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Dear Students and Families,

On behalf of the staff at Cottonwood Elementary School, I am happy to welcome you to the 2019-2020 school year!!! I hope you and your child are as excited as we are! We are looking forward to a fun-filled partnership to ensure every student achieves at his or her highest potential possible!

A great school is built on a solid foundation of shared goals and objectives. Students, families, teachers, administrators, and community members must be committed to achieve greatness for our school. Cottonwood’s foundation is built on high expectations, hard work, student engagement, and a deliberate unwillingness to let students fall behind. Cottonwood Elementary School has a strong commitment of educational excellence and a long history of doing great things for students. This year we will continue to strive for new opportunities while continuing some of our great previous work like Power of an Hour, Bully Proofing, Caring Community, Houses, and many others!

It is truly an honor to be the principal for Cottonwood Elementary School! The staff, students, and families are second to none! I look forward to the continued collaboration and partnership, that has become a part of this school, as we work to ensure that every student succeeds.

Please ensure you read through this handbook with your children and discuss with them the importance of following these expectations. We look forward to an incredible year with your Cottonwood Wildcat!

With Gratitude,
Mrs. Valerie Brus and the Cottonwood Staff
Schedule Your Power of An Hour!!!!

Dear Parents and Guardians,

We are excited to offer you the opportunity to see your child(ren) in action. “Power of an Hour” allows you to observe your child(ren) in any school setting you choose. Here's how...

1. Call or email your child’s teacher to schedule the day and time you wish to come. Remember any time that works for you, works for us!

2. Check in at the office when you arrive. The office staff will have a clipboard ready for you to record your observations.

3. Head to your child's classroom. Walk right in, we're expecting you! Observe your child and write down what you see your child doing. Look for the positive as well as one area that you may be able to help your child improve in.

4. At the end of your visit, turn your form into the office. A copy will be made and sent home to you. The other copy will be given to your child's teacher to help us improve.

We are so eager to get as many parents into the School we have a few incentives.

- Parents that complete the “Power of an Hour” will receive a special Team Cottonwood “Power of an Hour” t-shirt. This special shirt cannot be purchased.

- If the School achieves its overall goal, Mrs. Brus will be subjected to a ZANY student request that must be completed.

- The classroom that gets the highest percentage of participation will have the privilege to choose Mrs. Brus’ activity.

Call or email your child’s teacher today!! Our teachers can be reached at 253-4700 or by using his or her first and last name in the following email address. <firstname_lastname@natronaschools.org> We can't wait to see you.

Our goal for the 2017-2018 school year is to have 140 classroom visits.

With gratitude,
Valerie Brus  
Cottonwood Principal

Cottonwood Elementary School
Attendance Policy and Definitions

Regular attendance is important to a child’s success in school. A student who is absent, tardy or leaves school early at the end of the day will miss instruction provided through teacher presentations, class discussions, and group activities. Making up schoolwork is often quite difficult.

Please contact the school by phone or in writing when your child will be absent. If we do not hear from you, we will call your home to check on your child. If you have not contacted us or we are unable to contact you by phone, your child’s absence will be considered unexcused.

Please read the definitions of excused and unexcused absences and tardies as listed in Board Policy 5120. We appreciate every effort you make to have your child(ren) in school, on time, and ready to learn. We are holding ourselves accountable for the education of your child(ren). We thank you for holding yourself accountable to ensure your child has every opportunity to learn by being at school regularly. Thank you.

School Arrival

We are very interested in the safety of your child(ren). We want to provide appropriate supervision for them. Each elementary school is limited in the amount of playground supervision it can have. Our playground supervision begins at 8:00 a.m. Breakfast will be served from 8:15 – 8:30 a.m. Students should enter the cafeteria doors for breakfast. Supervision is not available before 8:00 a.m. and doors will not be open until 8:00 a.m.

School Dismissal

Students should also plan to exit the school grounds right after school has been dismissed. Various clubs and YMCA after school program may be available after school; however, they are not held every day, so watch for details in our Monthly Newsletter. Students should report to the bus stop, to parents for pick-up, or head home when school is dismissed, as our playground is closed from 3:35 to 5:00 p.m. weekdays. Unfortunately, we do not have supervision during those times.

Please help us with the safety of all children by NOT ALLOWING your child(ren) to be at school before or after the assigned times. Thank you so much for your help!

Board Policy 5120  
Last Reviewed June 13, 2016

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.
2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.

3. The Board, therefore, sets the following limits on student absences for NCSD#1:

a) At the high school level, five (5) parent-excused absences will be allowed in any one class. Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a healthcare professional. (In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.). If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

School-related absences will not count against the student, nor will medical absences that are excused by a healthcare professional.

d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:
- **Attendance** – being on time to class, and being in class the entire time.
- **School-related absences** – any absence as a result of athletics, activities, field trips or other academically-related functions.
- **Parent-excused absences** – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class. Parents may also excuse their students for organized sports and activities not offered by the District, provided the student’s grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.
- **Unexcused absences** – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)
Cottonwood Vision

Cottonwood School exists to create responsible, independent students who have the knowledge and attitude to be successful in an ever-changing world.

