

August 2018

Parents,

Please read this section with your child. Also, sign stating you have read and understand the importance of our school rules and guidelines.
Do Not Tear Out of Student Planner.

I have read the CES rules and agree to support Cottondale Elementary School in this endeavor.

Child's Name _____

Grade _____

Teacher _____

Parent's Name _____
(Please print your name here)

Parent's Signature _____
(Sign your name here)

Student Handbook

ATTENDANCE POLICY

The purpose of the elementary school attendance policy is to establish procedures and guidelines for implementing the Jackson County School District Elementary School Attendance Policy to be utilized by parents, students, and school and district staff.

1. General Procedures

- A. All questions relating to the attendance policy are to be directed to the school.
- B. Each of the schools will document attempts to notify parents of each absence. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- C. The 20-day attendance report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of absences for each student.

2. Tardies and Checkouts

- A. A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day.
- B. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, it is the right of the school principal to excuse any student from any consequences arising from recorded checkouts.
- C. Students who have **eight (8)** tardies and/or unexcused checkouts in a nine (9) week period will be referred to the principal or his designee for a Child Study Team meeting. The child study team, at this meeting, will address the tardies/checkouts and will try to work with the parent to ensure that the child is in attendance. **ANY** future failures to have the child in attendance for a full day during the nine-week period will result in the child/parent being referred to Truancy Court.
- D. The 20-day attendance report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of tardies for each student. However, it is the right of the school principal to excuse any student from any consequence arising from recorded tardies.
- E. Tardies, checkouts, and absences are all part of the Jackson County Attendance Policy; therefore, all attendance records will be transferred along with other school records.

3. Absences

- A. Students are to sign in/out when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- B. Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays.
- Sickness, injury, or other medical condition.
- Other academic classes or programs.
- School leave---school approved trips such as instructional field trips, club events, athletics, etc.
- Educational trips—when requested by parents, trips for educational purposes may be granted.
- Pre-approved absences—absences from school approved by administration prior to occurrence.
- Funerals.
- Legal reasons (documentation must be provided).

C. Unexcused Absence

Students MUST bring a written excuse to explain their absence. Teachers do not excuse absences. Mr. Ohler is the designee as assigned by Principal. A parent note will be accepted for any FOUR (4) absences during a nine (9) week period. Any other absences, after the fourth absence, **will only be excused** with a note from a doctor, dentist, and funeral program of an immediate family member, religious holiday or documentation for a legal reason. Students **MUST** turn in excuse notes to the teacher within five (5) days after an absence. Excuse notes brought in after five (5) days will not be accepted. After the fourth (4th) unexcused absence in a nine-week period a mandatory child study team will be held.

D. The attendance edit sheet, signed by the teacher and the teacher's grade book will be the final authority in determining the number of absences for each student.

4. Child Study Team Attendance Conference

A. Contact – Upon accumulation of four (4) unexcused absences within a nine-week period, the principal or his/her designee shall attempt to notify the student's parent/guardian.

B. Refer – If the student exhibits a pattern on non-attendance, that is a student who has 5 absences (excused or unexcused) in a rolling 30-day cycle calendar period or 10 in a rolling 90-day cycle calendar period, the principal shall refer the parent and student to the Child Study Team. If the initial meeting does not resolve the problem the child study team shall implement interventions that best address the problem. Those may include, but are not limited to:

1. frequent communication between the teacher and the family
2. changes in the learning environment
3. mentoring
4. student counseling
5. tutoring, including peer tutoring
6. placement into different classes
7. evaluation for alternative education programs
8. attendance contracts
9. referral to other agencies for family services

10. other interventions, including, but not limited to a truancy petition pursuant to s. 984.151

The child study team shall work diligently in facilitating the intervention services however, if a parent refuses to attend the child study team meeting, the child/parent will be referred to Truancy Court.

C. Enforcement

If the child study team efforts are unsuccessful in resolving the truancy/absence the Superintendent shall institute a criminal prosecution against the child/parent once the child becomes habitually truant under state law.

The Superintendent or his designee may file a truancy petition referring child/parent to Truancy Court and/or refer to Children and Family Services for reduction in cash assistance.

