

# Cottonwood Elementary Home of the Eagles



## Student/Parent Handbook 2023–2024

925 Farm District Road  
Fernley, NV 89408  
(775) 575-3414

Dear Parents and Students,

Welcome students and parents to the 2023-24 school year! Cottonwood Elementary School is committed to teaching and encouraging all members of our community to become lifelong learners, as well as to promote academic success and maximize personal growth. Our belief is that we will build strong relationships through a safe, positive, and creative environment paving the way for successful futures.

We hope this handbook will be helpful. It contains information about expectations at Cottonwood, including - schedules, calendars, and a variety of other things. Please review it with your child, and let us know if you have any questions.

Sincerely,

Virginia Richardson  
Principal

Victoria Church  
Assistant Principal

**BELL SCHEDULES  
2023-2024**

<b>Monday-Thursday:</b> 8:45 - 3:15	
<b>Friday:</b> 8:45 - 1:15	
<b>Bus/Student Arrival:</b> 8:40 Monday-Friday. Students go directly to their classrooms	
<b>Classes Begin:</b> 8:45 Monday-Friday	
<b>Bus Departure:</b> 3:25 Monday-Thursday	
1:25 Friday	
<b>LUNCH TIMES</b>	
Kinder	11:00-11:20 lunch; 11:25-11:35 recess
Kinder	11:00-11:10 recess; 11:15-11:35 lunch
1st	11:35-11:55 lunch; 12:00-12:10 recess
2nd	11:40-11:50 recess; 11:55-12:15 lunch
3rd	12:10-12:30 lunch; 12:35-12:45 recess
4th	12:10-12:20 recess; 12:25-12:45 lunch
<b>RECESS</b>	
Each grade level has their own time. Please contact your child's teacher for information.	
<b>FRIDAY, FRIDAY, FRIDAY</b>	
<b>School Day: 8:45 - 1:15</b>	
<b>Doors open at 8:40 for students</b>	
<b>½ Day Lunch (such as Parent/Teacher Conference days)</b>	
School Hours: 8:45 - 12:00	

Bus departure: 12:15

**\*\*Lunch will be provided. Students will eat in their classrooms with their teacher.**

### **Harassment/Bully**

Every child and staff member has the right to feel safe and secure in the school environment. To ensure this; harassment, intimidation, or bullying will not be tolerated. These behaviors leave students feeling isolated and alienated from their peers and the school community. CES will make every attempt to protect students and staff from harassment. Lewd or suggestive comments, obscene gestures, threatening behavior or other behavior that is harassing in nature will be dealt with quickly by administration. If you believe your child is being harassed or bullied, please let school administration know immediately.

### **Attendance**

Regular school attendance is critically important for a child's learning. Children arriving late or leaving early miss important learning events that often cannot be made up. The school recognizes that scheduling medical/dental appointments for non-school hours is not always possible. Parent cooperation is appreciated to maintain the continuity of the school day as much as possible. If your child will not be attending school due to illness/appointments, etc. please call the school at 575-3414 by 8:55am that morning.

We highly encourage your child to be in school the full time of the school day. Please report to the office to check your child out of school during the day. If you are picking your child up early, he/she will be called to the office upon your arrival. If your child arrives late or leaves early he/she must check in at the office upon returning to get a pass to class. In addition, parents need to call in advance and submit a pre-arranged absence form prior to being gone if your child will be missing school for an extended period of time (pre-arranged absence forms can be obtained in the office.)

### **Absenteeism**

LCSD policy JED (NRS 392.122) states students must be in attendance 90% of the school year. Habitual absences will require the student to be put on a disciplinary attendance contract. In addition, habitual absences/truancies, and/or excessive missed instruction could result in retention of your child. Tardies/early or late missed instruction/absences are recorded on the daily attendance record.

### **Punctuality**

Habits instilled in children at a young age can become “life-long,” we encourage parents to ensure that children are on time for the start of school each day. Being late/leaving early is very disruptive to the entire class. Please be punctual and make all attempts to be on time for school each day and remain at school all day.

