

# Cottonwood Student Handbook



# **Cottonwood Handbook 2008-2009**

## **COTTONWOOD COLTS MOTTO**

**C**OOPERATE WITH  
**O**THERS  
**L**EADING  
**T**o  
**S**UCCESSFUL LEARNING

### **VISION**

**Our vision is to have students leave our school with the tools necessary to continue their learning careers, and just as important have the desire to be life long learners.**

### **MISSION**

**We want the students to feel the need and desire to dare to become anything they want. It is our job to give them the tools and help create this desire and confidence to achieve their goals.**

## Cottonwood Elementary Is A Community of Caring

Our teachers and staff have the interpersonal skills to work with colleagues, parents, and most of all students. We believe showing people that you honestly value them is the foundation which learning experiences are built upon. We know that taking time to listen and being there when needed is critical. We know that listening and responding shows that you value the person you are working with and encourages further comments and greater involvement from all. We believe that the values and beliefs of the community should be incorporated from purposeful community support.

## We Believe That Love Is The MOST Important Thing We Can Bring

This love has to be an honest true love that the student feels inside. Sometimes our concerns for the student's well being get so strong that the student mistakes our concern for a reprimand. We as adults have to be careful so this does not happen.

*"If we want to influence learners for good, we should not merely love to teach; we should love each person we teach. We should measure our success by the progress of those we teach, not by the excellence of our performance."*

## Parent Link

Cottonwood Elementary uses a telephone communication program called Parent Link. It is a very useful program that helps us send a message or note to every household that we have a phone number on file. It lets us know who receives the message live or if it was left on an answering machine. It also helps up keep in contact with parents when a student has an unexcused absence. It automatically calls these homes and leaves a message.

## Schedule

Our lunch room door opens for breakfast at	8:10 a.m.
Our front doors are open for business at	8:00 a.m.
Our classroom doors are open for students at	8:15 a.m.
Our primary recess, grades k-3	10:00 a.m.
Our secondary recess grades 4-6	10:15
Our primary lunch grades 1-3	11:40-12-30
Our secondary lunch grades 4-6	12:05-12-45 p.m.
Our afternoon recess	1:50-2:05 p.m.
Our school dismisses at	2:55 p.m.

# FACULTY

## **Dennis Jones\***

Dennis is the principal. He received his B.S. degree from Southern Utah University in 1973 with a major in Elementary Education and minors in Physical and Biological Science. He received his Masters degree in Educational Administration from the University of Utah in 1995. Dennis has 18 years experience in the classroom teaching grades 3-6 and 11 years experience as principal. Dennis holds a current Utah Teaching License and a current Administrative License. He has been a member of the staff at Cottonwood for the past 25 years. Dennis and his wife Carrie live in Orangeville.

## **Lorraine Frandsen\***

Lorraine teaches Resource to students in grades K-6. She received her B.A. degree from Brigham Young University with a major in Physical Education and a minor in Drivers Education. Lorraine holds endorsements in Mild/Moderate and Severe/Profound in Special Education. She holds a current Utah Teaching License and is a Mentor Teacher in the Emery School District. She has taught in Resource for nearly 18 years and has been a member of our faculty for 17 years. Lorraine and her husband Jay live in Castle Dale.

## **Randy Winn\***

Randy received his B.A. degree from Southern Utah University with a major in Elementary Education. He holds a current Utah Teaching License. Randy has taught for 25 years, all at Cottonwood Elementary. He has taught grades 3-6 and is currently teaching 4<sup>th</sup> grade. Randy is a Peer Coach in the Emery School District. Randy and his wife Janice, live in Orangeville.

## **Kari Alton \***

Kari teaches first grade. She received her B. S. degree from Brigham Young University with a major in elementary education. This is her second year teaching. Kari and her family live in Orangeville.

## **Kristine Story\***

Kristine teaches Kindergarten. She received her B.S. degree from Utah State University in Elementary Education. Kristine has an Early Childhood Endorsement. She is a Peer Coach in the Emery School District. She also has a B.S. degree from Brigham Young University with a composite major in Homemaking Education. She has 23 years teaching experience. She has 21 years teaching K-3 at Cottonwood Elementary and 2 years teaching secondary. Kristine has been a member of our faculty for the past 21 years. Kristine and her husband Dwayne live in Orangeville.

**Teresa Jeffs\***

Teresa teaches second grade. She received her B.S. Degree from Utah State University with a major in Elementary Education. She holds a current Utah Teaching License and an endorsement in Early Childhood. Teresa is C.L.I.P. certified and is a Peer Coach in the Emery School District. She has 23 years of classroom experience and has been a member of our faculty for 23 years. Teresa and her husband Ray live in Orangeville.