(Updated Spring 2016)

Cottonwood Mission

The heart of Cottonwood Elementary is to create a caring community of learners through relationships, relevance, and rigor; one student at a time.

(Updated Spring 2016)

School Wide Curriculum

Common Core based ELA Instruction
- “Making Meaning” and “Becoming a Writer” Resources

Common Core based Math Instruction
- “My Math” Resource

State of Wyoming Content and Performance Standards Based Social Studies, Science, Health, Fine and Performing Arts and Physical Education

SALSA Spanish (Video Series) K-2

Bully Proofing Program

Caring School Community and Mind Up – Social Emotional Curriculum

Special Education Model of Instructional Delivery

Co-Teaching at all Levels
Response to Intervention Tutor Model: Inclusion and Pullout
Primary and Intermediate Inclusion Support / Resource Classes
Primary and Intermediate Functional Life Skills Classes

NCSD Strategic Plan 2019-2024
Strategic Plan 2019-2024

The Natrona County School District empowers every learner to grow, excel and be successful contributors to the local/global community.

**HIGH EXPECTATIONS**
NCSD will work together with students, parents, and our community to ensure all schools are meeting or exceeding school-level performance expectations.

**LEADING IN LITERACY**
All students will meet or exceed Literacy expectations.

**PLANNING WITH PURPOSE**
NCSD will improve high school graduation rates with intentional planning and collaboration between students, parents, and schools.

**SAFE & HEALTHY ENVIRONMENTS**
NCSD will ensure that all district environments are safe, orderly, and supportive while promoting high expectations for students and staff.

**EFFECTIVE AND EFFICIENT OPERATIONS**
NCSD is committed to being responsible and purposeful with the resources provided to us by our community while maintaining exceptional learning environments and providing effective customer service.
Cottonwood Strategic Plan 2019-2024

High Expectations

**Cottonwood Strategic Goal 1** - By 2024, each assessed Cottonwood grade level will meet or exceed targets on the State **Math** academic indicator as measured by the statewide (WY-TOPP) assessment in grades 3-5.

Leading in Literacy

**Cottonwood Strategic Goal 2** - By 2024, each assessed Cottonwood grade level will meet or exceed targets on the State **English Language Arts** academic indicator as measured by the statewide (WY-TOPP) assessment in grades 3-5.

Safe and Healthy Environments

**Cottonwood Strategic Goal 3** - Cottonwood will ensure that all district environments are safe, orderly, supportive, and conducive to a climate of high expectations for students, staff, and the community as measured by the NCSD Climate Survey.
Cottonwood Elementary School Wide Discipline Plan

Cottonwood students will be taught school-wide expectations for positive behaviors the first week of school. These expectations will also be reviewed as the year progresses. The expectations are part of our BEST Behavior Program. We believe that if students know what is expected of them, they will do their “best” to act in appropriate ways. Students who do act in appropriate ways will be acknowledged! Our school wide expectations are on the following pages.

Students will also be taught consequences for inappropriate behaviors during the first week of school. They will have opportunities in their classrooms and on the playground to practice good behaviors and change inappropriate behaviors. Teachers and staff will use a combination of the following strategies to help students change inappropriate behaviors in class and on the playground: Proximity (being closer to the student), Coupling Statements (saying what the child is doing and what they should be doing instead), Offered Choices, Thought-Spot Area, Alternate Area Assignment, an Assigned Task, a Staff/Student Conference, and/or a Parent Contact. Students who do not respond to a series of strategies to change behavior will be referred to the Wildcat Den for an intervention, or in severe or chronic cases, to the Principal’s Office for an intervention.

Examples of inappropriate behaviors and possible consequences are as follows:

- Use of inappropriate words (cursing) toward students/adults or screaming in class could result in a Wildcat Den referral or an Office Referral as well as a recess detention or possible suspension.
- Refusal to follow an adult direction could result in Wildcat Den referral or an Office Referral, as well as recess detentions or possible suspension.
- Students running out of class or away from an adult will result in an Office Referral and an immediate parent contact and a possible parent pick up, recess detention, or suspension.
- Students throwing items at students or teachers will receive an Office Referral and an immediate parent contact and a possible parent pick up, recess detention, or suspension.
- Any time a class of students has to be evacuated from the room because of unsafe behavior on the part of a child in that room it will result in an Office Referral and an immediate parent contact and a possible parent pick up, recess detention, or suspension.
- Students who push, shove, hit, bite or kick other students or adults will receive a Wildcat Den referral or Office Referral, a parent contact, and possible recess detention, suspension, or an immediate parent pick up.
- Students who physically fight (two or more students participating) will receive an Office Referral and an automatic suspension.
- Students who have repeating inappropriate behaviors will face more severe consequences as outlined in the NCSD Extreme Discipline Guidelines.