### **Visitors**

Visitors are always welcome. A time must be scheduled in advance, with your child’s teacher, for your visit. For security purposes you must sign in at the office upon arrival. For safety and liability siblings not enrolled with Cottonwood Elementary may not attend during visits and volunteer time during the school day.

### **Child Custody**

If you have a court order limiting the rights of one parent in matters such as custody/visitation, a copy must be provided to the office. **Unless your court order is on file at CES, the school must provide equal rights to all parents.**

### **Family Changes**

Please inform the office staff if there is a change in your personal information such as: child’s name, address, guardian/parent information or phone number during the school year. It is also very important for parents to notify the school if your child is to be supervised and/or picked up from school by another adult.

### **Emergency Information**

Please update your information in the Parent Portal. If you need assistance please contact our office. In doing this you are providing the most updated information in case of an emergency situation requiring the notification of a parent/guardian. In case of serious injury/illness of a student, it is our policy that parents are promptly called. If a parent/guardian cannot be reached, the listed emergency contact is called next. Emergency people you list on your emergency form should be easily contacted and live/work within close proximity of the school.

*\*\*\*Nearly every day we must contact parents for various reasons. Please be sure that you keep your parent/student information up-to-date.*

### **Early Dismissal/Cancellation Procedures**

In the event of school postponements/ cancellations due to inclement weather, road conditions, etc. the district and/or CES will notify parents and other proper authorities, via social media, email/text/phone as necessary and in the most timely manner possible.

## **Safety Drills**

ER/safety drills will be conducted monthly keeping staff and students prepared.

## **Weekly Folders**

Is teacher discretion. However if your teacher does them they will come home on Thursdays, to be returned the next day, Friday. In addition, parents/families will still receive school/class information, newsletters, etc., from the teachers, periodically. Please review homework and information sent home by the teacher and return promptly.

## **Contacting Teachers**

To speak to a teacher personally, call before/after school or leave a message at any time and the teacher will return the call. Email addresses can be found on our website [www.ces.lyoncsd.org](http://www.ces.lyoncsd.org) Contact # 775-575-3414.

## **Telephone and Cellular Phones**

Students may use the school phone only with permission from the teacher/ office and only for emergencies. After school plans need to be decided at home before the school day begins.

Many students have cell phones and watches to facilitate contact with parents. Students may bring them to school but they must remain off during the school day and in their backpacks, except in the case of an emergency. If the phone is a distraction, the teacher will take it and parents will be asked to come get it. Students are responsible for keeping cell phones safe. CES is not responsible for loss/damage, or unauthorized use.

## **Internet Appropriate Use**

We are one to one with our computers for our classrooms/students. Prior to accessing the internet, each child must have returned an appropriate internet usage contract signed by a parent/guardian. If a Cottonwood user violates the provisions, his/her access may be terminated and future access may be denied.

**Also if a child damages a computer the parent/guardian will be responsible for paying for the computer.**

## **Breakfast and Lunch Procedures**

CES offers a nutritious breakfast and hot lunch. Breakfast is served at 8:40 AM in the classroom. Lunch times are by grade. Students may bring cold lunches. Following cafeteria rules is expected for a pleasant, friendly, and orderly environment to eat in. Please fill out the Free and Reduced lunch application to help maintain this free breakfast/lunch opportunity. Without the forms turned in

funding for this could be lost. Please click on this link to fill out the application <https://linqconnect.com/> . All applications are confidential. Breakfast and lunch for students for the 2023-2024 school year are NO CHARGE to the students.

