Awards Assembly
May 28	Memorial Day Holiday- No School
May 30	8 th Grade Promotion/Last Day of School

GRADING INFORMATION

Grade Reporting Dates for Elementary

Progress Report, Quarter 1	October 6, 2017
Report Cards	December 1, 2017
Progress Report, Quarter 3.....	March 19, 2018
Final Report Cards	May 30, 2018

Grade Reporting Dates for Middle School

Progress Reports: 9/15/17, 10/27/17, 2/19/18, 3/30/18
Report Cards: 12/15/17, 5/30/18

*Progress reports and report cards are turned in to the office on these dates. Reports are delivered within two weeks after the end of each triad/semester.

SECONDARY GRADING SCALE (HUSD BOARD POLICY #5124R)		
90 - 100%	A	Produces markedly superior work
80 - 89%	B	Produces superior work
70 - 79%	C	Demonstrates satisfactory work
60 - 69%	D	Needs to improve progress in work
Below 60%	F	Demonstrates little or no progress in work
	P/F	Pass/Fail
Incomplete	I	Required work has not been completed (issued only because of extenuating circumstances)

ELEMENTARY GRADING SCALE	
4	Produces work at or above 85% grade level proficiency
3	Produces work at or above 70% grade level proficiency
2	Produces work at or above 50% grade level proficiency (often below grade level)
1	Produces work below grade level proficiency most of the time (often far below grade level)

Homework Policy: Students at the middle school level can expect a minimum of five hours of homework weekly. Parents can assist by providing a quiet place of study with needed materials, encouraging a routine of completing work daily, and reviewing assignments with students. However, it is the student's responsibility to complete and turn in all homework.

Homework Requests: If your student is legally absent for two or more days, he or she may request the homework directly from teachers, or the parent may make a homework request by contacting the attendance office. The due date for make-up work will be set at the teacher's discretion. If your student is absent for one day, he/she will need to get work from the teachers. **24 hour notice is needed for homework requests.**

Recommended Daily Homework Time Allotments:

Elementary

Kindergarten	15 minutes
Grade 1	20 minutes
Grade 2	25 minutes
Grade 3	30 minutes
Grade 4	35 minutes
Grade 5	45 minutes

Middle School

Grade 6	60 minutes
Grade 7	60 minutes
Grade 8	60 minutes

(More than one subject may be assigned each evening)

Progress/Grade Reports to Parents: Progress Reports are issued to explain the status of students' work/behavior/attendance. They may indicate satisfactory or unsatisfactory performance. Parents may call teachers at to check on the progress of their student.

SCHEDULING

Class Adds/Drops: Changes in student schedules are very disruptive and are allowed only for very specific reasons. A teacher may request a class change for a student who is not performing at a level sufficient for a class or if the student is involved in a conflict with another student that cannot be resolved. A parent may request a class change based on medical or special academic needs. Parents must meet with teacher and a counselor or administrator before a change is made.

Library/Media Center: The new library is one of the most important and technologically advanced facilities at school. Rules and regulations must be followed in order to offer materials and a place of study for all students.

Textbooks: Textbooks are provided for students. Books become the student's responsibility and fees are charged for lost/damaged textbooks, library books, and other school-issued supplies. Transcripts, grades, and other activities are withheld until all school textbooks and materials are returned or reimbursed. Textbook costs now average \$70 per book. A list of exact costs is available from the library.

Elective Classes: Middle School students who are proficient (based on the previous year's CST scores in Language Arts and Math) will have the opportunity to select an elective class. Students who are not proficient will be placed in a mandatory intervention class to support their academic needs.

The following classes are offered as electives:

- Team Sports
- Leadership
- Yearbook
- Band
- Study Skills
- READ 180

COTTONWOOD REWARDS:

Rewards reinforce the benefits of consistently giving it your best academically and as a Cottonwood citizen!

Students are recognized at awards assemblies throughout the school year in the following areas:

***Character/Citizen Awards
Academic Achievement
Honor Roll GPA 3.0 – 3.49
High Honor Roll GPA 3.5 – 3.99
Principal’s Honor Roll GPA 4.0
Attendance Awards
Athletic Awards***

Cottonwood uses positive behavior intervention systems to set expectation and work with students on behavior choices. Students are taught to be responsible, respectful and safe!

Eighth Grade Promotion: A student must achieve no less than a 2.0 grade point average and maintain a satisfactory attendance record to participate in the end of school year 8th grade Promotion Ceremony.

Field Trips: Students are held accountable for behavior and academic standards leading up to all field trips. As field trips approach, students will earn the right to represent Cottonwood by accomplishing the behavior, attendance and academic expectations communicated to them months before the trips. Failure to reach these clear, written expectations will result in the student not participating in the trip. (8th grade students will sign a Catalina agreement)

End of the Year Swim Party: This event is provided to students for their hard work all year. Behavior and academic expectations are explained to students at the beginning of the year. This is an earned privilege and students may be excluded for their behavior or incomplete classwork or homework. Students that are suspended during the year will be excluded.