**Suspensions include ISS (In School), OSS (Out of School) and SSSL (Safe School Suspension Lab).

**Consequences are always at the discretion of the principal or her designee.

Parents will always be notified about severe or chronic behaviors. When a child receives an Office Referral paperwork will be sent home with the child and also mailed to the family address. We ask that a parent or guardian please review the paperwork with the child, sign it, and return it to school as soon as possible.
## Extreme Discipline Guidelines

### Discipline Reference Chart

This list is not meant to be exhaustive, but it does include many of the more common and/or serious types of prohibited conduct. Additionally, it establishes guiding discipline consequences for various types of prohibited conduct to be applied by the school's administration.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Grade Level</th>
<th>Manded Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb or explosive device</td>
<td>K-12</td>
<td>1st Offense: 6-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Explosive, firearm or weapon (other)</td>
<td>K-12</td>
<td>1st Offense: 6-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Substantive (to include terrorist threat)</td>
<td>K-2</td>
<td>1st Offense: 6-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td>Threat towards Property or Staff or Students</td>
<td></td>
<td>2nd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10-Day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Substantive (to include terrorist threat)</td>
<td>3-12</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td>Threat towards Property or Staff or Students</td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Assault/Battery toward Staff or Student</td>
<td>K-2</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Assault/Battery toward Staff or Student</td>
<td>3-12</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
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<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Single Event - Harassment/Intimidation/Bullying</td>
<td>K-2</td>
<td>1st Offense: 1 or 2 day Suspension, w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense: 4-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Single Event - Harassment/Intimidation/Bullying</td>
<td>3-12</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Persistent Events - Harassment/Intimidation/Bullying</td>
<td>K-2</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Persistent Events - Harassment/Intimidation/Bullying</td>
<td>3-12</td>
<td>1st Offense: 3-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension w/re-entry conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Alcohol, Drugs, Controlled Substance, Intoxicant, Look-Alike, Paraphernalia</td>
<td>K-12</td>
<td>1st Offense: 5-day Suspension</td>
</tr>
<tr>
<td>(Possession, Use, Sell, Furnish)</td>
<td></td>
<td>2nd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Tobacco, Vaping, Look-Alike (Possession, Use, Sell, Furnish)</td>
<td>K-12</td>
<td>1st Offense: 3-day Suspension</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
<tr>
<td>Extortion, Damages to Property, Robbery, Stolen Goods/Theft</td>
<td>K-12</td>
<td>1st Offense: 3-day Suspension</td>
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<tr>
<td></td>
<td></td>
<td>2nd Offense: 6-day Suspension</td>
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<tr>
<td></td>
<td></td>
<td>3rd Offense: 10-day Suspension, Recommend Expulsion</td>
</tr>
</tbody>
</table>