**Breakfast/Lunch/Milk Accounts (DOES NOT APPLY FOR 23/24 YEAR)**

Prices for a second student breakfast/lunch and adult breakfast/lunch are below -CES has an automated lunch system. The money you send will be deposited into your child's account. Send the amount of money to school that you want deposited and it will be credited to their account for you, or visit the website to <https://linqconnect.com/> create an account which parents can monitor at their convenience. Please obtain your child's ID number in the office prior to setting up an account. Breakfast/lunch prices are as follows:

**BREAKFAST AND LUNCHES ARE FREE FOR 2023-2024 SCHOOL YEAR**

Breakfast (Student) \$1.75

Breakfast (Adult) \$3.00

Lunch (Student) \$2.90

Lunch (Adult) \$3.85

Milk \$.35

**School Rules/Conduct**

CES is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning environment for students in their classrooms and maintain proper order utilizing our PBIS schoolwide program. Students are expected to behave in the classroom allowing teachers to effectively carry out their lessons and students to participate fully in learning activities. Students are expected to abide by all rules of behavior established by LCSD, CES administration, and teachers.

**Expected Behavior**

**Responsible verbal behavior:**

1. Students will use appropriate language and tone of voice.
2. No threats of any sort will be tolerated.
3. Students will use respectful body language.

**Responsible physical behavior:**

1. Students will keep hands, feet and all objects to themselves.
2. Students will respect school property or property of others.

**Responsible school arrival behavior:**

1. Students will arrive at school no earlier than 8:40 AM, and go straight to the classroom
2. Students-place backpacks in designated area.
3. Students will line up after recesses and walk quietly to class

**Responsible hallway behavior:**

1. Students will walk in the hallway in a line with the class.

**Playground Rules:**

1. Use all equipment appropriately, play fairly and show kindness.

2. Keep hands and feet to self – **no play fighting or wrestling.**
3. Stay away from fencing and let recess duty know about something that went over the fence.

**Responsible cafeteria behavior:**

1. Remain seated while eating.
2. Speak quietly, use proper table manners, raise hand for assistance
3. DO NOT share or accept food with/from other students.
4. Clean up at the appropriate time.

**Responsible bathroom behavior:**

1. Respect the privacy of others.
2. Use the toilet correctly and always flush.
3. Wash hands before leaving and throw trash in the garbage can.
4. Return to class quickly, quietly, and directly.

**Responsible dismissal behavior:**

1. Walk with designated staff to appropriate place.
2. Walkers meet parents/siblings outside the front door.
3. Bus riders get on buses in an orderly fashion.

**The following will not be tolerated:**

1. Habitual pattern of misbehavior (ie: defiance, disrespect, etc.)
2. Leaving school property without permission.
3. Fighting.
4. Weapons/dangerous items on campus.

**Boys and Girls Club**

Although CES is not affiliated with Boys and Girls Club our belief is that students will follow through with meeting the expectations of CES and create a successful atmosphere/relationship with the Boys and Girls Club organization.

**Progressive Discipline**

We encourage, expect and enforce appropriate behavior. As a school we practice “PBIS and restorative practices” strategies for classroom/school expectations. We encourage parents to communicate with the teacher to learn and understand the expectation/discipline process in the classroom. CES promotes a learning approach regarding disciplinary infractions & exercises restorative justice opportunities (campus beautification/community service), when applicable. CES will follow the LCSD Progressive Discipline policies when necessary. Severity of the infraction will determine the intensity of student consequence(s).

**Positive Behavior Intervention Supports (PBIS)**

Students earn Character Cash tickets for positive behavior (SOAR-Safe, Own it, Apply it, Respect). Students can also earn Golden Eagle Tickets for exhibiting

all positive expectations, and will walk in the PBIS Golden Eagle Parade conducted monthly. We also have an Eagle Store at which students may purchase items with the character cash tickets they have earned. The store is open the last week of each month. At semester's end, students may participate in a ticket event day/assembly.

### **Kindness**

CES encourages students to recognize others around them, be respectful and help others whenever possible. PBIS offers incentive for students to demonstrate desired behaviors that exhibit Safety, Own their decisions and actions, Apply what they have learned behaviorally and academically, and Respect everyone and everything through developing such characteristics as Caring, Positive Citizenship, Fairness, and Trustworthiness. This teaches students life-long skills needed for positive self-esteem and coping strategies which will help develop opportunities for students to be successful academically and socially.