Assemblies: Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative.

Assembly Guidelines are:

1. Talking, whispering, yelling, whistling, stamping of feet and booing are discourteous.
2. When the person in charge of the assembly asks for your attention, give it immediately.
3. Be courteous to the performers and to your neighbors.
4. Applause should be generous, and in keeping with the occasion.

COTTONWOOD STUDENT ACTIVITIES

After School & Athletic Programs: A variety of activities are provided for students during lunch and after school. The Activities Director and Student Council plan dress-up days, lunch activities, class competitions, intramurals, after-school dances and special trips. A special 8th grade celebration is planned at the end of the year.

Criteria for Participating in School Athletics: Participation on sports teams at Cottonwood requires at least a 2.0 GPA, meeting Accelerated Reader criteria points, a valid parent consent form, physical form, proper insurance, and that the student ***not*** be on an Exclusion List. Students are notified on the when tryouts are being held.

Cottonwood students must attend school for a minimum of (4) periods a day to participate in any extra-curricular activity, band/choir, dances, etc.

PARENT/COMMUNITY SUPPORT GROUPS

ELAC: The role of ELAC is to advise the principal and staff on bilingual programs and services to English learners. ELAC membership must include parents of English learners, and it may also include principal, teachers, instructional aides, community members and other parents.

PTO: (Parent/Teacher/Organization)—Memberships monies go directly to supporting PTO, the school, and its students. Everyone is encouraged to join!

SCHOOL SITE COUNCIL: Elected members represent students, staff, parents, and the community. The School Site Council monitors the site plan and expenditures of the SIP (School Improvement Plan) budget. Elections will be held at the conclusion of each school year to replace parents and teachers who have concluded their two-year terms.

ACTION TEAM FOR PARTNERSHIP: A partner in Education is a partnership between a business or community group, and our school. Our action team plans and coordinates parent forums throughout the year.

The purpose of the ATP is to:

1. Foster a better understanding of the public school system within the Cottonwood community.
2. Strengthen and improve school programs.
3. Involve the community in preparing for its own economic future.

Community Partners

Cottonwood School is proud to have Heritage Well Service, S and R Towing and the Cottonwood Country Council that support our awards so we can positively recognize student accomplishments!

Additionally, Cottonwood is proud to work with Jojoba Hills Resort and the Northrup/Grumman Retiree Club to provide holiday gifts for our families in need! The Stagecoach Inn provides holiday gifts and food for our families in need!

COTTONWOOD STUDENT SERVICES

Transportation: There is no parking in the drop off zone or bus parking. Parents may drop students in the drop off zone and they may use the cross walk. No student should arrive at school before 7:00 a.m.

Bus Transportation: Contact the Transportation Department at 765-5100 x5880 for more information.

Cafeteria: Students may purchase lunch for \$2.50 (Middle School) and \$1.75 (Elementary School), which includes an entrée, 1 to 3 side dishes, and milk. Many a la carte items are also available for purchase. Breakfast is also served at Cottonwood for \$1.50 (Middle School) and \$1.25 (Elementary School) and is available to everyone beginning one half hour before the start of school. Free or reduced lunches are available for students whose household qualifies based on income and number in household. Applications for the meal program are available in the main office, the cafeteria, and at the Nutrition Center located at 2075 West Acacia. **Note: You may prepay for your student's meals in the cafeteria, at the Nutrition Center, or online 24/7 at myschoolbucks.com. If you prepay \$47.00 you will receive a discount of \$.15 on each lunch. The Nutrition Center uses an automated call system to alert you when your student's account is getting low or there has been a charge made when a student wants to eat and has no money.**

Health Services: The health office is located in the main office. The health office is open during school hours but students need a pass to enter. Parents will be notified by phone if a student becomes ill or injured. **Students are not to leave campus without office knowledge or permission. All medical phone calls must be made from the health office. All medications for students must remain in the health office. Also, all P.E. medical excuses must be registered in the health office.**

Counseling Services: Students may confer with a counselor by signing up in the office. Counselors call students to their offices periodically for various reasons.

Technology/Computers: Students are expected to use the computers, Internet, and other technologies for educational purposes only. Students are also expected to report those who may be using computers and other technologies in ways not related to their education. Students who do not use the computer or other technologies for educational purposes will be denied access to them.

GENERAL POLICIES AND PROCEDURES

This section contains information about a variety of campus policies. Most policies are determined at the district level and shared by all middle schools in Hemet USD.

Accidents/Injuries: If students are injured while at school or engaged in school activities, it must be reported immediately to the teacher in charge, no matter how minor the injury. The nurse or administration may complete written reports.

Insurance: Accident insurance to cover students while at school, traveling to and from school, or to and from any school activity, is made available to parents for purchase on a voluntary basis. Students involved in athletics must provide proof of insurance.

