

2023 - 2024 STUDENT HANDBOOK

COTTONWOOD

HOME OF THE

BADGERS



We are:

Respectful

Owners of our decisions

Caring citizens

Knowledge seeking



Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen at (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX Brian Leavitt at (509) 222-5004 (brian.leavitt@ksd.org)

Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

IMPORTANT NUMBERS

Principal: Jacki Moore
509.222.6404

Secretary: Julie Johnson
Office# 509.222.6438

Fax# 509.222.6401

Assistant Principal: Alyce Budzeck
509.222.5422

Attendance Secretary: Jackie Seebacher
509.222.6402

Cottonwood Elementary
16734 Cottonwood Creek Blvd.
Kennewick WA 99338
509.222.6400

Cottonwood Certified Staff

Jacki Moore	Principal		Main Office
Alyce Budzeck	Asst. Principal		130
TBD	Primary Life Skills		2
Dustin Woodall	IntermediateLife Skills	4	
Michelle Jacobs	Kindergarten		1
Leslie Joseph	Kindergarten		3
Jessica Cannard	Kindergarten		5
Michele Kuklinski	Kindergarten		7
Bec Warner	1 st Grade		8
Rhonda Gallagher	1 st Grade		9
Stephanie Aho	1 st Grade		10
Lisa Hiller	2 nd Grade		12
Angelene Martin	2 nd Grade		20
Sue Phillips	2 nd Grade		21
Matt Kerr	3 rd Grade		P1
Marina Hulstrom	3 rd Grade		P2
Tamara Barcus	3 rd Grade		P3
Lesli Gray	3 rd Grade		P4
Holly Clark	4 th Grade		22
Sydney Freitag	4 th Grade		23
Nichole Allen	4 th Grade		24
Kelly Dahl	4 th Grade		25
Kareen Earley	5 th Grade		27
Kristi McLean	5 th Grade		28
Amy Gray	5 th Grade		29
Brittany Becker	Counselor	124	
Janelle Klages	Reading		6
Bethany Thomas	Library		206
Jason Woods	PE		135
Doug Edwards	Music		139
Bob Fotheringham	Technology		30
Angela Lee	Resource Room	26	
Amy Springen	Hi-Cap		230
Alexis Nieffenegger	Nurse		147
Grace Dauncey	SLP	224	
Todd Hardy	Psychologist		230
TBD	OT/PT		A
Bryant Jackson & Cathy Aubrey	Vision		Book Room

Cottonwood Classified Staff

Julie Johnson – Office Secretary

TBD – Atten. Sec

Josette Julio – Library Sec.

Adam Whited – Custodian
Matt Evans – EL ParaEd
Heidi Brush – LAP ParaEd
Cheryl VanValkenburg– LAP ParaEd
Julie Garner – ParaEd
Victoria Linhoff – ParaEd
Jennilyn Kent – ParaEd

Brandon Zepeda – Custodian
Tana Pratt – ParaEd
Helene Hofbauer – ParaEd
Kathi Denn – ParaEd
Ashley Hockaday – Cook
Jacqui Denison – Cook
Danielle Mungaray – Cook

Kim Kraal – SS ParaEd
Jessica Harper – LS ParaEd
Grace Baird – LS ParaEd
Tanner Southerland – LS ParaEd
TBD – LS ParaEd
TBD – LS ParaEd

COMMUNICATION

NEWSLETTERS/NOTICES

Communication between the school and home is essential. We will be using ParenSquare as our major communication platform. Please be sure to sign up to receive messages through this program, if you have not already done so. If you are not receiving these messages from the school, please let us know.

ELECTRONIC COMMUNICATIONS

Cottonwood has its own website that can be accessed at www.cottonwood.ksd.org to obtain additional information about the school. An additional site you may find useful is www.ksd.org. In addition, we have a Cottonwood Facebook page and a Cottonwood PTO Facebook page. If you need to email a staff member the address is: first.last@ksd.org.