ADMISSIONS

New kindergarten students must be 5 years old on or before September 1, of the school year in which they are enrolling. A Florida physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete. Upper level students who are transferring from other schools should arrange to provide copies of their academic and health records to insure their admission to the proper classes. Proof of physical address is also required for admission.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, tobacco products, or any other controlled substance on the school campus or buses is strictly forbidden. Violation of this rule could cause immediate expulsion and will be reported to appropriate enforcement agencies.

ARRIVAL AND DISMISSAL

Arrival to school and dismissal from school are the most dangerous times of the school day because of the amount of traffic on our campus. **Please follow the school's loading and unloading rules.** Students being delivered to or picked up from school **MUST** use the **east loading area** by the fifth-grade classrooms. Please **do not** drop students off any other place on or near our campus. **Students are not supervised before 7:30 am.** Please **do not** drop or send your child before this time. The west drive off of Willow Street is reserved for bus traffic. If you need to come to the office before or after school on school business, the parking lot in front of the school is provided for you. **This area is NOT a car-riders loading or unloading zone.** **Car riders and walkers should not arrive at school before 7:30 a.m. and should leave for home promptly at 2:45 p.m.** School personnel are on duty to direct students to their designated areas. Students who plan to eat breakfast should report directly to the cafeteria, whether from a car or from a bus. Other students report to their assigned areas. *Breakfast is served from 7:20-7:50.

BUS CONDUCT

The following rules have been established to insure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned.

2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

According to the Jackson County School District Code of Student Conduct regarding bus discipline, a system of pupil transportation is provided to students attending the Jackson County School system. **The bus is an extension of the classroom; therefore, students are required to observe all school rules while being transported to and from school.** A violation of bus rules will result in denial of riding privileges according to the following actions:

- 1st Referral—Warning
- 2nd Referral—3 Days suspension from the bus
- 3rd Referral—5 Days suspension from the bus
- 4th Referral—10 Days suspension from the bus
- 5th Referral—15 Days suspension from the bus
- 6th Referral—30 Days suspension from the bus
- 7th Referral and all subsequent referrals – 45 Days suspension from the bus.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the district’s transportation director. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the transportation director at 482-9613. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operations or at bus stops. The bus driver and the school administration handle situations involving student discipline.

BULLYING

Bullying and harassment, as defined by FL Statute 1006.147, known as the “Jeffery Johnson Stand Up for All Students Act” (found at www.leg.state.fl.us) is not acceptable at Cottondale Elementary School.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crises. The school board and administrators are aware of the hardships, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, TV and newspapers. In the unusual circumstance where school must be cancelled during the school day,

teachers will make every effort to determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

CELLULAR PHONES

Following is the Jackson County School District Policy regarding student use/possession of cell phones and other wireless devices at school:

Personally owned cellular telephones and other wireless communication devices may be brought to school with the following conditions applying:

- (1) Such devices must be turned off during school hours (student arrival on campus until the end of the last instructional period). In addition, wireless communication devices must be turned off while students are transported to and from school on the regular school bus route.
- (2) If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
- (3) Personal cellular telephones and other wireless communication devices cannot be visible and should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen or damaged wireless communication devices.

Any personally owned electronic device capable of audio and/or video play back **may not** be brought to school unless authorized by the school principal.

Violation of these provisions shall result in the confiscation of the personal cellular telephone or other wireless communication/electronic devices and its return to the parent, as defined by Florida Statutes. Any distraction or use of wireless communication/electronic devices may result in disciplinary action. If the student is of majority age, then he/she may be prohibited from possessing a cellular phone or other wireless communication/electronic devices on campus.

The use of personal cellular telephones or other wireless communication/electronic devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. **Notify the school immediately if you have a change of address or telephone number during the school year.**

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense could result in suspension from school.

CONFERENCES

Parent-teacher conferences are required at least twice during the school year. Teachers are asked to make a specific appointment with the parents of each child in their room regardless of the

progress of the child. These conference times are very valuable to the overall educational program.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. You may call the school office (482-9820) to set up a conference.

COUNSELOR SERVICE

A guidance counselor is a full-time staff member at our school. She is available to assist students with questions regarding classes, career choices, social problems, and crisis situations. Students are encouraged to make use of these services and can arrange for an appointment through the counselor. Some students will be identified for individual or group counseling with parental consent. Although confidentiality is guaranteed to the student, every effort is made to assist students in working out their problems with the support of their families.

