

# Cottonwood Elementary Appendix 2020-21

Office Hours 7:45-4:30

School Hours 8:45-3:45

**Cottonwood Mission Statement** The Cottonwood mission was developed with teacher, student, and parental input. The mission statement is the foundation of our school. (It was reviewed in the Fall of 2018 by the Leadership team, Staff, Student Council, and Site Council as part of the Redesign process)

**We will work together at Cottonwood Elementary to be responsible, respectful, and resourceful life-long learners. We will do what is right.**

**”We”**—Includes students, parents and staff members of the Cottonwood community.

**“Responsible”** — all individuals will follow building and classroom rules that are fair, reasonable and essential for the daily operation of Cottonwood. (EX: Matrix, agenda books, homework, safety procedures, family handbook guidelines)

**“Respectful”**— all individuals will be respectful members of our school environment. (EX: Code of Conduct; Instructional time, character building, cooperation, Rise and Shine)

**“Resourceful”**--- all individuals will have the opportunity to utilize our resources wisely (EX: counseling services; PTO, curriculum resources)

**Cottonwood Core Values** The Cottonwood community believes the following statements will help develop students to become successful lifelong learners.

- RESPECT: We believe all members of the school community are to be treated with respect.
- RESPONSIBILITY: We believe all individuals are accountable for their actions and all community members are stakeholders in the educational process.
- SAFE AND ORDERLY ENVIRONMENT: We believe learning takes place in a positive, safe, and orderly school environment.
- HIGH EXPECTATIONS: We believe challenging expectations develop high academic and social achievement.
- SUCCESS: We believe all Cottonwood community members will be successful when we focus and reflect on standards and individual needs.

## **Arrival**

Students should not arrive at Cottonwood before 8:25 unless attending the YMCA Key Academy program. There is no supervision available before 8:25.

Bus--Buses will arrive at Cottonwood between 8:30 and 8:45 and use the south parking lot from 8:25-8:50. Do not block bus traffic.

Drop Off--Use the Stadium Drive. Enter off of Allison, travel the road, and line up in the designated area. Your child should exit the car promptly and enter the building using Exit D. Staff will monitor these doors, which will be locked at 8:45. If your child is late, please enter using the south doors and sign your child in.

Drop-off and park--If you need to walk your child into the building, park in the south parking lot and use the crosswalk.

### **Dismissal**

Bus--Students will walk out the entrance doors to get to their bus.

Car line Pick-Up--Use the Stadium Drive for pick-up. Enter Stadium Drive from Allison. Travel the road and wait in line for your child. Have your name placard in the window so that staff can call for your student to be ready. Once you have picked up your student, you will drive forward to Andover Road. It is advised that you turn RIGHT, so as to keep the traffic moving.

When you cannot use the pick-up line on the north side of the building you should wait in your car in the parking lot until AFTER all the buses have left the lot. (Usually 3:55) At that time, a teacher will give the dismissal signal that is safe for you to get your child.

### **Schedule changes**

Please try to keep schedule changes to a minimum. It is difficult to get messages to teachers after **3:30**

### **Cottonwood Character**

The mission of the Andover schools is to prepare all students to be responsible life-long learners. We recognize the school's role in teaching students, of all ages, character traits that are needed to build a healthy society based on mutual respect and human behavior. The character education program at Cottonwood Elementary will strive to meet the following goals during the year:

- Make every student feel valuable, competent and worthy.
- Provide a safe and effective school climate for all.
- Build on each student's character strengths.

### **School-wide Behavior**

Purpose Statement: We, the staff and students at Cottonwood Elementary, commit ourselves to work together to provide a positive, safe, healthy and predictable school environment that encourages learning, cooperation, and respect.

Responsibility: Any Cottonwood staff member has the authority and the responsibility to correct the behavior of any student.

|                | Care for yourself and others                     |   | Encourage creativity  |   | Strive for Excellence                                   |   |   |
|----------------|--|---|---|---|---|---|---|
|                | Arrival/Dismissal                                | Hallway                                     | Cafeteria   | Restrooms   | Playground  | Assemblies                              | Bus   |
| Be Respectful  | Follow all adult or leader directions            |   |   |   |   |   |   |
|                | Use kind words, appropriate language and actions |   |   |   |   |   |   |
|                | Keep hands, feet and objects to yourself         |   |   |   |   |   |   |
|                | Use indoor voice                                 | Respect others' ability to work             | Use indoor voice  | Use indoor voice  | Line up quickly and quietly in number line order        | Use indoor voice                        | Use indoor voice                                      |
|                | Sit quietly                                      | Respect artwork and displays                | Eat in a timely manner  | Clean up after yourself-Throw away trash, even if it's not yours. | Use good sportsmanship                                  | Raise hand and speak when called upon   | Sit quietly   |
|                |  | Respond to High 5 signal when prompted      | Respect others privacy  |   | Respond to High 5 signal when prompted                  |   |   |
|                |  | Say Please and thank you (Use good manners) | Respect property  |   |   |   |   |
| Be Responsible | Enter and exit quietly                           | Get to class on time                        | Clean up your own table/floor                                 | Flush toilets   | Report disruptions, accidents and injuries to an adult. | Enter and exit quietly                  | Enter and exit quietly                                |
|                | Report to and sit in your assigned area          | Keep hallways clean                         | Put trash in trash can  | Report disruptions, accidents and injuries to an adult.           | Follow established procedures                           | Report to and sit in your assigned area | Sit in your designated seat, if appropriate.          |
|                | Have belongings collected and on body            |   | Stack your trays in the window                                | Return to room promptly   |   |   | Help keep the bus clean                               |
| Be Resourceful | Walk at a safe pace                              | Walk at a safe pace                         | Raise hand to ask for spork/milk/napkin/bathroom              | Wash hands with soap  | Take turns  | Listen to the speaker                   | Listen to the bus driver at all times.                |
|                | Remain seated until dismissed                    | Listen for directions                       | Follow serving line procedures (Quiet in kitchen)             | Keep feet on the floor  | Use playground equipment properly                       |   | Remain seated until the bus comes to a complete stop. |
|                |  | Stay in line/feet behind feet               | Following dumping procedures (One at a time at the trash can) | Keep water in the sink/toilet                                     | Use peaceful solutions                                  |   |   |
|                |  |   |   |   | Stay away from unfamiliar animals/adults                |   |   |
|                |  | H-Hands to yourself                         | C-Clean Up  | F-Floors stay dry   | P—Proper use of equipment                               |   |   |