SCHOOL PROCEDURES

ARRIVAL TIME

Our schedule does not permit us to supervise children who arrive early. Students can begin entering the building at 8:25 AM and go to their classroom's line up location. Students participating in our breakfast program may eat from 8:25 AM to 8:40 AM in the cafeteria.

STUDENT DROP OFF/PICK UP

If you will be bringing your child to school and/or picking them up at the end of the day, please adhere to the following procedure, your assistance in following this procedure will greatly help traffic move quickly:

- Use the valet loop in front of the school to drop off and pick up your child.
- Drive up through the loop as far as you can, pull up as you are able to, and please do not stop in the middle of the loop for your child to exit or enter your car.
- Please remain in your vehicle, staff will assist your child out of the car in the morning if needed, and help them look for and locate your vehicle as you pull into the loop in the afternoon.
- Do not park and exit your vehicle in the valet loop.
- If you need to go to the office or meet with a staff member, please park your car in the front parking lot and use the crosswalk.
- If you are only picking your child up, please use the valet loop.

TARDINESS

The first bell rings at 8:35 AM. A student arriving after the second bell at 8:40 AM is considered tardy and must go directly to the office for a tardy slip, which will admit him/her to the classroom. Students riding the bus are not considered tardy if the bus is late.

ABSENCES

Regular, prompt attendance is a key factor to success in school. It is imperative that your child attend school daily.

A child's attendance plays a large role in determining success in school and the development of responsibility. To help your student(s) be their best in school, we encourage you to promote good school attendance.

Whenever your child is absent, a written excuse should be sent with the child upon returning to school. You may also call our *Attendance Line* at 222-6402 and leave a message for the Attendance Secretary.

DISMISSAL

We request that students not be signed out prior to regular dismissal times, unless it is an emergency. Every moment of instructional time is critical to helping students achieve mastery of the standards and reach their personal goals. Additionally, every interruption of the class caused by calling students via intercom disrupts the instructional flow for the remainder of the students.

Any changes to your child's transportation home from school must be in written form and given to the teacher/principal. They may not ride a bus different from the one they are assigned to without written prior approval. Which includes getting off on stops other than their own.

All parties signing out students in the office must be listed on the student emergency contact list.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as for a doctor's appointment, it is necessary that you come into the school office and sign the student out. Staff are instructed not to release students from class or the playground until a signed release slip is presented. Please do not ask for a child to be released by phone or written note. An advance note is welcome so long as it is understood that the parent must still come in.

CUSTODY ISSUES

The office and the teacher should be notified of any custody issues involving your child. In order to protect your child from an unauthorized adult taking him/her from school, we **must** have on file at the school, a copy of a restraining order issued in the State of Washington. The school **cannot** deny access to a custodial parent unless there are court documents prohibiting such contacts. **Please update the documents each year in the office.** Contact your lawyer for assistance.

CHANGE OF ADDRESS OR PHONE

Please give your new information to the secretaries in the office, as soon as possible, if there is a change of address, home phone and/or cell phone number, and emergency contact number(s). This also includes your work or business location and telephone number. **It is important that the correct information is always on file in the office. If you move, you may have to provide proof of address.**

WITHDRAWALS

We encourage notification of at least three days in advance of a student's withdrawal date. This will allow ample time for completion of records and other necessary details. All indebtedness should be paid before the withdrawal date. All library books and textbooks must be returned to the appropriate person(s).

BIRTHDAY CELEBRATIONS

We extend our "Happy Birthday" wish to each student on their "special day", but request that birthday parties be held outside of school. **No deliveries of gifts, flowers and /or balloons for the students will be allowed in the classrooms.** Please arrange to give these things to your children at home, as it is disruptive to the classroom and school day. If you desire to provide a class treat for your child on their birthday we ask that you provide an individual **store-bought** treat for every student in the class. Please adhere to your child's classroom policy regarding birthday celebrations. Parents must notify and pre-arrange the drop-off of the treats with the teacher in advance of the celebration. Parents must check into the office with the delivery. Please be aware there may be severe food allergies in your child's classroom.