**Contact**

Natrona County School District Student Support Services

Director of Student Support Services/Safe Schools

307-253-3152

Email Feedback

communications@mynccd.org
<table>
<thead>
<tr>
<th>All Settings (Classroom, Library, etc...)</th>
<th>Hallways</th>
<th>Restrooms</th>
<th>Cafeteria</th>
<th>Playground</th>
<th>Awaiting Buses</th>
<th>Assemblies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respectful</strong></td>
<td><strong>Quiet voices</strong></td>
<td><strong>Give others privacy</strong></td>
<td><strong>Use table manners</strong></td>
<td><strong>Take turns</strong></td>
<td><strong>Use appropriate language</strong></td>
<td><strong>Clap &amp; laugh appropriately</strong></td>
</tr>
<tr>
<td>Be a positive citizen</td>
<td>Be considerate of other classes</td>
<td>Return to class quietly</td>
<td>Use an inside voice</td>
<td>Use appropriate language</td>
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<td></td>
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<tr>
<td>Be patient &amp; helpful</td>
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<td>Have a positive attitude</td>
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<tr>
<td><strong>Organized &amp; Prepared</strong></td>
<td><strong>Keep all areas clean</strong></td>
<td><strong>Pick up after yourself</strong></td>
<td><strong>Stay in line</strong></td>
<td><strong>Head inside right when you hear the bell</strong></td>
<td><strong>Line up appropriately</strong></td>
<td><strong>Enter/Exit silently</strong></td>
</tr>
<tr>
<td>Be on time</td>
<td>Walk on the right side of the hallway</td>
<td>Keep area clean</td>
<td>Keep area clean</td>
<td>Raise your hand</td>
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<tr>
<td>Bring all needed tools</td>
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<tr>
<td>Keep all areas clean</td>
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<tr>
<td><strong>Acceptance</strong></td>
<td><strong>Help others out</strong></td>
<td><strong>Be considerate of others</strong></td>
<td><strong>Share tables</strong></td>
<td><strong>Be a friend</strong></td>
<td><strong>Be kind</strong></td>
<td><strong>Celebrate others</strong></td>
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<tr>
<td>Speak kindly</td>
<td></td>
<td></td>
<td>Include others</td>
<td>Include everybody</td>
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<tr>
<td>Congratulate others</td>
<td></td>
<td></td>
<td>Accept differences</td>
<td>Accept differences</td>
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<tr>
<td>Cooperate w/others</td>
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<td></td>
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<td>Treat others the way you want to be treated</td>
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<tr>
<td>Appreciate differences in others</td>
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<tr>
<td><strong>Responsible</strong></td>
<td><strong>Walk directly to your destination</strong></td>
<td><strong>Use restroom quickly</strong></td>
<td><strong>Eat your lunch</strong></td>
<td><strong>Get help for others</strong></td>
<td><strong>Take care of your belongings</strong></td>
<td><strong>Actively Listen</strong></td>
</tr>
<tr>
<td>Actively Listen</td>
<td></td>
<td></td>
<td>Stop, look, &amp; listen to the quiet signal</td>
<td>No tattling, only telling</td>
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<tr>
<td>Participate fully Effort Counts!!</td>
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<tr>
<td>Be honest</td>
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<tr>
<td>Take responsibility for your choices</td>
<td></td>
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</tr>
<tr>
<td><strong>Safe &amp; Orderly</strong></td>
<td><strong>Control your body</strong></td>
<td><strong>Follow Directions</strong></td>
<td><strong>Control your body</strong></td>
<td><strong>Follow Directions</strong></td>
<td><strong>Follow Directions</strong></td>
<td><strong>Follow Directions</strong></td>
</tr>
<tr>
<td>Control your body</td>
<td>Walk safely</td>
<td>Wash hands</td>
<td>Follow Directions</td>
<td>Control your body</td>
<td>Control your body</td>
<td>Control your body</td>
</tr>
<tr>
<td>Follow Directions</td>
<td>Face forward</td>
<td></td>
<td>Walk</td>
<td>Follow Directions</td>
<td>Follow Directions</td>
<td>Follow Directions</td>
</tr>
<tr>
<td>Keep hands, feet, &amp; objects to self</td>
<td>Keep a hand on the stair rail</td>
<td></td>
<td></td>
<td>Stay on the playground</td>
<td>Stay in the assigned area</td>
<td>Stay in the seat</td>
</tr>
<tr>
<td><strong>Cottonwood Elementary Community Standards</strong></td>
<td><strong>Follow Directions</strong></td>
<td>Follow Directions</td>
<td>Control your body</td>
<td>Follow Directions</td>
<td>Follow Directions</td>
<td>Control your body</td>
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<tr>
<td>Control your body</td>
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<td></td>
<td>Keep aisles clear</td>
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<tr>
<td>Follow Directions</td>
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<td>Enter/Exit clear</td>
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<td>Walk</td>
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<td>Wash hands</td>
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<td>Wash hands</td>
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<td></td>
</tr>
<tr>
<td>Wash hands</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
“BEST” Behavior

Parents will also be notified when their child has been in school for a whole quarter and had NO behavior referrals – that is time to celebrate!

Students with no Wildcat Den or Office Referrals over the course of a quarter will be acknowledged in a special manner. This may include an invitation to a special breakfast or afternoon snack, an extra recess, a ticket to the game room, etc... They will also have their name placed in a drawing for prizes!

We expect the best out of our Wildcats and we know that with support from school in clear expectations, appropriate training and follow through as well as support from home, that our Wildcats will have a MARVELOUS year!

Cottonwood Elementary Community Standards
A Wildcat Always “Roars”!!

Respectful

Organized and Prepared

Acceptance

Responsible

Safe
Bully Proofing

Bully Proofing education at Cottonwood strives to help students identify the difference between normal conflict and bullying behavior. Students and staff members alike are taught to not be a victim and how to help others that may need assistance.

Bully Proofing Rules
1. We will not bully others.
2. We will help other who are being bullied by speaking out and getting adult help.
3. We will do our best to include ALL students in activities at our school.

Normal Conflict vs. Bullying

<table>
<thead>
<tr>
<th>an accident</th>
<th>on purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>happens once</td>
<td>happens more than once</td>
</tr>
<tr>
<td>apologizes (sorry)</td>
<td>no remorse (not sorry)</td>
</tr>
<tr>
<td>problem is solved</td>
<td>no effort to solve problem</td>
</tr>
<tr>
<td>nobody is hurt/less serious</td>
<td>hurtful/serious</td>
</tr>
<tr>
<td>equal power/strength</td>
<td>imbalance of power/strength</td>
</tr>
<tr>
<td>ends when the problem is solved</td>
<td>constant (over time)</td>
</tr>
</tbody>
</table>

How to deal with normal conflict:
1. Look at the person.
2. Say “Please Stop (specific behavior)” in an assertive voice.
3. The person stops immediately!

Other strategies students can try: Ha Ha So

H - Humor Make a joke.
A - Assert Say “Please Stop (specific behavior)” in an assertive voice.
H - Help I need help from an adult.
(After I have tried three strategies on my own.)
A - Avoid Move away or stay away.
S - Self Talk Remember your worth.
O - Own It Agree with what is said just to stop the conflict.

Buddy Bench Expectations

When students are having a hard time finding a friend to play with, they may sit of the bench and wait for another friend to come ask them to play. Students may not turn down an invitation to play.