### **Recess**

Generally, all children are expected to go out for recess as much as possible **unless the weather is extremely cold – below 15 degrees, raining/snowing heavily or extremely windy or smoky**. Please be sure your child has appropriate coats, mittens/gloves, hats and foot-wear. Recess is a welcomed break and provides excellent opportunities for unstructured play, sociability, and physical activity.

\*When a child is recuperating from an illness or injury or has a health condition that temporarily requires his/her to remain indoors, the parent should notify the child's teacher, the school Nurse, and/or send a note to school.

### **Classroom Work**

Satisfactory completion of classroom work is an essential part of a child's academic progress. Part of becoming a mature responsible student is to complete classroom work in a reasonable amount of time. In the event that a student does not complete and turn in classroom work, the student may be required to complete assignments at recess or after school at home with the parent. If there is a question or concern about your child, please contact your child's teacher.

### **Homework**

It is important that students develop responsibility for completing assigned work during allotted time. There are times when elementary homework enlists the home as a partner in educating the students. Some examples include:

- Make-up work after absence(s) or overdue classroom work
- Additional practice on a skill, Reading, Math Facts

- Extended and enriching classroom assignments
- Utilizing home and community resources

Any questions about homework assignments please talk to your child's teacher.

### **Grades and Conferences**

One of our most important functions as a school is reporting student progress in a timely manner. Parents are encouraged to communicate regularly with the teacher to stay informed about their child's progress. Parents are able to access current grades and attendance via internet. Families are given access only to their own child's information through Infinite Campus and will be notified on how to access this information after school starts. Parents can utilize this program to receive automatic updates each week to their computer and phones. Students in grades kindergarten – fourth receive report cards twice a year. Parent-Teacher conferences are when parents and teachers talk about the students' progress in the school and their needs, and are held twice a year. Parents and teachers are both educators and partners. Please join the teacher in finding the best way to help your youngster learn. Parents may request a conference with their child's teacher at any time to address academic, social, and/ or behavioral concerns.

### **Student Conduct on School Buses**

On the bus students are under the jurisdiction of the school and the bus driver. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. Student refusal to adhere to the responsibilities may result in transportation privileges being withdrawn. The responsibilities of students (including safety precautions) are as follows:

- Observe the same conduct as in the classroom.
- Do not eat or drink on the bus unless approved by the bus driver.
- Keep the bus clean and do not be destructive.
- Stay in your seat while bus is in motion.
- Bus driver is authorized to assign seats.
- Keep hands, arms and head inside the bus at all times and refrain from throwing objects out the window or in the bus.
- Students shall conduct themselves in an acceptable manner at all times. Fighting, foul language, rude or abusive behavior, loud or boisterous noise, damaging the bus or other improper conduct will not be tolerated and will result in disciplinary action. Students are liable to repay the cost of any damage/ vandalism done to the bus (writing on seats, poking holes or tearing seat covers, etc.)

- Students not following bus rules will be reported, in writing, and proper disciplinary action will be taken.
- Students may ride only those buses to which they're assigned. Students may not ride the bus to someone else's home unless written parent permission is sent to the school and approved by the principal.
- Students will be picked up and unloaded only at approved stops.
- Bus privileges will be terminated for a specific period of time for students having three or more bus referrals.

### **Treker Cards**

We're excited to announce a new partnership with Treker, a company that specializes in bus transportation technology.

With Treker:

- Students check on and off the bus more safely and easily
- Parents/guardians have an easy-to-use app that provides visibility of their child and the bus enroute to and from school
- School administrators can effectively monitor bus routes and ensure rider safety

#### How it works For Your Child:

Lyon CSD students have/will be issued a RFID card. Students will swipe the card on a reader when they enter/ exit the bus. Your child will be registered to your parent account so you will be able to see when they board/ exit the bus. Students will be required to bring their RFID card every day, so we suggest attaching it to their backpack or placing it somewhere secure and easy to access.