Lost and Found: **DO NOT BRING** valuable items to school. Students are encouraged to keep their belongings with them at all times. The office staff will keep and return lost items whenever possible; however, **Cottonwood staff members assume no liability for lost, damaged, or stolen items and will not spend instructional time searching for lost item.** Personal items may not be used during class time or they will be confiscated. Parents may pick up confiscated items in the office.

Personal Belongings: Students are not allowed to bring valuable items or large sums of money to school. Students should keep their belongings with them at all times. The school personnel assumes no liability for lost, damaged, or stolen items. Students may only bring necessary school supplies to school. Any other items deemed unnecessary, disruptive, or illegal by school officials will be confiscated.

Below is a **PARTIAL** list of items not allowed at school:

Video Games	Balls	Permanent Markers	Whiteout
Gum	Chains	Pocket knives	Sunflower seeds
Matches	Lighters	Cap/Squirt guns	Cigarettes/E -Cigarettes
Tools	Balloons	Shaving cream	Rubber bands
IPods	Dice	Stink bombs	Fidget Spinners
Spikes	Fireworks	Laser Pointers	Speakers
Bandanas	Cameras	Safety Pins/Straight Pins	Energy Drinks

Telephones/Cell Phones: *Please plan your day before your child leaves for school.*

Cell phones may be kept in backpacks but must be turned off while on campus. If a cell phone is turned on during the school hours, they will be confiscated and must be picked up by the parent. The student may lose the privilege of bringing the cell phone to school. Cell phones may be used when school is dismissed to arrange for transportation. The office phone is available for emergency situations.

Change of Address: It is extremely important to keep phone and address records current, so that the school can contact the parent in the event of an emergency. It is a good idea to list several adults on the Emergency Card who can be contacted if the parent cannot be reached. **Non-resident students with false information on their cards will be dropped from the school.**

Transfers: Students transferring out of school should have the parent contact the school office or bring a note from parents to the attendance secretary stating where the student is moving to and the last date the student will be attending Cottonwood. Parents or students must obtain a check-out form from the school office. The form must be signed by teachers

and the librarian and returned to the office the same day. All school-issued items must be returned prior to the final checkout. **Student transfers accepted to Cottonwood will be placed on a behavior contract upon their first disciplinary consequence. Failure to follow behavior contracts will result in the student being removed from Cottonwood.**

Closed Campus: Cottonwood has a closed campus. This means that students cannot leave the grounds at any time during the school day except in the company of a parent or guardian. Parents must sign the student out at the office when leaving and sign in upon returning to school. All visitors must check in at the office with proper ID and wear a Visitor's Pass.

Visitors: School policy is to allow on campus only those visitors who are authorized by school officials and have legitimate business at school. **Parents and all other visitors to classrooms or campus will be required to scan their valid driver's license or Mexican Consular ID through our LobbyGuard system.** Students of other schools are not permitted to visit the campus. Any persons on campus without permission are subject to arrest per Penal Code 653G.

Volunteers: All volunteers in the Hemet Unified School District must have a current TB test on file and MUST BE fingerprinted BEFORE volunteering in any classroom. Paperwork for fingerprinting is available in the school office. Volunteers are always welcome at Cottonwood school. Please contact your child's teacher or the school office to see what opportunities are available. We try to match your interests to the volunteer opportunities we have available. Parent and community volunteers are encouraged and are an important part of the Cottonwood School program. All parents attending school sponsored trips or activities as a chaperone must have had a TB test and fingerprinting done as well.

Emergencies/Deliveries: In case of an **emergency**, the office will deliver messages to the classroom. Items delivered to school must be clearly labeled with student's name. **Students are to pick up items during their free time.** Students may look at delivered flower and balloon arrangements, but they are not allowed to pick them up until the end of the school day.

Complaint Procedures: It is the philosophy of the Hemet Unified School District to secure at the lowest possible administrative level, equitable responses to complaints directed against employees by parents/guardians. Prior to filing a written complaint, the complainant should attempt to speak with the specific employee involved concerning the complaint. Complaint procedures are available at all school sites and the district office.

Disaster Drills: Teachers are responsible for their students in the event of a fire, disaster, or drill. They must listen carefully and respond quickly to all directions given by any staff member. All drills are serious events.

- A. **Fire Alarm**--Students evacuate to a pre-determined location and wait for further instructions.
- B. **Earthquake**--Students duck under desks/tables, cover heads with one arm and hold onto the desk/table with the other. When the evacuation alarm sounds, students evacuate to a pre-determined location and wait for further instructions.

DISCIPLINE and POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

This section contains information related to the behavior expectations held for all Cottonwood students. Most discipline consequences are set by the District and are shared by all schools in Hemet USD. It is the goal of all Cottonwood staff to provide a safe, clean and orderly school environment in which all students can learn and reach their potential.