DAILY SCHEDULE

7:30	Supervision begins. (Student walkers and car riders are not to arrive at school <u>before</u> this time.)
7:20-7:45	Buses arrive/Breakfast is served
7:50	First Bell rings
7:55	Tardy Bell rings
10:30-1:00	Lunches served to all students according to schedule
2:45	Dismissal Bell

DELIVERIES

Please do not have deliveries, including balloons, flowers and the like, sent to school during the school day. Such deliveries are a distraction to the learning environment and can be a safety hazard on the bus.

DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the principal. **Corporal punishment can be used unless parents object in writing to the principal. Letters requesting no corporal punishment should be updated each year and kept on file in the front office.**

DRESS CODE

Students should be comfortably, appropriately and safely dressed for school. It is necessary for children to wear shoes at all times for protection. Cleats and shoes with wheels are not acceptable. Sandals are not appropriate for the playground or physical education. Please **bring tennis shoes** for playground and physical education. Shorts, skirts, or dresses that are too short,

halter tops, tank tops, spaghetti strap tops, bare midriffs, or other clothing that leaves the body bare are not deemed appropriate for school. Shirts with drug related messages, obscene or suggestive gestures or slogans or profanity are not allowed. No type of headgear (caps, hats, or bandanas) is to be worn inside the buildings. **Please make sure that your child is dressed appropriately for the weather.** The **administration** shall determine when a student's personal hygiene, appearance or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the student or others. Staff members should report dress code violations to the administrative team as soon as they are detected.

EDUCATIONAL GOALS

The basic goal of our school is to provide a quality education to all students. This means developing the academic and social skills of each student to the highest possible degree. The specific goals of the school are established and guided by the School Advisory Council made up of elected parents, members of our local community, and school personnel. These goals are intended to reflect the needs and desires of all citizens. Every member of the community is encouraged to take part in the governmental processes which determine our educational goals.

EMERGENCY DRILLS

Emergency drills are conducted periodically throughout the school year. Detailed escape plans are posted inside the door of each classroom.

During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner.

A detailed emergency Crisis Management Plan is available in the school office. The school is prepared for a variety of emergency situations, including bomb threats, severe disruptions, etc. Should one of these emergencies occur and students must leave the school our designated gathering place is the CHS Football Field. Should a hostage situation occur, all information from CES would be relayed to CHS (482-9821). All updates will be reported there and parents must remain at CHS until the situation at CES has been resolved. CES faculty and staff are trained to handle these situations.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information: **Please be sure information is updated every year.**

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s)
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

FEES

The school charges a variety of fees for different services and materials. Some of these fees are for optional activities and are required of all students that participate. Fees should be paid promptly. If a student or his family has a financial problem that affects the payment of school fees, the situation should be brought to the attention of the administration where suitable arrangements can be made.

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. **One notarized field trip form** is required for each student along with the notice of each trip your child is taking. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray costs. Parents will be asked by the teacher to act as chaperones for these trips.

Any parent who goes on a school field trip MUST have current Jackson County School District Level One clearance if you plan to interact with students. This is even if he/she is following the bus to a public place and not traveling with the students or acting as an official chaperone.

FIGHTING

Fighting is strictly forbidden in the school or on campus. Breaking this rule could result in an immediate and automatic suspension from school and a conference with the student's parents.

FOOD AND DRINK

Food and drink are not to be carried throughout the school. They are restricted to the cafeteria and the student recess areas, unless otherwise directed by the teacher. In addition, **NO GUM** is allowed at any time on our campus. Students are expected to cooperate with this policy at all times.

FOOD SERVICES

Breakfast is served from 7:20a.m. (for bus riders) – 7:50 a.m.. Lunches are served from 10:30a.m. – 1:00 p.m. Basic meals are prepared each day along with several optional menu choices.

Trained cooks working in cooperation with a registered cafeteria manager prepare school meals. Students are encouraged to take advantage of this service. Cafeteria services have been contracted through Sodexo Food Services. All students will receive free breakfast and lunch this year. A la carte items and extra milk/juice can be purchased. Students may bring money daily for these items or prepayment into your student's online account will still be accepted at www.sendmoneytoschool.com. No a la carte items will be charged.