Caring Community

The Caring Community is created in each classroom by recognizing and celebrating the students who are ALWAYS showing character traits that are honorable. Each class will create a list of character traits that they believe to be important for people who are leaders in our school. Traits such as:

Respectful Helpful Caring
Honest Brave

Classrooms will nominate students each month. Students must also be approved by the teacher and/or grade level team. Finally the principal reserves the final determination about which students will be inducted into the Caring Community.

Some students may not get nominated right away, some students may not get nominated at all.

Teachers will work with all students in order to help them improve their behavior and work towards becoming a member of the Caring Community.

Members of the Caring Community will be invited to participate in random reward celebrations. Students not in the Caring Community will continue to complete regular classroom routines.

Cottonwood community members are trying to shift away from the negative behavior towards those who are making good choices. The hope is that each student will start to realize the importance of making good choices and being kind to one another in order to be productive members of society.
Cottonwood Policies and Procedures

ANIMALS/PETS VISITING CLASSROOMS

Animals, in the care, custody, or control of any person shall be permitted on NCSD property under one (1) of the following categories:

1. Instructional Assistance – For instructional and/or learning purposes. Typically, only permitted on NCSD property for short-term (e.g., the length of the instructional lesson or unit). The NCSD Building Administrator is responsible for assuring compliance to all health and safety guidelines and must approve exceptions in advance.

2. Professional Therapy Team - The certified animal and individual are part of an educational therapeutic program and is the direct responsibility of the individual.

3. Service Animal - The animal is trained to do work, assist or perform tasks for people with disabilities and designated as a reasonable accommodation through the American Disability Act (ADA) interactive process facilitated through the associate superintendent for human resources and district services.

4. Law Enforcement K9 - The animal belongs to a law enforcement agency and is assigned to assist law enforcement personnel.

A person’s emotional support animal is not authorized for NCSD premises. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA. These animals have no requirement for specialized training.

All animals, in the care, custody or control of any person shall be permitted on NCSD property only if they abide by NCSD regulations and defined guidelines. (Board Policy 6900)

BIRTH CERTIFICATES

Birth certificates are REQUIRED for all students in NCSD#1 schools. Birth certificates must be presented to the front office at the time of enrollment. The child must enroll under his/her full legal name.

BIRTHDAY PARTY INVITATIONS

Please do not ask teachers to pass out birthday party invitations to students in your child’s class. Please make arrangements to distribute invitations for birthday parties at a different time. Thank you for your help with this.

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important that we be able to contact parents during the school day. So that our files can contain accurate information, we ask you to submit any new or changed addresses and phone numbers to the front office. All parents and guardians MUST have a telephone number where they may be reached during the school day.

CLOSED CAMPUS

For the protection of your child, our campus is closed at all times. This means that students are not allowed to leave school grounds during the day, including lunch times, unless they have been checked out by a parent, guardian, or visitor with a note from a parent or guardian. Parents, guardians, and visitors should enter through the front door and check in at the office.

ALL COTTONWOOD EXTERIOR DOORS WILL BE LOCKED. THIS IS A DIRECTIVE FROM OUR DISTRICT IN AN ATTEMPT TO INCREASE SECURITY IN THE BUILDING.

Parent should accompany late students to the office so that they can be buzzed into the building.

COTTONWOOD LIBRARY

The library is available to every student in the school and will be open from 9:00 a.m. to 3:15 p.m. daily. Library books are checked out to Cottonwood students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them if necessary. Students are urged to take good care of books to avoid an assessment at the end of the year.
COUNSELING SERVICES
As part of the MTSS process, the school counselor may include your child in small groups targeted to address behavioral and social emotional needs identified by the school team. The school counselor is also available for individual and small group counseling for a variety of topics including social skills, friendship skills, problem solving skills, divorce, grief and loss, anxiety, and other topics upon request. For more information please contact the office or school counselor directly.

DELIVERY OF FLOWERS/BALLOONS/GIFTS AT SCHOOL
Flowers, balloons, or gifts delivered to students will remain in the office until the end of the day. Students may pick up their delivery on their way out of the building.

HARASSMENT
It is the policy of the NCSD#1 to create an environment that is free from harassment. The district prohibits any form of harassment. The district will act to investigate all complaints of harassment and to discipline any person who harasses another person. All teachers, staff and students are trained annually. Harassment includes unwelcome advances, requests for favors or other verbal or physical conduct which:
- is an offensive act or verbal communication not welcomed by the person to whom it is directed.
- has the purpose or effect of interfering with a student or teacher’s performance or creating an intimidating, hostile or offensive environment.
- may include direct personal insults (written or oral) such as epithets, slurs, cartoons, drawings or insults.
Please report any suspicion of harassment to the principal.

HEALTH SERVICES
Cottonwood has a nurse on staff. Students who become ill at school should report to the nurse’s office. If the illness or injury is of such a nature that the student should go home, the parent will be contacted.

Authorization for use or disclosure of Student Health Information: Please understand that the NCSD#1 will protect a child’s health information (Form SS–H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and that the information becomes part of the student’s permanent educational record. The information will be shared with individuals working at or with the NCSD#1 for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the NCSD#1 from making further disclosure of health information. The authorization shall become effective immediately and shall remain in effect until revoked. Parents may revoke, in writing, this authorization at any time.