Cottonwood School uses the PBIS philosophy of teaching students our three expectations; Be Responsible, Be Respectful, Be Safe. Students that are not meeting those expectations will have an opportunity to be retaught behavioral skills and/or with with restorative justice practices through the counselor or principal prior to formal discipline unless the violation mandates formal suspension under the education code.

PLAYGROUND RULES AND SUPERVISORS

Cottonwood School grounds are supervised by adults 60 minutes before school and during school sponsored activities. The school WILL NOT be responsible for students outside supervised times. **Please do not have your child on campus before 7:00 a.m.**

General safety rules apply on the playgrounds. Specific game rules are posted in the classroom, and the teachers will review the rules with students throughout the year. Remember, SAFETY FIRST.

1. No running on the blacktop.
2. All equipment is to be returned at the end of each recess.
3. All activity stops at the bell.
4. Game rules will be posted in each classroom.
5. Playground equipment rules:
 - The slide/ swing area is reserved for primary students. Middle school students are not to be in this area.
 - No balls are allowed in these areas and no running or playing tag in these areas.

Special rules apply to the apparatus in this area.

- A. Slide - one person allowed on the slide. Those waiting may climb to the RED STEP until the slide is cleared.
- B. Swings - swing straight only, not sideways or twisting. After 30 swings, it is the next persons turn. Do not jump off the swings.
- C. Bars - one at a time. No sitting on the top.
- D. Wavey Bars - Only two people at a time
- E. Climbing Ropes - Hands and legs must be on the ropes
- F. Spinners - One student at a time. Students must spin on their own with no help.
 - After a count of 30 the student will get off.
6. Ball bats and baseballs may not be brought to school.
7. Balls need to be kept away from the buildings. No handball on outside walls of buildings.
8. Recess will be on the lower field only and on the blacktop.
9. Students are not allowed between the buildings during recesses and lunch periods.

Clean Campus: Students are expected to appreciate and help maintain a clean campus. ***Gum is not allowed on campus.*** It is the responsibility of all students and staff to keep the campus clean. Any students found littering on the campus will be disciplined. Vandalism and

graffiti are grounds for suspension or expulsion. Monetary reimbursement for damages may be required from the student and their family. Clean Campus - Earns the right to music, competitions, and other lunch activities. Good Citizenship - Results in the right to participate in special school activities such as dances, assemblies and field trips.

Lunch: Students are expected to pick up after themselves during lunchtime. They are also expected not to throw any food, cartons, trash, etc. Consequences for littering and or throwing food will be applied consistently.

Gang Activities: Gang activities at school are a threat to campus safety and a disruption of the learning environment. They will not be tolerated. Gang activities could include intimidation, the wearing of certain clothing, a particular style of dress, flashing of hand signals or writing on personal items such as clothing, backpacks, or papers contained therein. Marking on body parts such as hands or arms are also included. Students who engage in activities that are determined by the administration to be gang related will be dealt with through conferences, suspensions, and expulsions if necessary.

CODE OF CONDUCT

Cottonwood students involved in co-curricular and extra-curricular programs are considered leaders and representatives of our student body. As leaders and representatives of Cottonwood, they are required to meet and follow defined expectations of academic achievement and behavior. Two expectations are as follows:

1. ACADEMIC ACHIEVEMENT: If a student's most recent report card reflects a GPA of less than 2.0, he/she is ineligible to represent Cottonwood in any academic or athletic contest or performance until the next formal grading period. Students will also be excluded from 8th grade promotion and the end of the year activities.

2. BEHAVIOR: A student with suspension may not be allowed to participate in extra-curricular activities. Any violation of Education Code 48900 (see page 22) may cause a student to be ineligible for a specified length of time, grading period or semester. All violations of Education Code 48900 involving students in Leadership, academic or athletic teams, or performing groups will be reviewed by the parent, principal, or counselor and teacher/coach.

STUDENT PROBLEM RESOLUTION PROCESS

If a student has a problem with another student or staff member, he or she should take the initiative to solve the problem. We suggest the student follow the problem solving steps listed below:

STEP 1: Talk with the student or staff member involved.

Share your concern with your parents.

See your teacher.

Share your concern with your parents.

STEP 2: See your teacher.

Share your concern with your parents.

STEP 3: See the Principal.

Share your concern with your parents.

If the problem is not resolved at one step, then go on to the next step. Continue to keep your parents informed of the situation. Do not allow problems to go unsolved because little problems can sometimes turn into big ones! School officials can help you, but they must be made aware of problems that students are not able to resolve on their own.

NOTIFICATION OF TOBACCO-FREE SCHOOL DISTRICT POLICY

The Hemet Unified School District is a tobacco free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at (951) 765-5100 ext 3701.