**Lynda Nelson\***

Lynda teaches first grade. She received her B.A. degree from Utah State University with a major in Elementary Education and holds a current Utah Teaching License. Lynda holds an Early Childhood Endorsement. She is C.L.I.P. certified and is a Peer Coach in the Emery School District. She has 31 years of classroom experience at the elementary school level, teaching kindergarten for 1 year and first grade for 30 years. She has been a member of our faculty for the past 31 years. Lynda and her husband James live in Ferron.

**Jan Hanson\***

Jan is a 34 year veteran of the teaching profession. Twenty-nine of those years have been spent at Cottonwood Elementary. She received her B.A. degree from the University of Utah with a major in Elementary Education and a minor in Fine Arts. Jan holds a current Utah Teaching License. She is a mentor teacher in the Emery School District. Jan and her Husband Jae live in Orangeville.

**Julie Huntington\***

Julie teaches fifth grade at Cottonwood. She has 29 years of teaching experience with 23 years at Cottonwood. Julie received her B.S. degree from Utah State University with a major in Elementary Education. She is a Peer Coach in the Emery School District. Julie holds a current Utah Teaching License. Julie and her family live in Orangeville.

**Lori Labrum\***

Lori teaches third grade. She received her B.A. degree from Weber State College with a major in Elementary Education and a double minor in music and geography. She holds a current Utah Teaching License and is a Peer Coach in the Emery School District. Lori has taught sixth grade and third grade and has been a member of the Cottonwood Elementary Faculty for 23 years. Lori and her husband Garth live in Orangeville.

**Brindi Mangum**

Brindi is teaching in our new partial self-contained classroom. Brindi has an A.S. degree from the College of Eastern Utah and is finishing up her B.S. in Mild to Moderate Special Education from Utah State University. Brindi and her family live in Orangeville.

\*Meets "Highly Qualified" status under "No Child Left Behind" federal legislation

## **STAFF**

<b>Carol Stilson</b>	<b>Secretary</b>
<b>Kory Larsen</b>	<b>Custodian</b>
<b>Mavoreen Anderson</b>	<b>Custodian</b>
<b>Cindy Alton</b>	<b>Educational Assistant</b>
<b>Jamie Anderson</b>	<b>Educational Assistant</b>
<b>Suzanne Brasher</b>	<b>Pre-School Educational Assistant</b>
<b>Jamee Butterfield</b>	<b>Educational Assistant</b>
<b>Gail Kay</b>	<b>Educational Assistant</b>
<b>Barbara Lemons</b>	<b>Educational Assistant</b>
<b>Gayla Luke</b>	<b>Educational Assistant</b>
<b>Doris Price</b>	<b>Pre-School Educational Assistant</b>
<b>Laurie Rogers</b>	<b>Educational Assistant</b>
<b>Leigh Stilson</b>	<b>Educational Assistant</b>
<b>Dana Olsen</b>	<b>School Nurse</b>
<b>Edna Fox</b>	<b>Lunch Worker</b>

## **PTO Officers**

<b>Laura Jeffs</b>	<b>President</b>
<b>Melody Hoffman</b>	
<b>Kristin Hinkins</b>	
<b>Charlotte Morris</b>	

## **Leaving The School Campus**

Students leaving during school hours need to be signed out at the office by the adult they are leaving with. The students teacher also needs to be made aware that the student is leaving. The adult needs to come into the office and sign the student out. Mrs. Carol Stilson also needs to be made aware of the student leaving.

## Coming to School Late

The student needs to check in at the office and at that time they also need to tell the secretary if they are going to eat lunch.

## Leaving Campus Without Permission

If a student leaves the school grounds without permission the first thing the office will do is work with the student's teacher to try and locate the student on the school grounds. The office will then try and notify the student's parents. If parents can't be notified the Sheriff's Department will be immediately notified.

## Absenteeism

If a child misses four days a quarter the parents will receive a letter advising them of their student's absents. If a child has six absences in one term the parents will receive a letter advising them of their student's excessive absents. It will also include an appointment for the parents to meet with the principal to see if the problem can be resolved. If the problem persists the principal has to contact the local authorities who deal with excessive absenteeism as outlined in the letter and also in the School District's Policy Manual.