|  |  |                    |                                 |                  |  |  |  |
|--|--|--------------------|---------------------------------|------------------|--|--|--|
|  |  | A-All eyes forward | A-Always use inside voice level | L-Leave it clean | L-Listen and follow directions             |  |  |
|  |  | L-Low speed        | F-Follow directions             | U-Use it quietly | A-Always use respectful language           |  |  |
|  |  | L-Lips zipped      | E-Excellent manners             | S-Squirt of soap | Y-You are responsible for your own actions |  |  |
|  |  | S-Straight lines   |                                 | H-Hands washed   |  |  |  |

**Consequences:** Classroom behavior problems will be addressed by the classroom teacher according to the behavior plan for that class. If it becomes necessary for a student to be sent to the office from a classroom, parents will be contacted, and if necessary, separation from the classroom will be considered.

**Principal Referral:** When a child is sent to the principal, the teacher will complete a written referral. The principal will conference with the child as soon as possible. A variety of issues may determine the level of response required for each student; the number of times the specific behavior occurred, other disruptive behaviors that occurred, the severity of the behavior, etc. The following behaviors result in an immediate referral to the office: physical fighting, injury to another student due to aggressive behavior, disrespectfulness to teachers, swearing, stealing, destruction of property, possession of weapon (knife, gun, etc.) or drug, or a facsimile or “look-alike” weapon or drug and leaving campus without permission. All disciplinary action taken by the principal will be accessible to the student’s parents and teachers.

Types of consequences may include:

- Conference with the student, teacher and/or parent
- Referral to the school counselor
- Time out in the office with think sheet
- Loss of recess
- Phone call to the parent
- Referral goes home for parent/guardian signature
- Lunch Time-Out: Isolation during part or all of lunch break
- Time-Out: Assignment to a time-out room or buddy classroom
- In-School suspension
- Out of school suspension: Assigned to be home during the day(s) suspended; he/she will not be allowed on campus for any reason, day or evening, during the suspension. Parent/Guardian will be requested to attend a conference regarding the situation.
- Expulsion: Refusal to permit a student to attend any Andover public school after a hearing and due process.
- Restitution: Replacement or payment for stolen or damaged property in the event of theft or destruction of property.

## **BULLYING**

The Board of Education prohibits bullying in any form, including any electronic means, on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Examples of bullying may include:

- Hurting someone physically by hitting, tripping, pushing, and so on
- Stealing or damaging another person's belongings
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone

Staff at our schools will do the following things to prevent bullying and help children feel safe while at school:

- Closely supervise students in all areas of the school playground
- Watch for signs of bullying and stop it when it happens
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline plan
- Provide immediate consequences for retaliation against students who report bullying

Students at our schools will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

## **Library**

The library is open daily during school hours and maintains a variety of books and magazines for checkout.

Please help your child with the following:

- Read the book(s) with your child and talk about the pictures. If your child is reading on his/her own, discuss his/her likes and dislikes about the book(s).
- Remind your child to use clean hands when they read a book.
- If a book has been damaged, please return it to the library so the damage can be assessed.
- Students may keep books for a maximum of two weeks.
- Students may come to the library, as needed, with permission from his/her classroom teacher.
- Students with an overdue book will not be able to check out another book until that book is returned or renewed.

## **Fines & Billings**

- The library does not charge a fine for overdue books.
- All patrons are responsible for the prompt return of library materials and patrons are billed for the replacement of lost/damaged books.
- Overdue notices are e-mailed to parents weekly.

## **Schoolwide Title I Program**

Cottonwood Elementary School is a designated School-wide Title I program and receives federal funding to support reading and math services. A school-wide program is built on schoolwide reform strategies, rather than separate, add-on services and serves all children in the building. Being a school-wide program allows for flexibility in spending Title I funds and permits us the flexibility to combine other Federal funds in support of the school-wide program.

**What is the purpose of a Schoolwide Program?** A school-wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. Its primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards.

## **What are the essential components of a Schoolwide Program?**

1. A comprehensive needs assessment
2. School-wide reform strategies
3. Instruction by highly qualified staff
4. High-quality, on-going professional development
5. Strategies to hire and retain high-quality teachers
6. Strategies to increase parent involvement
7. Transition plans for preschool children to enter local elementary schools
8. Opportunities for teacher decision-making using formative and summative data points
9. Activities designed to provide effective, timely and measurable assistance to those students at risk of failure
10. Coordination and integration of Federal, State and local services and programs