DRESS CODE

The manner in which students dress for school influences their behavior and learning. Cottonwood students will be required to dress and appear in a manner that does not distract from the school's learning environment. **Any student who is dressed in a way that is considered by the administration to be disruptive, offensive, immodest, or unsafe will be asked to call home for an alternate set of clothing** or will be required to change into Cottonwood attire for the remainder of the day. **This includes short skirts or shorts that do not meet the fingertip test and any cleavage that shows.** Students who refuse to comply will be suspended from school for violation of Education Code 48900 (k) "Disruption of school activities, or willfully defied the valid authority of school personnel."

Unacceptable clothing includes but is not limited to:

- Hats-***Bucket hats*** or **baseball caps with pro sports logos or writing and the bill not facing straight forward**. Hats without logos may be worn for sun protective reasons only. Hats must be taken off in class or inside any school building. Hats must also be worn properly at all times. Hats that are confiscated will need to be picked up by the student's parent/guardian.
- Bandanas, beanies or other headwear.
- Hoods may not be worn unless it is raining.
- Spikes, chains, or other dangerous decorations.
- Revealing clothing (visible undergarments, bare midriffs, etc.)
- No pajamas may be worn to school.
- Clothing with references to sex, tobacco, drugs, or alcohol.
- Clothing or belongings which contain profane or vulgar words or inappropriate images.
- Clothes or belongings considered representing gang affiliation.
- Pants or shirts that are excessively loose or baggy, along with torn or ripped clothing is unacceptable. Pants should be worn at the waist at all times
- Muscle shirts or tank tops.
- Iron Cross, Independent, professional sports jerseys.
- Flip flops, slippers and high heels are unsafe and not acceptable.
- Shorts may NOT meet socks or be excessively short or contain wholes or rips.
- Spiked jewelry of any kind, spacers, or plugs is not acceptable.
- Earrings that dangle more than 2" are unsafe including spikes and hoops.
- Piercing body parts other than the ears is discouraged and must be studs only.
- Belt buckles that have logos, symbols, initials, Old English letters, or anything that is distracting to the learning environment.
- Gloves can not be worn with short sleeves.

HAIR: In addition to clothing, student hairstyle is also considered an important element of the Cottonwood's dress code. **Hairstyles that are disruptive will not be allowed, including Mohawks, spikes 3" or longer, or other extreme styles. No shaved head patterns, designs and sprayed coloring is not allowed.** Any student who arrives at school with an unacceptable hairstyle will be removed from class.

SHIRTS: Do not have to be tucked in and may be one size larger to allow for growth.

- May not allow stomach to show, even when hands are raised.
- May not show underwear (including boxers or bra straps).
- May not show cleavage.
- No undershirts alone or tank/spaghetti straps.

PANTS: Pants are NOT to be worn sagging.

- May not touch or drag on the ground.
- May not be excessively frayed or torn.

SHORTS, SKIRTS, SKORTS, & JUMPERS: are NOT allowed to be worn sagging. They should also not be excessively tight and should completely cover the buttocks.

- May not be excessively frayed or torn.

SHOES: Shoes are to be correct size and safe.

- Athletic type shoes or those with closed heel-strap are acceptable.
- Shoes must be securely on the feet. NO FLIP-FLOPS OR SLIPPERS. Toes covered.

JACKETS/SWEATSHIRTS: Outerwear is to be the correct size.

HATS:

- Only bucket hats with brims or plain baseball caps with the brim facing forward may be worn. Hats cannot be altered.
- Hats and hoods are to be taken off indoors.
- Hair nets, "beanies", bandanas, or other headgear are not to be brought to school.

***Students may not write on clothing, bodies (arms, legs, hands, faces, etc.) at school.**

BOARD POLICY 5132(A) ADMINISTRATIVE REGULATIONS Amended 4/12/05

For the safety of all students, gang related apparel is not acceptable. The district will collaborate with law Enforcement Agencies to update changes in gang-related apparel as necessary. Any clothing apparel, or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Additionally, clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors.

* The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Because gang related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Examples of current symbols identified as gang related are professional sports teams' logos.

Examples of symbols advocating prejudice are the Iron Cross and Independent.

These symbols are not allowed on the school campus.

Dress Code Violations

First Offense: Student warned; change of item in question.

Second Offense: Parents notified; possible detention or suspension.

Third Offense: Parents notified, student will be suspended.

DISCIPLINE POLICIES

Good Grades and Effort - Result in special recognition activities.

The following is a brief review of the minimum and maximum penalties assigned for offenses occurring before, during, or after school, going to or from school, or while involved in school activities. Minor offenses are handled by teachers, campus supervisors and/or counselors according to classroom and school rules. The discipline system includes:

- Classroom consequences: Developed by teachers.
- Detention: Lunch time/After school on assigned Fridays supervised in a classroom.
- Suspension: Suspension from school and all HUSD facilities (A maximum of 20 days are allowed per year before a school must recommend expulsion).
- Transfer to another school: A possible condition for continued enrollment.
- Expulsion: Removal of a student from attendance at any HUSD school for one semester or school year. (State law requires parents to enroll expelled students in community day school or private school.)