## Electronic Devices

Electronic games, CD, DVD Players, iPods, MP3 players or any other electronic device of such nature will not be allowed to be used during classroom time. If they are used during school time the first offense the device will be confiscated and taken to the office where the student may pick it up at the end of the day. On the second offense the device will be kept in the office for two weeks and then can only be picked up by the student's parents. On the third offense the device will remain in the office until the end of the school year. The school is not responsible for any device being stolen or broken.

## Cell Phones

Emery School District Policy allows students to bring cell phones to school. However, the policy clearly states the cell phones **MUST** be turned off during the school day. The same policy for electronic devices will be adhered to for cell phones except a cell phone **can not be used by a student anytime during the day without permission from their teacher.** The district has a strict policy on the use of cell phones and it will be adhered to at Cottonwood Elementary.

## **Bikes, Skates, Skateboards, and Scooters**

All can be used as a mod of transportation to and from school, but as soon as the student enters the school grounds they must get off and walk. The same policy applies when the students are leaving school. Students are not allowed to ride any of the above on the main sidewalk directly in front of the school while coming or leaving school.

## **Motorized Vehicles**

Motorized vehicles such as 4-wheelers, motorized scooters, motorcycles, pickups, cars, etc., are not allowed on the school grounds at any time.

## **Dress and Appearance**

Students are expected to be dressed in an appropriate manner for public school. Any clothing adornments or attachments which advertize or suggest inappropriate acts slogans or signs are not to be worn. No gang symbols or signs, or any negative put downs to persons, or community are allowed. Advertisement of any drug such as cigarettes, alcohol, etc. should not be displayed on any clothing worn to school. This also includes adults as long as they are in the school drug free zone. Shorts and dresses must be long enough to reach the end of the students fingers when he/she are standing and arms are extended downward. No sleeveless shirts without an under garment are allowed. Sunglasses are allowed to be worn only out of the building. Hats are not allowed to be worn in the building except on hat day. Shoes must be worn in and out of the building during school and related activities. Bandanas and sweat bands are not to be worn during school or any related school activity. Sweat bands can be used during P.E. activities.. Any extreme hair style, color, or makeup that draws attention, is distracting, or interferes with any child's learning is not acceptable.

## **Recess**

Recess is provided so students can acquire exercises and fresh air, and also it gives the students an opportunity to develop social skills. Our recess policy requires all students to be outside the building where there is supervision. Students need to wear clothing that is appropriate for the potential weather conditions. Students have been assigned areas on the playground to play and we also want everyone to be accepted in their appropriate grade level. Students are not allowed to lock out students of their own grade level from any game they are playing. In fact, students are encouraged to invite students in their games. If the weather is too cold the principal can have students stay in their rooms after they finish eating. A movie is put on the system or the students can play board games. The people who would be on duty outside come in doors and are on duty inside so students are monitored at all times. If parents send a note to keep a child in for some legitimate reason their request is honored and the child is asked to get a reading book and come down to the office so they can be monitored.



# Weapons at School

It is the policy of Emery County School District, Cottonwood Elementary and also Utah State Law that students are not to be in possession of guns, knives, chains, or other weapons at school. This policy refers to toy weapons as well as those created by the students themselves such as sling shots, paper guns, darts made from pins, etc. Under the law plastic or play weapons are classified as weapons because someone may actually think they are real weapons.

# Student Visitors at School

We frequently have requests from parents to have visitors, cousins, friends, etc., attend school with their children. This is not allowed. This creates a behavioral management concern for the student, visitor and the teacher. It creates a nonproductive environment for all in the class.

# Release of Directory Information

In the normal process of operations it may be necessary to release to our PTO or the news media the following types of information:

- 1) academic excellence information
- 2) names of students receiving awards or recognition
- 3) pictures of students involved in various programs or activities

**If you do not wish to have this type of information released, please contact the principal.**

# Field Trips

District policy states that each class is allowed one field trip each year. The teachers will make arrangements for parents to act as chaperones. In order to go on the field trip as a chaperone, parents must ride the bus with the class. Parents who do not want to ride the bus with the students will not be allowed to accompany the class on the trip. Siblings of students, regardless of age will not be permitted to accompany parents on these trips.

# Communicating Concerns

Your feedback is always welcome. Because concerns can be taken care of when they are addressed close to the source of the concern, we ask that you contact the classroom teacher first when you have concerns with specific children or practices within a classroom. The principal will be happy to assist you in setting up a meeting time.