#### For Parents/Guardians:

Please download the Treker parent app on your iPhone or Android (see below). It is free, and you will be able to use it to track the bus in real-time. The app also allows you to:

- Set alerts so you know when the bus is arriving
- Know exactly when your child boarded and exited the bus

You can learn more about Treker at <https://school.treker.com>.

Safety is our top priority and we believe Treker will make school travel even safer for our students.

### **Bicycle Riders**

Students riding bicycles to school need to proceed with caution. Some cars travel at a high rate of speed while others are parked on the street dropping off and picking up students. Buses are coming to school and there are pedestrians on the sidewalks and roadways. All of these things make bike travel hazardous. When students arrive on the school grounds, they are to immediately get off their bike and walk the bike up the sidewalk to the area bikes are kept. Students

may not ride bikes on the playground while other students are playing.

### **Health Information**

Health care is the primary responsibility of the parent/guardian. Please inform the school of significant health conditions of your child at the beginning of the school year. The information will be shared with necessary school staff. If the condition requires special adjustment at school, contact the school nurse, and communicate any change in student health status during the year with CES.

### **Illness**

Learning is the last thing on the mind of a sick child. If your child is not feeling well, please keep him/her home. Children should be fever-free for 24 hours before returning to school following an illness. Sometimes it seems inconvenient for families, but it is better for all children and staff in the long run. For the safety of the children please notify the school your child is sick and won't be attending. If your child has any one of the following conditions, you will be notified to pick up your child immediately: contagious disease, fever, vomiting/diarrhea, head lice, accident requiring medical attention. **Thus, it is very important you keep emergency contact information up to date.**

### **Medication Policy**

If a child needs to take any nonprescription medication, (i.e. aspirin/cold tablets, cough syrup/cough drops, etc.) his/her parent/guardian must complete a medication form and the prescribing doctor needs to sign it. If he/she needs to take prescription medications at school, the parents must supply a "request for medication during school" form from the doctor and the medication dispensed must be sent in a labeled bottle from the pharmacy with specific instructions on the dosage & time to be given. Pharmacists will supply you a labeled container, upon request. All medications (over the counter and prescribed) must be sent to the nurse for dispensing. Please contact our nurse if you have questions (Ms. Nancy Bailey 575-3414.)

### **Immunizations**

There are immunization requirements all children must meet before entering school in the state of Nevada. These requirements are set up by the State. It is unlawful for any student to attend school unless he/she has been immunized or exempted. Once again, per the state of Nevada, if your child is not up to date on immunizations the child will not be enrolled in school.

### **Head Lice**

Head lice infestation is a widespread problem in the United States, largely confined to younger school children. To prevent the spread of head lice, the condition needs to be treated immediately. If a child is known or found at school to have head lice, the parents of students will be notified and the student will be taken home to be treated. The child may return to school after treatment and lice/nits are no longer present.

\*\*If a child is found to have head lice, other family members attending the school will be inspected. If there are several children in one room with head lice, the entire room will be inspected. The diagnosis of head lice will be handled as confidentially as possible.

### **Library**

The library provides opportunities for children to become better readers, supports the curriculum, and provides resources for enrichment with a wide selection of books/instructional media. Students are given the opportunity to visit the library once a week. **If a book checked out in your child's name is lost or damaged beyond repair or use, the parent/guardian is responsible for replacement cost.**

### **Field Trips**

To enhance the curriculum and broaden the child's experiences, trips beyond the school are planned. Parents will be informed of the place/time/date of the trip. A parent permission slip will be sent home to be signed by the parent and returned. No child will be taken on a field trip without a signed permission slip on file/ verbal permission is not accepted.