ASSAULT/BATTERY: (One-sided physical attack on someone else): STUDENTS WHO COMMIT AN ASSAULT WILL HAVE LAW ENFORCEMENT CONTACTED IN ADDITION TO SUSPENSION. EXPULSION WILL BE RECOMMENDED.

FIGHTING: THERE IS A ZERO TOLERANCE POLICY FOR FIGHTING ON CAMPUS. STUDENTS WHO WILL BE SUSPENDED FROM SCHOOL.

Min: Suspension (1 day)

Max: Expulsion/Police Report

BUS TICKET:

Min: Suspended from the bus for a period of 5 days plus school consequence.

Max: Suspended from the bus for the remainder of the school year plus school consequence.

CHEATING: (Tests, Quizzes, Homework, and Other Assignments)

Min: Teacher Consequence, Loss of Credit, Loss of Privileges

Max: Suspension

CLASS DISRUPTION: (Talking, visiting or leaving assigned seat without permission, bothering other students in class, etc.)

Min: Detention

Max: Suspension (5 days)

DANGEROUS BEHAVIOR: (running, chasing, pushing, wrestling, play fighting, etc.)

Min: Detention Max: Suspension (5 days)

DEFIANCE OF AUTHORITY: (Refusal to comply with the request of school personnel)

Min: Detention
Max: Suspension (5 days)

DESTRUCTION/DEFAACEMENT OF PROPERTY: (Attempting to cause, or causing damage to school or private property)

Min: Detention
Max: Expulsion and restitution/Police Report

DISRUPTION OF DETENTION:

Min: Reassignment
Max: Suspension

DRESS CODE VIOLATION:

Min: Warning
Max: Suspension

DRUGS: (Possession, use, or under the influence of alcohol/marijuana/other drugs/look-alike drugs or paraphernalia)

Min: Suspension (5 days) /police report
Max: Expulsion/Police Report

DRUGS: (Sale or furnishing)

Min: Expulsion/Police Report

EXPLOSIVE DEVICES: (Poppers/firecrackers/stink bombs, etc.)

Min: 1-5 day suspension/possible police report
Max: Expulsion/Police Report

GRAFFITI: (Writing on school or private property; or acting as a look-out for someone else)

Min: Remove graffiti, plus Detention
Max: Expulsion/Restitution/Police Report

GUM: Gum is not allowed on campus for purposes of campus cleanliness. Any student possessing gum on campus will be disciplined.

Min: Detention
Max: Suspension

INAPPROPRIATE SHOW OF AFFECTION: (Hand-holding, kissing, prolonged hugging, unnecessary touching, etc.)

Min: Warning Max: Suspension (5 days)

INSTIGATION: (Contributing to and/or escalating a conflict through the use of words, profanity, gestures, harassment. Instigation can also be caused by a person's actions when he/she pushes a student into another and/or encourages a student to fight.)

Min: Detention
Max: Suspension (5 days)

LOITERING: Only current students, their parents or guardians, and employees are allowed on campus. Any non-students or other unauthorized persons on campus without permission are subject to arrest per Penal Code 653G. **All Cottonwood students must leave campus at the end of the school day unless involved in a school-sanctioned activity after hours. Loitering after hours on school grounds is not permitted, and**

students will be disciplined if this rule is not followed. Campus supervision is provided for one-half hour before and after school. **Students must leave within 20 minutes of dismissal.**

Min: Detention
Max: Suspension

NO-SHOWS: (Not serving Detentions)

Min: Reassignment
Max: Suspension

OBSCENE ACT: (Offensive to morality or decency, indecent act *panting, mooning, etc. An obscene act can be considered sexual harassment)

Min: Suspension
Max: Suspension/expulsion/Police Report

STOLEN PROPERTY: (Possession or furnishing)

Min: Suspension (1 day)
Max: Expulsion/Police Report

TARDIES:

Min: Detention
Max: Possible fines (Meeting with the School Attendance Review Board)

THREAT: (Statements or actions which threaten to cause injury to people or property)

Min: Suspension (1 day)/Possible Police report
Max: Expulsion/Police Report

TRUANCY: (Cutting classes, skipping school, unauthorized absences)

Min: Detention
Max: Possible Fines /Meeting with the School Attendance Review Board

VIOLATION OF LUNCH BOUNDARIES:

Min: Warning
Max: Suspension

WEAPONS/DANGEROUS OBJECTS: No weapons or dangerous objects of any kind are allowed on any HUSD facility. (See Search and Seizure-Possession of guns, knives, or other dangerous objects)

Min: Suspension/Possible Police Report
Max: Expulsion/Police report (Students possessing or brandishing certain types of weapons will receive a mandatory expulsion under Education Code 48915 (c)).