Breakfast - Free to All Students	Breakfast for Adults -	\$1.75
Lunch - Free to All Students	Lunch for Adults -	\$3.25

HOMEWORK

Homework is important. It is an extension of learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and **by seeing that assignments are completed and planners are signed daily.**

HOURS

Office Hours: 7:00 a.m. - 3:30 p.m.

School Hours: 7:30 a.m. – 3:00 p.m.

Lunch Hours: 10:30 a.m. - 1:00 p.m.

ILLNESS OR INJURY

In case of illness or injury the school health aide or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student’s family doctor must be on file at the school.

IMMUNIZATIONS

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also required are a rubella/rubeola vaccination and a tuberculin skin test.

KINDERGARTEN

Children entering kindergarten are required to be five years old on or before September 1, for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates, social security cards, proof of physical residence and immunization records to complete the enrollment. A “Kindergarten Brochure” is available to parents who need more information concerning kindergarten. The brochure deals with questions of enrollment, kindergarten readiness, and learning expectations.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades K-5 and for special classes in the school. They are held for library instruction, as well as for the enjoyment of materials and books.

Students can use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, and do reference work or work on special projects. Each student may check out one book for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books must be paid for. All students are encouraged to check out and read Accelerated Reader Books, which earns them points to receive AR awards. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found bin on the Southeast corridor. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification.

MAKE-UP WORK

The school is obligated to provide make-up work for all absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. Excused/unexcused absences will allow students to receive full credit for completion. This will allow the student to maintain instructional momentum due to absence.

MEDICATIONS

A parent or an adult must bring medication to school and pick medication up from school. No students are allowed to carry medication on school campus with them at any time. The **only** exception – inhalers and/or epi pens can be carried on student if a doctor prescribes instructions to do so. A copy of the instructions will need to be brought to the health room.

If a student needs to have a prescription medication at school, the following requirements must be met:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A medication permission form that's in the health room will need to be signed for the school to be able to administer the medication.
6. No more than one month of medication may be sent at one time.
7. Refrigeration is available.
8. School personnel will give medication.

NEWSLETTER

A school newsletter, The Buzz, containing items of interest to students and parents will be distributed periodically. **Color-coded classroom newsletters will provide weekly assignments, parental involvement activities, and other important facts.** Parents need to look for and read

these newsletters every week. Individual notices and reminders will be sent home periodically. All **office information** is sent home on **blue paper**.

NURSE

The school nurse's office is in the Health Room along with the school health aide. The nurse and the health aide are responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children. School health personnel are on call if any emergency should occur. Our Health Aide is Rita Thomas and the Health Nurse is Stephanie Folsom.

PARENT VOLUNTEERS

Cottdale Elementary considers its parent volunteers as very special resources. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or a skill you can share to make our school a better place for students to learn and grow. Please contact Jessica Shoupe to sign up to volunteer at CES. **All parent volunteers must fill out the Jackson County Volunteer Application Form and must be granted Level One clearance by the Jackson County School Board each year.**

PATRIOTISM

The Pledge of Allegiance to the Flag of the United States of America will be recited each morning before beginning instruction at CES. Students have the right not to participate in reciting the pledge, per Florida Statute 1003.44. If a parent wishes for their student to be excused from reciting the Pledge of Allegiance, a written request for such must be submitted to the school and the student will be excused. Otherwise, all students will recite the Pledge.

PHYSICAL EDUCATION/PLAYGROUND SUPERVISION

The staff at Cottdale Elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Physical education classes are provided each week for all students. **Tennis shoes must be worn during physical education classes.**

The teachers set classroom supervised playtimes. Adults are on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

PICTURES

CES has chosen Joe McEachern Photography Inc. for our school pictures. Picture dates are as follows:

Fall Individual Pictures – August 22, 2018
Fall Picture Retakes – September 17, 2018
Santa Pictures/Christmas Pictures – November 7, 2018
K & 5th Cap and Gown – February 13, 2019
Spring Individual Pictures – March 1, 2019

PLAYGROUND RULES

Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off-limits. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, and rock throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

POLICY OF NON-DISCRIMINATION

CONTINUOUS POLICY OF NONDISCRIMINATION

The Jackson County School Board does not discriminate against any person on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, lack of English language skills, national origin, disability or pregnancy in violation of applicable state or federal law in the educational programs or activities (including vocational) which it operates or in the employment of personnel and does not tolerate any such discrimination. The district provides equal access to its facilities to the Boy Scouts and other patriotic youth group as required by the Boy Scouts of America Equal Access Act. Questions, requests for information or complaints alleging violation of this policy shall be made to the Equal Employment Officer (EEO).