### **Lost and Found**

Family members and students are urged to frequently check the lost and found box for lost articles. The school will try to return an item to the owner. We **highly encourage families to write the students name on their coats and other articles of clothing** to help return them to the correct student. This will help keep personal costs down from having to replace coats, hats, lunch boxes, etc. If clothing items remain unclaimed they are given to the local charity periodically throughout the school year..

### **Money and Valuables**

Students are discouraged from bringing money to school, except for authorized or school sponsored activities. In all cases, if a parent sends money to school with a student, please enclose in an envelope with the following information: Child's name/teacher...Amount of money enclosed...Purpose for the money

## Dress Code

The intent of the Lyon County School District Dress and Grooming Standards is to promote an educational environment in each school which is safe, healthy, and without disruption and distraction. The School Trustees recognize that, within certain limits, each student's mode of dress/grooming is a manifestation of personal style and individual preference. However, there is an expectation for students to be neat, clean and appropriately dressed while at school and school sponsored activities. In general, the district reserves the right to prohibit a student while on school property from dressing or grooming in a manner that:

- 1) Disrupts the learning process;
- 2) Creates a safety hazard;
- 3) Poses a health problem;
- 4) Offends, threatens or discriminates against the rights of others;
- 5) Promotes unlawful activity.

The following are guidelines for appropriate school dress and grooming

- Good hygiene -Students are expected to be clean and without body or clothing odor that is offensive and disruptive to others.
- Clothing or accessories displaying or making reference to alcohol, drugs/tobacco, or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
- Apparel, accessories, exposed tattoos or manner of grooming which indicates gang membership affiliation/promotion thereof is prohibited.
- Unless medically justified, sunglasses and headwear (i.e., hats, bandannas) shall be by the discretion of the school/teacher.
- Footwear must have a hard sole and tie to the foot, **no flip/flops and no Heelys - they are unsafe...**
- Clothing exposing the torso, is tight fitting or is showing private parts (ie: halter tops, see through clothing/too short shorts/skirts, or clothing not covering undergarments) will not be worn.

A student who is cited for inappropriate, unsafe dress, or grooming-the parent/guardian is expected to take responsibility for immediate corrections.

## School Pictures

Each fall and spring, students have their pictures taken. Parents may purchase these pictures at a reasonable cost.

## Volunteers

Cottonwood Elementary welcomes volunteers. Our volunteers are a critical and essential part of our school community. We are very grateful for the individuals that offer their support, help, and time. Parents are welcome to volunteer.

If you would like to volunteer, visit our office to complete a Volunteer Packet.

### **School Parties**

Teacher discretion: Holiday parties may be held in your child's class. If a party is being held, the classroom teacher will coordinate party preparations. Parents have the sole discretion to not have their child participate in a school party for any reason.

### **Birthday Treats**

Students may provide birthday treats for classmates and teachers. Treats will be shared out at the end of the day or by teacher discretion. Treats should be delivered to the office. **NO HOMEMADE TREATS**, they must be store bought. This is for allergy purposes. Our Nurse, Ms. Bailey, will check the class for food allergies before treats are delivered to the classroom.

### **Toys and Electronic Equipment**

CES supplies games/equipment for children to use during recess. ***Please don't send toys to school with your child as the school will not be responsible for items lost, stolen, or damaged. No trading of personal property is allowed.***

### **Statement of Nondiscrimination and Accessibility**

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in any of its policies, procedures, or practices {(in compliance with Title VI of the Civil Rights Act of 1964)(pertaining to race, color, or national origin)}, Title IX of the Educational Amendments of 1972 Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Age Discrimination Act of 1975.

This non-discrimination policy covers admission, access, treatment, and employment in the District's programs and activities, including occupational education. District Policies can be located on the LCSD Website.

### **Reminder: Contacting Teachers**

To speak to a teacher personally, call before/after school or leave a message at any time and the teacher will return the call. Email addresses can be found on our website <http://www.ces.lyoncsd.org>. Contact # 775-575-3414.