INSTRUCTIONAL/LEARNING TIME TAKES PRIORITY
At Cottonwood our focus is academics. With this in mind, we work hard not to interrupt instructional/learning time during the school day. Phone calls for students or teachers will not be transferred to the classroom during instructional/learning time. We will be happy to take messages for either teachers or students. Messages and deliveries for students and teachers will be delivered to them in the least disruptive way at the most appropriate times. Thank you for understanding that we take learning seriously at Cottonwood!

LOST AND FOUND
All “found” clothing such as gloves, hats, shoes, boots, etc., are placed in our Cottonwood Lost and Found rack by the front office. Students and parents are welcome to look for items in that area at any time. Smaller items such as glasses, jewelry, toys, etc., are placed in the front office. Our school office staff can assist students or parents in looking at those items at any time. All lost and found items that are not claimed by the last day of each quarter are cleaned and donated to organizations in town who distribute them to families in need.

MANDATORY IMMUNIZATIONS
Under the laws of the State of Wyoming (W.S. 21–4–309), all school-age children in public schools are required to be completely immunized against vaccine preventable disease as designated by the health authority.
MEDICINE AT SCHOOL

Natrona County School District policy on administering medication to students by school personnel is very specific. When medications are necessary during the school day, they must be brought to school by a parent in the original medication container. Parents will be asked to deliver the meds to the school nurse or designee, stay to watch as the pills are counted, and then sign the medication form stating the number of pills and the date they were delivered. All medications, prescription or over the counter, must be accompanied by an ADMINISTRATION OF MEDICATION FORM signed by the doctor and by a parent. This can be faxed to us at (307) 253-4760.

MESSAGES TO STUDENTS DURING THE SCHOOL DAY

Please feel comfortable calling to leave a message for your child(ren) if you have an emergency or unexpected change of plans. Although students may not be called out of class, we will be happy to deliver a message to them. Messages after 3:15 p.m. are many times difficult to get delivered, so we encourage you to call early. Please visit with your child(ren) for regular after school plans in the morning before arriving to school. Thank you.

PARENT/GUARDIAN/OTHERS VISITATION

We do require ALL visitors to our school to use the front door, stop in the office, sign in, and get a visitor's badge to wear while inside the school or on school grounds during school hours. This is for the safety of all of our students. IF you would like to visit a classroom, we ask that you make arrangements with the teacher prior to your visit. The staff at Cottonwood is here to serve you in any way that we can. Please feel free to discuss questions or concerns with your child’s teacher or the principal. We ask that you call to set up an appointment to visit so that instructional time is not disturbed. We realize the importance of a close working relationship between school and home. Your child(ren) will benefit from this.

Parents waiting for their child(ren) to be dismissed will be asked to wait outside of the school.

Visitors with items to deliver to students may leave them at the office for the child to pick up at their teacher's convenience. Visitors picking up students during the school day may check in at the office so the child may be called down to meet them.

REPORTING/CONFERENCES

Report Cards from our school are given out four times a year, once every quarter. Progress notes will be sent home between report card times. Parent Conferences are scheduled once in the fall and once in the spring. Parents who wish to have more frequent reports or conferences should contact their child’s teacher.

SCHOOL–HOME COMMUNICATION – WILDCAT NEWSLETTER/WEBSITE

Each month a school newsletter will be sent home with children in Monday Folders. The monthly communication is intended to keep families informed. It also serves as a way to congratulate or thank students, parents, or staff members for accomplishments during the school year. Please look for the Cottonwood Newsletter each month. The first Monday Folder will be provided at no cost. If lost, it is $1.00. Please pay that fee to the front office.

Our school website can be found at https://sites.google.com/site/cottonwoodwildcats/. The Cottonwood Newsletter is posted on this site along with lots of information and photos. The website is updated weekly. We hope that you will look at it often!

SKATEBOARDS, SCOOTERS, ROLLERBLADES, AND BIKES

Skateboards and roller blades are not allowed at school or on school buses. Please do not allow your child(ren) to bring them to school. We have no place to store them once they are here and they will be taken to the principal’s office for parent pick-up.

Students may ride bikes or scooters to school with the following stipulations; students MUST wear a helmet, have a lock to lock their bike at the bike rack, and they MUST NOT ride their bike on school grounds. If students ride their bikes to school without a helmet, parents will be called to pick up the bike. The school will not be responsible for lost or damaged items.
STATEMENT OF CONFIDENTIALITY
All educational records maintained for students by NCSD#1 are treated as confidential and will not be shared or released to any non-educational agency or person without specific written consent of the student’s custodial parent or guardian.

STUDENT INSURANCE
NCSD#1 does not carry accidental injury insurance, which covers students injured at school. Accidental and dental insurance is available to students at the beginning of the school year. Because the school acts “in lieu of parents,” school employees will take action to assist the injured student if we are unable to contact the parent/guardian and/or it is determined to be an emergency situation by school personnel. This may include emergency transportation to medical facilities. The resulting cost of the injury will be the responsibility of the parent/guardian, not the school district or its employees. The school district encourages parents to consider purchasing the low-cost accidental injury plan that will cover the children while in school.