ELECTRONIC DEVICES

Wireless communication devices may be brought to school for use after school hours. All devices must be **turned off and stored during the school day**. Electronic readers, such as Kindles, are only allowed with parent and teacher permission. The device may only be used in the classroom and must be preloaded with an age appropriate book. **All electronic devices are the sole responsibility of the student. The school is NOT responsible for any loss or damage that may occur.**

If emergency messages to or from students are necessary, they should be placed through the school office and not to or from the student's device.

Violations of these provisions may result in the confiscation of the wireless communication devices(s) and its return only to the parent or guardian at the office.

TELEPHONE USE / MESSAGES TO STUDENTS

The office phones are very busy and the end of the school day is usually hectic. Under normal circumstances, students should not need to use phones at school. Parents can help by making sure children know each morning what they are to do after school. **Please do not leave messages for students except in an emergency.** Calls must go through the office and responsible, confidential use of these phones is our goal. However, if you do need to get a message to your student, please allow plenty of time for the conveyance of the message and our best effort will be given to get them delivered.

STUDENTS AND THE MEDIA

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our schools and school related topics. We are, at times, asked by the media to participate in these stories at Cottonwood. **Parents who do not want their children to participate in news stories or appear on Facebook or website information should notify the school in writing by signing and returning the Media Denial form and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

SCHOOL CLOSURE / DELAYS

In winter, poor weather or unusual situations may necessitate a delayed start or the closing of schools. **PLEASE DO NOT CALL THE SCHOOL.** Listen to local radio stations, such as KONA 610 AM, for announcements regarding school operation. You may also get closure and delay information from the KSD website, www.ksd.org or sign up for text alerts.

LOST AND FOUND

All lost and found articles will be placed in the designated lost and found area. Students' belongings should be labeled in order to facilitate the return of each article to its rightful owner. Students should check the lost and found regularly. Several times a year, **unclaimed articles will be donated to charity.**

HEALTH ROOM PROCEDURES

MEDICINE

If a child needs to take medication during school hours, the following guidelines will be followed:

1. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given.
2. All medications are kept in the office cabinet.
3. All medications must be brought to the school for inventory by the responsible parent or guardian.

MEDICATIONS ARE TO BE DISPENSED IN SCHOOL OFFICE ONLY.

4. The "Parent Request for Giving Medication at School" form **MUST** be completed by the parent of student taking medication and signed by the doctor.

5. Students are responsible for coming to the office for their medication at designated time.
6. Parents are not to send more than a two-week supply of medication to school at any one time.
7. Medication not claimed by the parent by the end of the school year will be destroyed, with permission forms.

ILLNESSES OR ACCIDENTS AT SCHOOL

Students should remain home for a minimum of twenty-four hours following fever or nausea. A child who suddenly develops a headache, chills, fever, vomiting or other signs of illness should be kept home.

When a student becomes ill or has an accident at school, the staff will direct the student to the office. An office staff member will make the student as comfortable as possible. If deemed appropriate, a parent will be called to inform them of the incident or request that the child is picked up. **It is important that the office have accurate phone numbers for every student at all times.** A parent is required to pick up any student with 100 degree temperature or higher, vomiting or diarrhea. The school does not have adequate facilities of staff to care for a sick child for a prolonged period of time.

The office/health room staff is limited in the amount of first-aid treatment that can be given and is prohibited from giving any over-the-counter medicine (including Tylenol or cough drops). Students should be instructed to report any injuries to school staff members immediately.

DISEASES

If your child has one of the following communicable diseases, he/she must remain home until after treatment from your doctor or clinic and a release is given: chicken pox, hepatitis, measles, mumps, pinkeye, ringworm of the scalp or skin, rubella, scarlet fever, MRSA, and whooping cough. If your child has head lice, do not be overly alarmed, be concerned. Please inform office/health room staff of any occurrence of these communicable issues.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student health, safety and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents not wishing this information to be shared should notify the school nurse in writing.