EQUAL OPPORTUNITY OFFICER

Shirl Williams
(shirl.williams@jcsb.org)
Director of Student Services
2903 Jefferson Street
Marianna, Florida 32446
850-482-1200

ANNUAL NOTIFICATION OF NONDISCRIMINATION

The Jackson County School District offers the following career and technical programs to high school students wherein they may earn industry certification:

Agriculture, Arts/AV, Business/IT, DCT, EDU/Train, Engineering, Health and Hospitality
These programs are open to all students.

To access the list of programs, by school, visit the website at www.jcsb.org and follow the link to Career and Technical Programs (Industry Certification).

The district prohibits discrimination in the terms and conditions of employment and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age disability, pregnancy, marital status, sexual orientation or genetic information. Reasonable accommodations are available for persons with disabilities to complete application/interview process. Contact Mrs. Cheryl McDaniel, Deputy Superintendent (850)482-1200.

Lack of English Language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

The School Board Policy and the Procedures related to the prohibition of discrimination and the grievance procedures for resolution of a complaint, are available upon request in each school office or the district superintendent's office.

Any violation of the provisions of the Florida Educational Equity act, Section 504 or Title IX should be reported to:

Shirl Williams, Equity Coordinator
Jackson County School Board
2903 Jefferson Street
Marianna, Florida 32446
850-482-1200

Any violations of the provisions of the Americans with Disabilities Act should be reported to:

Cheryl McDaniel, ADA Coordinator
Jackson County School Board
2903 Jefferson Street
Marianna, Florida 32446
850-482-1200

PROMOTIONS & RETENTIONS

Promotions and retentions are based on the Jackson County School District's Pupil Progression Plan (available online at www.jcsb.org). Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be advised of any retention decision.

P.T.C.O.

The Cottondale Elementary PTCO (Parent Teachers Community Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled four times during the year and they are announced several weeks in advance. Each year the PTCO sponsors several moneymaking projects. With the help of all parents, these projects can be very successful. They allow the PTCO to fund many important activities at the school.

RELEASE OF RECORDS

The school will maintain academic records on all students. If a student transfers to another school records will be transferred upon request.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period and progress reports are sent home every 3 weeks during this nine-week period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parent/teacher conferences are scheduled twice a year. The parent's attendance at these conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

The following grading scale is effective for the 2018-2019 school term:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

RULES FOR GENERAL BEHAVIOR

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas that require the application of very specific rules. Students are required to abide by the Jackson County School District's Code of Student Conduct (available online at www.jcsb.org and passed out to all students at the beginning of the school year). The following types of conduct are never permissible:

- Fighting
- Defiance of school staff
- The use of profanity
- Possession of weapons or other dangerous objects
- Possession or use of tobacco
- Possession or use of any controlled substance
- Stealing
- Gambling
- Vandalism

School-wide expectations are as follows:

Courteous to everyone

Engage in learning

Strive for success

SCHOOL COLORS AND SCHOOL MASCOT

The Cottondale Elementary School Mascot is a Little Hornet and the school colors are orange and blue. We encourage our students to identify with these symbols as a representation of our school pride and spirit! The PTCO sells mascot clothing as part of their money-making projects. Watch for these announcements going home.

SCHOOL SUPPLIES

Each teacher will furnish his/her students with an exact list of supplies needed for the semester. These supplies are modestly priced and easy to obtain. A basic list contains the following items: pencils, ruled paper, crayons, scissors and washable glue.

SCHOOL TABLETS

If your student is issued a computer tablet for school work, they will be required to adhere to the Jackson County School Board DJ-STAT Tablet Handbook and Acceptable Use Policy (separate document).

SCHOOL WEBSITE

Cottondale Elementary School's website is <http://www.jcsb.org>. On this website you can access a map to the school, faculty and staff pictures and email addresses, the district calendar, CES clubs, Accelerated Reader tests that are available at Cottondale Elementary School, and other important links.