STUDENT’S PERSONAL ITEMS
Toys brought to school can become a distraction to the learning process and are not allowed unless approved by the classroom teacher (Example—Show and Tell). Students’ toys are not to be brought to the playground, bus, or bus area unless given permission from the principal. Things like stuffed animals, cars, trading cards and other items often become lost or stolen and our staff does not have the time to settle these issues. Please keep all toys at home unless approved by the teacher or the building principal.

STUDENT’S PERSONAL TECHNOLOGY
Students are not to bring electronic devices to school. This includes but is not limited to tablets, handheld games, and music devices. This means students are not to have personal technology on the bus, before, during or after school. The one exception to this rule is cell phones. Students can bring a cell phone to school as long as it remains turned off and placed in a backpack while on the bus or on school grounds. Once a student leaves the school they can then make contact with parents outside of our supervision. We are not responsible for any technology damaged, lost, or stolen.

TELEPHONE USE / STUDENT CELL PHONES
We have telephones in all classrooms at Cottonwood. Permission to use the phone must be obtained from the classroom teacher. Students should not use the school phone to make arrangements to go home with friends. We encourage students to have those plans made prior to coming to school in the morning. Students may have cell phones at school, but they must be turned off and in backpacks during the school day. Students may turn them on after school hours. Any lost or damaged student phones will not be the responsibility of the school.

TRANSFERING SCHOOLS
If it becomes necessary for you to leave our school during the year, please notify your child’s teacher and the front office. A week or two ahead of time will give teachers enough time to have records ready for the new school when your child leaves. Library books and textbooks will need to be returned, and meal account balances will need to be paid before the transfer takes place.

It is the practice of elementary schools in Casper to transfer students only at the end of each semester. If you are interested in a transfer to another school in Natrona County, please visit with the principals at both schools.
### Natrona County School District Dress Code Guidelines

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any shirt or blouse should cover the back, top of shoulders, and stomach.</td>
<td><img src="image1" alt="Yes" /></td>
<td><img src="image2" alt="No" /></td>
</tr>
<tr>
<td>Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.</td>
<td><img src="image3" alt="Yes" /></td>
<td><img src="image4" alt="No" /></td>
</tr>
<tr>
<td>Shorts and skirts must be no shorter than mid-thigh.</td>
<td><img src="image5" alt="Yes" /></td>
<td><img src="image6" alt="No" /></td>
</tr>
<tr>
<td>All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.</td>
<td><img src="image7" alt="Yes" /></td>
<td><img src="image8" alt="No" /></td>
</tr>
<tr>
<td>Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.</td>
<td><img src="image9" alt="Yes" /></td>
<td><img src="image10" alt="No" /></td>
</tr>
<tr>
<td>Appropriate shoes must be worn at all times. Slippers are not allowed.</td>
<td><img src="image11" alt="Yes" /></td>
<td><img src="image12" alt="No" /></td>
</tr>
<tr>
<td>No sleepwear is allowed.</td>
<td><img src="image13" alt="Yes" /></td>
<td><img src="image14" alt="No" /></td>
</tr>
<tr>
<td>Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.</td>
<td><img src="image15" alt="Yes" /></td>
<td><img src="image16" alt="No" /></td>
</tr>
<tr>
<td>Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.</td>
<td><img src="image17" alt="Yes" /></td>
<td><img src="image18" alt="No" /></td>
</tr>
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Approved 6/8/2015
Title One District/Building Level
Parent Guidelines/Policy

Natrona County School District commits to dynamic partnerships with students, parents, businesses, and the community to assist students to work productively in a free enterprise system, to achieve personal fulfillment, and to serve their community, state, nation, and world. (Board approved Mission Statement, 1991)

Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title 1 children.

The intent is to encourage Title 1 schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title One and school improvement plans through school improvement plan meetings held at each site;

B. Coordinate and assist participating Title One Schools by holding district parent advisory committee meetings two times per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;

C. Provide each school with ideas and recommendations for building their capacity to:
   ✓ Assisting parents in understanding the standards, assessments, monitoring their student’s progress, and working with educators,
   ✓ Provide training on helping parents work with their children,
   ✓ Building ties between the school and parents, including educators on reaching our to parents and the value of their involvement, and
   ✓ Communicating to parents the information about meetings and programs, effectively,

D. Coordinating and integrating Title One parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;

E. Annually evaluate the parent policy during one of the district Title One parent advisory committee meetings;

F. Require buildings to plan specific parent involvement activities and spend a portion of their Title One allocation toward the support of these activities and distribute the district parent involvement fund as needed;

G. Develop school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;

H. At each building’s annual meeting and/or during individual conferences complete the following items:
   ✓ Give timely information about their programs to parents.
   ✓ Describe the curriculum, assessments, and proficiency levels required
   ✓ Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making.
   ✓ Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and
   ✓ Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.
   ✓ Include a description of parent involvement activities in their school improvement plans

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title One Parent Advisory Council will be continued; in addition, it is the district’s responsibility to provide coordination
and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.