Parent Responsibilities for Students

With Life Threatening Food Allergies

- ◆ Notify the school of the student's life-threatening food allergy before school starts as required by law.
- ◆ Review school district policies and procedures.
- ◆ Keep emergency contact information current including phone numbers and addresses.
- ◆ Provide a photograph of the student if requested.
- ◆ Provide treatment, medication, and diet orders from the student's Licensed Health Care Provider.
- ◆ Provide adequate medications including epinephrine and backup medication for students that are self-carrying epinephrine.
- ◆ Sign request forms provided by the school in order for school staff to obtain pertinent medical information, as needed.
- ◆ **If possible, provide safe meals from home. This is the safest option for students with life-threatening food allergies.**
- ◆ Provide safe snacks for the student, if needed.
- ◆ Provide additional allergy safe food for disaster planning if requested.
- ◆ Contact the district nutrition services department regarding the need to review and plan for the student's school meals.
- ◆ Work with the school team to develop a plan that accommodates the student's needs throughout the school day including the classroom, cafeteria, after-care programs, school-sponsored activities, and on the school bus.
- ◆ Replace medications after use or upon expiration.
- ◆ Notify the school nurse if changes in the IHP or Accommodation Plan are needed.
- ◆ Review policies/procedures with the school staff, the student's LHCP, and the student after a reaction has occurred.
- ◆ Participate in the planning for the student's re-entry to school after an anaphylactic reaction.
- ◆ Inform the school if bullying or teasing occurs.

- ◆ Notify supervisors/coaches or after –school programs that the student has a life-threatening health condition and an IHP/Accommodation Plan on file.
- ◆ Educate the student in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods- such as peer pressure to trade foods, and personal hygiene, symptoms of allergic reactions and how to describe them, how and when to tell an adult they may be having an allergy related problem, how to read food labels (age appropriate), responsibilities in self-carrying medication, practice drills and role playing.

STUDENT SERVICES

CAFETERIA

Breakfast and lunch are offered for free to ALL students for the 2023/2024 school year.

Students are expected to follow rules below:

1. Use voice level 0, 1 or 2.
2. Keep hands, feet and objects to themselves.
3. Follow directions of the kitchen staff and adults in charge.
4. Walking feet.
5. Leave the tables and floor around one’s space in a clean condition for others.
6. Deposit all litter and garbage in appropriate containers.
7. Display acceptable cafeteria behavior and table manners.
8. Food may not be taken out of the cafeteria.

Please clearly mark lunch containers with your child’s name. **We ask that you do not send gum or beverages in glass bottles in your child’s lunch.** It will also help to send only items your child is able to open on their own.

YMCA PROGRAM

There is before and after school childcare offered through the YMCA. The hours are 6:00 AM to the start of school and from the end of school until 6:00 PM. You must contact their office, 374-1908, directly to sign up for services.

PARENT / COMMUNITY INVOLVEMENT

BUSINESS PARTNERS

We are proud to have the support of local businesses. These business partners support our school in many ways, including donation of volunteer mentor hours, and incentive awards for our students. If you have suggestions, or want to become a business partner, please contact our main office.

PTO

All parents and interested individuals are encouraged to join the Cottonwood Parent Teacher Organization (PTO), attend the PTO meetings and participate in PTO-related activities. Membership assists in providing special programs and activities for our school and students.

VOLUNTEERS

Parents are encouraged to be actively involved in our school. If you are planning to be a volunteer, please leave your non-school aged children at home. Let the teacher know if you would like to help at school. Parents help in classrooms, tutor, help with computer instruction, etc. State laws necessitate classroom volunteers as well as chaperones for activities filling out forms that allow criminal history checks by the State Patrol. This is to ensure the safety of all our children.

Process:

- | | |
|--|--|
| 1. Open School District website – www.ksd.org | 4. Click on Orange box – To Sign Up Online |
| 2. Click on Community – options will come up | 5. Complete Volunteer form |
| 3. Click on Volunteer | 6. Sign and Submit |

Volunteer activities to help may also include working on preparing materials at home for your child’s classroom.

VISITORS

Parents are welcome to visit school at any time. Please stop by the office on your arrival at school so we can say hello and have you sign our guest register. Children not enrolled at Cottonwood are not to visit school unless accompanied by a parent. **Please see the Class Visitation Agreement in the Appendix.**

Children not enrolled at Cottonwood may not use the playground during school hours.