Suspension and Expulsion

Cottonwood School follows all procedures in California Education Code with regards to suspension and expulsion. Students may be suspended for expelled for any of the reasons listed in sections 48900 and 48915 of that code. Students may be suspended on a first offense depending of the severity of that offense. It is always the goal to keep a student in school if possible, however, serious or ongoing violations of the education code will result in suspension or expulsion.

SEARCH & SEIZURE: The administration retains control over buildings, parking lots, and grounds and **has the right to search students without warrant.** Weapons, dangerous devices, tobacco, alcohol, and other drugs are not allowed on/in any Hemet Unified School District facilities. All persons entering this building or facility may be required to submit to a metal detector scan and a personal search, if necessary, to ensure that weapons, dangerous devices, and other illegal items are not brought in. Bags, purses, parcels, etc., may also be searched by metal detection, by hand, or by other appropriate means. Violators may be subject to suspension, expulsion, or arrest.

SEXUAL HARASSMENT: The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a professional atmosphere that promotes equal educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Educational Code Sections 210 through 214, inclusive (H.U.S.D. Board Policy #5145.7). Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to and including expulsion.

Min: Counselor/Principal Referral

Max: Expulsion/Police Report

ATTENDANCE

IT IS THE BELIEF OF THE HUSD GOVERNING BOARD AS WELL AS COTTONWOOD SCHOOL ADMINISTRATION AND TEACHING STAFF THAT REGULAR AND PUNCTUAL ATTENDANCE AT SCHOOL IS AN ABSOLUTE REQUIREMENT FOR A SUCCESSFUL EDUCATION.

A. Compulsory Education

State attendance laws require compulsory education for pupils between the ages of 6-18. Regular attendance is a key factor in the success a student experiences at school. Absences will be excused for the following reasons: illness or quarantine, medical, dental, or optometric services, and attending funeral services of a family member. Other justifiable personal reasons include: court appearances, observances of religious holidays or ceremonies, and parent employment conferences.

Students who are excessively absent or truant will be scheduled to meet with the School Attendance Review Board.

Getting to school on time, with all books and materials, is the student's responsibility and should be reinforced by parents.

B. Absence/Tardy Definitions

1. Excused Absence/Tardy - Absence or tardiness due to illness or quarantine, medical, optical, or dental appointments, attending funeral services of a family member (no consequence) Absences must accompany a doctor's or dentist's note.
2. Warranted Absence/Tardy - Absence or tardiness due to religious holidays or ceremonies, serious illness in the family, or court appearance.
3. Unexcused Absence/Tardy - Absence or tardy not authorized by the school. Parents cannot excuse a student for any reason not approved by California Attendance Laws. Students absent without parental knowledge will be marked **TRUANT** (see consequences section).

C. Consequences for Tardies

A student who is tardy to school must report directly to the attendance office.

***Arriving late to school, even with a parent note, is an unexcused tardy.** If a student arrives late to school for any reason, the parent must contact the attendance office in one of three ways. They may call the attendance office (767-3870), write a note with a signature and date, or stop by the attendance office in person. Students who are late without a valid excuse will serve a lunch detention that same day.

***NOTE:** Any student arriving **thirty minutes (30)** after school begins will be considered **TRUANT** unless late for a reason listed in Education Code 48200.

D. Consequences for Truancies

Absences which are unexcused and unwarranted are considered truancies. California Education Code 48200 requires children of school age to attend school each day. A student who is truant from school is violating state law and is subject to arrest by school or law enforcement officials, per Education Code 48264. Students with habitual truancy problems may be referred to the School Attendance Review Board (SARB), which may refer the case to the Deputy District Attorney for mediation. The District Attorney may then take the case to court and parents may be fined up to \$500.00. Further truancies may result in more severe penalties and court action.

E. Clearing an Absence

Student absences must be cleared by parent note, medical note, or parent phone call to the Attendance Office line (767-4597 choose option #3). A student must take the note to the attendance desk. Since attendance is taken every period in all classes, absences will appear on the progress and grade reports.

F. Consequences of Excessive Absences

The Attendance Office will notify parents of students with excessive absences. Parents are legally responsible for their student's school attendance. Excessive absences will be referred to Guidance Council and that could result in a SARB (School Attendance Review Board) process and referral to the district attorney's office.

G. Temporary Excuse from Physical Education

The physical education department will honor notes from parents, requesting exemption from P.E. for health reasons. However, students who need to be excused for more than three consecutive days must have a note from a medical doctor.

H. Off Campus Permits

Cottonwood School is a closed campus. In order for students to leave campus during school hours for doctor/dental appointments or family emergency, parents must pick them up or follow these procedures:

1. Parents write a note stating where the student is going, times leaving and returning, and how she/he will get there (be picked up, by whom, etc.).
2. The student brings the note to the office before school begins and receives an off-campus pass to show the teacher when it is time to leave.
3. Upon returning to campus, the student must check in at the Attendance Office to be readmitted to class.