Title One Law requires school improvement plants to be offered in the language native to the reader. If you would like a copy of your child’s school improvement plan and need it translated into your native language, please call Norm Cox at (307) 253-5302.

Atención: si no puede leer esta forma en Ingles, por favor ponga una (X) en este lugar, y regresela a la secretaria de la escuela, Gracias.

Attention: si vous ne pouvez pas lire ce formulaire en anglais, veuillez mettre un (X) à cet endroit, et le renvoyer au secrétaire de l'école, merci.

E mālama: inā`aʻole hiki iāʻoe ke heluhelu i kēia palapala ma kaʻōlelo Pelekane, e hoʻokomo i hoʻokahi (X) ma kēia wahi, a hoʻihōʻi i ke kākau kula, Mahalo.

注意：如果您不能用英語閱讀此表格，請在此處放置一個（X），並將其寄回學校秘書，謝謝。

Chú ý: nếu bạn không thể đọc được mẫu này bằng tiếng Anh, vui lòng đặt một (X) ở nơi này, và gửi lại cho thư ký trường, Cảm ơn bạn.
Welcome to the Cottonwood Parent Group

The Cottonwood Parent Group works together with the staff to make your child's experience at Cottonwood Elementary extra special with our planned events and activities. Our staff and teachers are amazing people, so we offer our support to them in any we can. Please join us for our monthly meetings. They are held on the second Tuesday of every month from 5:30 - 6:30pm; childcare and dinner is always provided. Even if you're unable to attend meetings, please feel free to volunteer for other events (see below). Any and all help from a fellow parent/caretaker is greatly appreciated. For your convenience, below is a list of activities along with a description of each.

Box Tops for Education- The Box Top for Education is a program that started in California in 1996 by General Mills, as a way to show support for education and benefit American schools. All you have to do is clip box top labels off of items that you purchase at the store and send them with your kid to school. Each box top is worth 10 cents and they add up fast. To encourage families to collect box tops, the Parent Group holds contests twice a year and awards prizes to the student and classroom with the highest total.

Community Fundraiser Night- As many times as possible, the Parent Group holds community fundraiser nights with a local restaurant. They will hold a benefit event in which we can earn a percentage of sales brought in by our Cottonwood families during a predetermined time slot.

Fall Family Fun Night- In the month of October each year we put on a Fall Family Fun Night. We have carnival style games and dinner for everyone at a low cost so families can spend a night of fun together without breaking the bank.

Bingo for Books- At the end of every quarter, Bingo for Books is put on by the Cottonwood staff. Each kid is given bingo game cards from their teacher at school on the day of the event. When you win, the kids are able to get books for FREE, that were purchased by the school and every kid walks away with at least one book. The parent group provides dinner as a way to raise funds for future events and activities.
Santa Shop- During the month of December our Santa Shop is set up and supervised by parent group volunteers and usually lasts three days. We will assist the students in finding gifts for family members and friends. A list with the description of the items that are being sold and prices is sent home prior to the shop being open for business.

Cocoa with Kids- This event is put on twice a year usually in December and March in the morning before school. There is always a special visitor that comes and reads an age appropriate book to the students and families while they sip on hot chocolate. It’s just a nice way to spend extra time with your kids and instill the importance of reading to our children.

Teacher/Staff Appreciation Week- To celebrate our amazing teachers and staff the Parent Group hosts a week of appreciation with special events and gifts. It’s usually held the first week in May and every day we have a little something planned to say thank you for all you do for our kids.

Family Math and Science Night- In the springtime we have our family math and science night which is a FREE event for all Cottonwood families. This event includes a FREE dinner with math and science related games for the kids to enjoy. There is also a chance to win prizes at the end of the night. Last year as a bonus, Smokey the Bear made a special appearance!

Last Blast- Last Blast is always held on the last day of school and is our way of sending the kids into summer with a bang because they worked so hard throughout the year. The kids rotate through different stations with each one having a different activity/games, some examples include: Tug of War, Minute to Win it games, Cornhole, a photobooth and cotton candy in the cafeteria. This event is something the kids look forward to every year.

If you have any questions or would like to volunteer please feel free to contact us at one of numbers below:

Kim Bradley 307-277-8793 or Amanda Lye 307-259-3922

Thank you and welcome to Cottonwood Elementary,
Your Cottonwood Parent Group
I have read through the information about Cottonwood Elementary School with my family. I have reviewed the BEST Expectations for my behavior while I am at school.

Student (Please print)__________________________  Date_________

Student Signature__________________________________________

I have read through the information about Cottonwood Elementary School with my child(ren). I have reviewed the attendance policy, the BEST expectations for my child’s behavior while at school, the school wide discipline plan, and other information about my child’s school.

Parent or Guardian (Please print)_______________________________

Parent/Guardian Signature_______________________ Date_________

Please sign and return this page of the handbook to your child’s teacher within the first two weeks of school. Thank you for your help with the communication between home and school. Together we can do great things to help our students grow and learn!