CURRICULUM

LIBRARY

1. Students learn proper book care and checkout procedures during their weekly library classes.
2. Books damaged or lost will be paid for or replaced by parents or student.
3. Children are encouraged to carry library books in a sack or backpack.

MUSIC, TECHNOLOGY, AND PE

1. All food or pop stays out of the gym, music rooms, and computer lab as well as away from technology.
2. On PE days wear proper shoes and clothing for exercising and running. Good sportsmanship is emphasized.
3. Participation: If your child needs to be excused from Music, Technology or PE for medical reasons, please send a note on that day.

INTERNET USE

All students have access to the internet. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet. Parents must give permission for their students to use the internet at school and agree to the expectations and limitations. A permission form is provided at the beginning of the school year. It is imperative that parents sign this form as some assessments and curriculum materials are only available online.

IPADS AND CHROMEBOOKS

All students at Cottonwood receive an iPad (K - 2nd) or a Chromebook (3rd - 5th), through the district's IT department. If there is damage or loss of the device, the parent(s) or student is responsible for repairs or replacement. Insurance for these devices is available through the district.

STUDENT COMPUTER USAGE

Computer use: The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences.

REPORTING STUDENT PROGRESS

Report cards are issued three times during the school year. Mid-term reports are also sent to some students to keep parents informed of progress. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences throughout the school year.

CONFERENCES

Parent-Teacher conferences at times other than the scheduled fall and spring district days are encouraged for the purpose of giving each parent/guardian a better understanding of their child's needs. These conferences are

conducted before and after school hours and should be scheduled with the teacher. Parents are always welcome in our school but teachers have many responsibilities during these times as well.

HOMEWORK

Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, or as a reinforcement of work in which more practice is needed.

1. Students are expected to read a minimum of 20 - 30 minutes per night.
2. All students will be responsible for any homework assignments and will complete these assignments to the best of their ability and make sure they get turned in.
3. Generally, students who are performing up to their individual abilities should have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performance.
Grades K-1.....10-20 minutes Grades 2-3.....20-30 minutes Grades 4-5.....30-45 minutes
4. It is recommended that students having less than this amount of homework spend time reading, practicing math facts, studying spelling words or extending areas that are currently being studied in the classroom.

HOMEWORK MAKE-UP POLICY

Illness:

When a student is absent from school it is important that he/she makes up the work that is missed. Completing the missing work is often very difficult or impossible without instruction from the classroom teacher. Work will be collected and saved for the student while they are gone from class. Upon return to class, the teacher will go over the work with the student and give them a few days to complete it. Parents often request homework for their child when he or she is out of school due to illness. A general guideline for homework is to read for 30 minutes per day and keep a journal of activities while away from school. If you would like to request additional homework for your student, please do so by noon. Any work that can be completed without instruction from the teacher will be available for parents to pick up the afternoon of the day following the request. Please keep in mind, we feel a students' most important task, when absent due to illness, is to get well and return to school as soon as possible.

Advance Notice of Absence:

When families know in advance that they will be away from school for an extended time due to a vacation or a planned event, their student will be given time following the absence to complete the work that is missed. Please have your student read 30 minutes per day and keep a journal of activities while away. Assignments given in class while your student is gone will be given to the student when they return to school. Once again, instruction from the teacher is essential for the student to have the understanding necessary to complete the work. Although intentions are good, and everyone plans to do homework while away from school, it is often just not possible to grasp the concepts and understand the work without instruction from the classroom teacher. Reading and writing activities are always available and beneficial to students therefore it would be best to focus on those areas when students are absent from school.

CONDUCT

Respectful

Owners of our decisions

Caring citizens

Knowledge seeking

Safe

COTTONWOOD PROMISE

Recited daily after the Pledge of Allegiance

“As a Cottonwood Badger I promise to rock my day by being respectful and owning my decisions. I will be a caring citizen, a knowledge seeker and practice safety.”