Cottonwood Perfect and Outstanding Attendance Guidelines **In accordance with Hemet Unified School District Policy:**

Perfect Attendance

- *No Saturday School/Independent Study Contracts
- *No more than 3 tardies.
- *Attended school every day of the school year.

Outstanding Attendance

- *Absences can be made up at Saturday School or by independent study.
- *3 or less absences
- *3 or less tardies

**Students who clear all absences through Saturday School or Independent Study are still eligible for our end of the year attendance awards drawing.

Communication

This section outlines communication avenues between school and home. We hope to keep you informed of your student's progress from a variety of sources.

Newsletters: Find out the latest Cottonwood news in the monthly parent newsletters. A monthly newsletter will be published this year to help keep you informed of important dates and information at Cottonwood. A copy of the newsletters will be sent home with your student. All newsletters will be posted on our website and hard copies will be available in the office.

Parent Link: Parent link is a telephone message system that updates parents and families about important information and upcoming events. Information is recorded in both English and Spanish.

Cottonwood Website: Visit our website for details about Cottonwood school at:
<http://www.hemetusd.org>

Aeries grading/class assignment system: Middle school teachers may use on-line grading and communication to assist parents and students.

Email- Links to staff email are available on the school website.

WAYS FOR PARENTS TO INVOLVE THEMSELVES IN THEIR CHILD'S SCHOOL

- * Read with your child every night.
- * Help your child and the teacher to solve any problems that may arise.
- * Attend and participate (if possible) in school functions.
- * Take an interest in papers that your child brings home from school - display them
- * Don't compare your child with another child.
- * Be a volunteer or member of an active group of parents.
- * Get acquainted with the teachers.
- * Praise your child for a job well done.
- * Learn what is expected from your child in class.
- * Attend special activities and parent-teacher conferences whenever possible.

VOLUNTEER POLICIES AND PROCEDURES

Policy:

Staff encourages parents to volunteer in the classroom. Parents gain an increased knowledge about their child's growth and development when they volunteer in the classroom.

Procedure:

1. Volunteers must be approved by the School District.
2. Proof of a current TB test and finger proof clearance must be submitted prior to the start of volunteer services.
3. Volunteers must respect the confidentiality of children and families.
4. Volunteers are not permitted to discipline children.
5. Only HUSD staff is allowed in the children's bathrooms.
6. Volunteers should dress appropriately for the office or classroom setting. Short shorts, mini skirts, and halter-tops are not allowed. For safety, a minimum of jewelry is to be worn and closed heel and toe shoes with strapped heels are required.
7. Volunteers should sign-in and out daily in the School office.
8. Volunteers should call the site teacher if unable to come at the scheduled time.

Becoming A Volunteer:

1. Let teacher know that you are interested in becoming a volunteer.
2. Obtain a volunteer packet from the Office Manager.
3. Once parent provides the Office Manager with TB results and Volunteer Application an appointment will be made for fingerprints. At the time the

appointment is made parent will be given policies and procedures for volunteering in the classroom.

4. Office Manager will check with Human Resources to see if the parent has been cleared to volunteer in the classroom.
5. Office Manager will contact teacher to let them know that the parent has been approved to volunteer in their classroom.
6. All volunteers should follow general health and wellness requirements.

In the classroom, the teacher supervises the activities of the volunteer. At no time should the volunteer be left alone with children or be left to handle a disruptive situation. Teachers must be prepared and are encouraged to meet with the volunteer prior to class time to give the parent/volunteer an idea of what is planned for the day and how they can assist. Volunteers should be actively involved in the class and with children.

MAP Goal Setting Sheet

Test	Fall	Winter	Spring
Reading	National Goal: ____	National Goal: ____	National Goal: ____
	My Goal: ____	My Goal: ____	My Goal: ____
	My Score: ____	My Score: ____	My Score: ____
Math	National Goal: ____	National Goal: ____	National Goal: ____
	My Goal: ____	My Goal: ____	My Goal: ____
	My Score: ____	My Score: ____	My Score: ____
Language Usage	National Goal: ____	National Goal: ____	National Goal: ____
	My Goal: ____	My Goal: ____	My Goal: ____
	My Score: ____	My Score: ____	My Score: ____

Reading Goals

Math Goals

Language Usage

	Sept.	Jan.	May	Sept.	Jan.	May	Sept.	Jan.	May
K	147	152	156	149	153	158	x	x	x
1	160	166	171	163	169	176	x	x	x
2	179	186	189	179	186	190	181	188	191
3	191	196	199	192	198	202	192	198	200
4	200	203	205	203	207	211	201	204	207
5	206	209	211	211	216	219	207	210	212
6	211	213	215	218	221	224	211	214	216
7	215	217	219	224	226	228	215	217	218
8	219	220	221	229	230	232	218	219	220