SOLICITATION

Students are not to be solicited for money unless the principal has approved a project.

SPEECH THERAPIST

A speech therapist is part of our school faculty. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT PLANNERS

1st planner is free; the second or more costs \$3.50.

STUDENT INCENTIVE PROGRAM

Our school strives to recognize positive behavior and achievement. In addition to verbal praise the individual student is recognized in many ways. Certificates are given to those students displaying achievement in scholarship, music, art, and P. E. Citizenship and special recognition awards are given regularly. Accelerated Reader incentives will be given as soon as the student meets his/her goal and AR Parties will be held once a nine-week grading period. Glad notes and

teacher notes are given for classroom contribution and individual improvement. Recognition will also occur for prompt return of report cards, permission slips, etc.

STUDENT RECORDS

The classroom teacher keeps specific records on each student. There are four different records that parents may need to refer to at some time during the year. Parents should simply call the school and request the information or ask for an appointment with the teacher. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record.

STUDENTS WITH DISABILITIES

Notice to Parents of Jackson County Students with Disabilities

The following important information regarding your child's Exceptional Student Education, and the Education services can be accessed online at the Jackson County School Board (JCSB) Website, www.jcsb.org. There is a link to Exceptional Student Education, and the informational brochure listed below.

- 1) *Least Restrictive Environment Consideration Related to Individual Education Plans.*
- 2) *Transition Planning for Students with Disabilities: A Guide for Families Involved in Transition Planning*
- 3) *High School Diploma Options for Students with Disabilities.*

For more information or questions, contact ESE Office, JCSB, at 482-1200 ext. 236

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- 1) Come to class prepared with pencil, paper, and other necessary materials.
- 2) Be an active participant in class. Listen well and take part in class.
- 3) Ask questions to clarify problems.
- 4) Plan your day and schedule time for homework.
- 5) Use what is learned and apply it to new situations.
- 6) Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUBSTITUTE TEACHERS

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

SUSPENSIONS

The principal, for the worst offense, issues suspension from school. Teachers cannot give suspensions. Parents should meet with the principal or designee before a student may return to school. Suspensions are given only as a last resort. This signifies that a student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

Third through fifth grade students are subject to the alternative school placement policy in the Jackson County Code of Student Conduct (available at www.jcsb.org and handed out to all students at the beginning of the school year).

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 7:55 a.m. is considered tardy. Excessive tardies are considered a truancy problem and will be handled as a part of our attendance policy.

TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (Such as: requesting permission to go to another student's home after school). The school's office personnel will handle emergency situations.

TEXTBOOKS

Textbooks and workbooks are furnished for each student. If a book is lost or misused, or damaged beyond reasonable wear, the student will be expected to pay a replacement fee for the book.

TRAFFIC REGULATION ON CAMPUS

The administration has adopted several parking and driving policies due to the limited parking space and street access around campus. The west lot is reserved for teacher parking. **Visitors may park in the south lot in front of the school, but should not use this area as a student drop-off or pick-up area.** Students who are brought to school in cars are to be dropped off on the **East Side of the school** in the designated area. No student should be let out of a car in the west parking lot or behind the lunchroom. It is too dangerous and there is no supervision there. Parents who continue to do this will be called on an individual basis. For the safety of all, the administration seeks the cooperation of all parents and students in observing these accesses and parking policies.

TRANSPORTATION CHANGES

All transportation changes must be made through the front office **before 1:00 p.m.**

VALUABLES

Common sense and consideration is the best guide to determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables that students bring to school. This includes bikes, scooters, skateboards, etc. that are used for transportation to school. These should be able to be locked while at school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, registering them and leaving them at the main office can safeguard these items.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student can return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

VIDEO SURVEILLANCE CAMERAS

Cottdale Elementary School has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Jackson County School District authorizes the use of video surveillance cameras by the District. This serves as notice that video surveillance/recording may occur while you are on school property.

VISITORS

All visitors are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school. A volunteer application is included in our registration packet, so that you can apply for Level 1 clearance and participate in your child's classroom activities as a volunteer.

WITHDRAWALS

The parents of any student who is withdrawing in the middle of a semester should complete an application for withdrawal. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. All textbook and library books must be returned and checked in before a student withdraws. All fees must be cleared through the office and guidance department.