Students are expected to behave in a manner that is conducive to supporting an optimum learning environment for all students. No student has the right to deprive another of the opportunity to learn. At all times, each student is expected to show respect for staff, students, and property.

DISCIPLINE

A pleasant, safe school climate is a major goal for Cottonwood staff and students. Children are encouraged to learn and practice appropriate school behavior. We have a school-wide discipline plan which focuses on positive behavior interventions and supports.

DISRUPTIVE STUDENTS -- A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, on the playground or any other area or activity at Cottonwood. Students who display disruptive behaviors will be dealt with using the Kennewick School District Disruptive Student Policy 3240, which may include suspension or alternative school.

WEAPONS – For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school. Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons. The policy states in part:

Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons when enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocket knives not used or displayed as a weapon.

DISCIPLINE PROCEDURES – BUILDING-WIDE

Each classroom operates with a written set of rules and consequences. Parents are encouraged to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the rules may experience the following:

1. A discussion of the problem with the student and teacher;
 - a. Appropriate consequences according to the teacher’s judgment will be given.
 - b. More severe disruptions will result in a disruptive behavior form being filled out and parents notified.
2. A conference with the student, teacher, and/or a school administrator.
3. Office referral to a school administrator. The school administrator or teacher may use any of the following:
 - a. Contract or plan developed by student, parents and teacher or a school administrator.
 - b. Student, teacher, parent conference.
 - c. In-school time-out or other out of classroom alternative plan.
 - d. Other alternatives deemed appropriate, including suspension or expulsion.

Each classroom will send home a classroom expectation letter for parent review and signature

PLAYGROUND

1. All games will be played using school rules.
2. Playground equipment will be used in a correct and safe manner.
3. Students are responsible for returning playground balls and equipment to the proper container. They will also report any damaged equipment to the playground supervisors.
4. Students are to take only school approved equipment outside for recess.
5. All students will play in designated areas.
6. Students who are unsportsmanlike, disrespectful, or uncooperative will be removed from activity.
7. During recess, students may enter the building only with a pass obtained from the recess supervisor, except in emergencies.

Our playgrounds are supervised by experienced ParaEducators during recess who will monitor play to ensure children can have fun and be safe. They are authorized to deal with minor rule violations and behavior problems using their experience and judgment.

PLAYGROUND MANAGEMENT

- Students will be taught acceptable playground behaviors and activities.
- When a child violates a playground rule or behavioral expectation, they are asked to “Park It” for a short time.
- Repeated violations will result in a “Park It” for the remainder of the recess.
- Major playground offenses will cause a child to be referred to a school administrator.

TOYS FROM HOME

Students are asked not to bring toys from home. The only exceptions are items for *Show and Tell*, as per teacher policy. *All Show and Tell* items need to be brought in a sack or backpack. Please keep sports cards and electronic games at home. There are no glass containers or animals allowed on the buses.

BICYCLES AND SCOOTERS

Students riding bicycles to school must observe all safety rules. Only students in grades 1-5 should ride bicycles to school.

- | | |
|--|-----------------|
| a. | Bicycles must |
| be walked on the school grounds and all sidewalks. | |
| b. | Bicycles must |
| be ridden alone. No riding double. | |
| c. | Bicycles are to |
| be locked to the bicycle racks. | |
| d. | Helmets are |
| required. | |

EMERGENCY PLANNING, EVACUATION DRILLS, and LOCKDOWNS

On a regular basis, we practice evacuating the school so that all students are aware of the fastest and most efficient way to do this, if necessary. Evacuation drills are also practiced on our school buses. If the school is in a lockdown situation, no one will be allowed to enter or exit until the lockdown situation has concluded. Cottonwood is very serious about the safety of our children. By practicing evacuations and security situations, we hope our staff and students will respond by being alert to any potential problem.

STUDENT DRESS

Students should wear clothing to school that is in keeping with safety, health, and decency standards and is appropriate for participation in school activities including PE and weather conditions. Examples of clothing which are not allowed are; any clothing that includes the use of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related material. A student's personal dress may not reveal the back, midriff, chest, buttocks, or undergarments - this includes but is not limited to: sheer or mesh tops, tops with extra large openings, halter or tube tops, swim tops and bottoms. If you have any questions, please refer to School District Policy 3224.