# Immunizations

Utah law specifies that all children going to school must be properly immunized. Parents must prove that their children have completed or are completing shots against diphtheria, whooping cough, tetanus, polio, measles, rubella, chicken pox, hepatitis A, hepatitis B, and mumps. Immunizations required are: 4 DPT, 3 polio, 2 hepatitis A, 3 hepatitis B, 1 chicken pox, and 2 MMR. There are three exemptions;

- 1) **Medical-** A signed statement from a doctor that a vaccine or vaccines may be harmful to a child's health is needed to claim this exemption.
- 2) **Religious-** A signed statement from the parent or guardian that immunizations are against religious beliefs is needed to claim this exemption.
- 3) **Personal-** A statement signed by both the local health authority and parent/guardian is needed to claim this exemption. This exemption may only be claimed by parents or guardians who have strong personal beliefs against immunizations.

**Children are not allowed to attend class without certifying proper immunization. There is a \$10.00 fee to sign an exemption form.**

# Administration of Medicine at School

**Students cannot have in their possession medicine of any kind other than Asthma Medication.** However, the administration of prescription medicines to pupils by school personnel will be permitted when the following procedures are followed:

- 1) The student's parents or legal guardian provides a current written and signed request that prescription medicine be administered during regular school hours to the student.
- 2) The student's physician provides a signed statement describing the method, amount, and time schedule for administration. The physician must also provide a statement that it is medically necessary to administer the medication during school
- 3) The medicine is delivered to school by the parent or guardian and given to either the school secretary or the principal. It is stored in a locked cabinet at the office.
- 4) A record is kept of the dosage, time taken, and who administered the medication.

# Student Self-Treatment for Asthma

Emery School District policy JHCDA adopted 11/05/2003 allows that students may self-administer Asthma Medication:.

- 1) Students may carry and self-administer prescription or non-prescription asthma medications provided that the student's parent or guardian has previously provided the school with a written request and written health care provider approval.

- 2) The written request must state that the parent or guardian authorizes the student to have and use the asthma medication.
- 3) The health care provider approval must specifically identify any prescription medication and must state: 1) the provider is authorized to prescribe the medication; 2) the student is capable of appropriately self-administering the medication; and 3) the provider finds that it is medically appropriate for the student to keep the medication with or readily available to him or her at all times.
- 4) If the medication is to be stored other than on the student's person, the student or parent/guardian shall inform the school nurse or administration where the medication will be kept to enable access for emergency use.
- 5) The student shall only use prescription asthma medication directed by a health care provider's written orders, and shall use non-prescription asthma medication in accordance with the manufacturer's instructions.

No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription.

## **Special Pupil Services**

Each student with a disability, age 3 through 21, in Emery District, who has not graduated from high school with a regular high school diploma, receives a free and appropriate public education that includes special education and related services, as specified on the Individual Education Program (IEP) designed to meet the student's unique needs and to prepare them for employment and independent living.

Related Services are support services that an IEP team determines are required to assist a student with a disability to benefit from special education. These services may include transportation, speech-language pathology, physical and occupational therapy, orientation and mobility services, etc.

Hearing screening tests are given annually to all district preschool, Kindergarten and 1st grade students as well as any students referred for this testing by their teacher or parent.

If you feel that your student could benefit from Special Education or related services, contact the Principal or the Resource Teacher.

## **Emergency**

Cottonwood Elementary has filed with the Emery County Sheriff and the Emery School District its Emergency Plan. The purpose of the Emergency Plan is to provide

information and direction for all persons in the school concerning emergency response tasks. If you would like to read the Emergency Plan in full, a copy is located in our Parent Information Center.

## First Aid

Cottonwood Elementary will have at least three faculty or staff members certified in Emergency First Aid and CPR. All employees will know who the first aid personnel are and will call on them for evaluation and treatment in the event of an injury. First aid treatment will be given on-site or in the office. In the event that the building needs to be evacuated, a first aid station will be set up at the storage shed located on the west side of the school.

## Emergency Drills

Fire, earthquake, and evacuation drills shall be held regularly to assure that all students, faculty, and staff are familiar with and prepared for quick, efficient use of the Cottonwood Emergency Plan.

## Drug-Free School

Cottonwood Elementary is a drug-free campus. No alcohol, tobacco, or illegal drugs are to be on the school grounds at any time, including after school hours.

**School Improvement is important and must be on-going. We firmly believe that schools can become a community of learners. School Improvement needs to be based on ideas, values and concepts that are good for students, teachers, and the school. In a successful school, consensus runs deep. It enhances the performance and productivity of the teachers and provides both sense and meaning. A true leader must involve all under their direction in the vision of school improvement. An atmosphere must be created where these elements are fostered and understood. Ongoing school improvement is the very life-blood of Public Education. This is Cottonwood's philosophy for school improvement.**