BUS INFORMATION

Only eligible students living in areas designated for bussing will be allowed to ride the bus. Students who ride buses must follow the safety rules as established by the Kennewick School District Transportation Department. The driver is in complete charge while students are on the buses.

Guidelines for kindergarten students will be given to parents at the beginning of the year. Arrangements should be made for meeting kindergarten students at the bus stop. Kindergarten students will be returned to the school if there is no adult or sibling to meet them at the bus stop.

Kennewick School District Policy #3240 Bus Transportation: Rules for Students Riding School Buses

"DON'T LOSE YOUR RIDING PRIVILEGE!"

1. Observe the same conduct as in the classroom.
2. Be courteous and use no profane language.
3. No eating or drinking on the bus.
4. No littering -- keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver's seat.
7. Don't be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.

REMEMBER: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. **Drivers have ultimate authority while in operation of the vehicle.**

APPENDIX I

INTEGRATED PEST MANAGEMENT PROGRAM 2022/2023 ANNUAL NOTIFICATION

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Lock requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup™ or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening

after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

A copy of the Kennewick School District's Integrated Pest Management Program is available at each building. The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 222-5867. Annual report of pesticide usage will be made available in September of each year for the preceding year.

The District's Buildings & Grounds Manager shall serve as the IPM coordinator. He/she will coordinate any modifications or changes in the program.

APPENDIX II

Cottonwood Elementary School Class Visitation Agreement

We welcome parents and visitors to Cottonwood Elementary School at any time. In the interest of keeping Cottonwood Elementary a safe, healthy learning environment for everyone, the following laws, policies and procedures have been established.

Parents/visitors: when visiting classrooms at Cottonwood Elementary School, please adhere to the guidelines below, which are written in accordance with the state law which follows:

RCW 28A.605.020 Parent's access to classroom or school sponsored activities—Limitation. Every school district board of directors shall, after following established procedure, adopt a policy assuring parents access to their child's classroom and/or school sponsored activities for purposes of observing class procedure, teaching material, and class conduct: **PROVIDED**, That such observation shall not disrupt the classroom procedure or learning activity. [1979 ex.s. c 250 & 8. Formerly RCW 28A.58.053]

In addition, as per Kennewick School District Board Policies, 4310, 4311 & R4311, each teacher has the right to receive a twenty-four hour notice before receiving a visitor.

GUIDELINES: (As per the RCW's, these are intended to minimize classroom disruption when visitors/parents are present.)

Please ask the teacher where he/she prefers you to be seated.

Follow the classroom rules that the students are expected to follow. (These rules generally include no talking to others, wandering around the room, etc.)

Please do not dialogue with the teacher(s) about your child while the class is in progress. (The appropriate time for this is a separate, scheduled conference either before or after the visit.)

Unless specifically asked to do so by the teacher, please avoid instructing/tutoring your child or others while the class is in progress.

Please keep in mind that reporting to the office before and after a visit is a safety consideration so that we know who is in the building for your child's protection, as well as that of all others.

Each time you visit you will be given a copy of these guidelines after signing and dating the document.

Visitor Signature: _____ **Date:** _____

Student Name (please print): _____ **Grade** _____

PARENT HANDBOOK ACKNOWLEDGEMENT FORM **COTTONWOOD ELEMENTARY**

Student Name _____ **Grade** _____

Teacher's Name _____

I received a copy of the *Cottonwood Elementary Parent / Student Handbook*. I know that the *Parent / Student Handbook* contains information about Cottonwood Elementary school and establishes common procedures for everyone to follow. I understand that it is my responsibility to learn what those procedures are and who to contact should I have additional questions.

Parent Signature _____

Date _____

Note: Failure to return this acknowledgement form will not relieve a parent/guardian from responsibility for knowledge or non-compliance of the contents of the Cottonwood Elementary Parent / Student Handbook.

Comments: _____

Questions: _____

School's Copy

(Please return the signed acknowledgement to the school.)