

GUIDEBOOK COTTONWOOD ELEMENTARY

WELCOME TO COTTONWOOD!

We look forward to working closely with you to support your student and celebrate their many successes along the way.

OUR MISSION:

At Cottonwood, we create a safe, reliable community rooted in compassion, curiosity, and integrity, where every learner belongs and strives for excellence.



CONTACT INFORMATION:

Angie Holmes - Secretary
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PRINCIPAL:

Kyle Heilbrun
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DAILY SCHEDULE:

8:45

- The day begins.
- Students are greeted and enter the building.
- Students not riding the bus should not be dropped off before 8:30.

2:50

- The day ends.
- Students exit the building and board their bus or find their ride.

SCHOOL CALENDAR:

- Same school calendar as other KPS Elementary Schools.

BUSING:

- Busing is available to all students attending Cottonwood Elementary.
- Please direct questions related to busing to transportation services: 308-698-8261.
- If your student typically rides the bus, but will not be on a particular day, please contact both Cottonwood and transportation to let us know.



ATTENDANCE:

- If your child will not be attending school that day, please contact the office as soon as possible.
- Attendance is a critical component of success in school. Building good attendance habits while a student is in elementary school will set them up for success in middle school, high school, and beyond.
- Please send your child to school unless they have a fever, are contagious, or have thrown up in the past 24 hours.
- Student absences will be excused with a medical note (doctor, dentist, therapist, etc.)
- Attendance letters will be sent home at 5, 12, and 20 days.
- If your child reaches 12 absences in 1 quarter, or if the Cottonwood staff notices a pattern or large increase in absences, an attendance meeting will be held to determine how best to support your child in getting to school.

STUDENT POSSESSIONS:

- Cottonwood provides all materials and supplies.
- Students should **not** bring a backpack unless in the process of transitioning back to their neighborhood school.
- Any personal items that are brought to school will be stored in individual student compartments until the end of the day.
- Jackets and coats will be stored in individual student cubbies within their classroom.

MEDICATION:

- Student medication must be kept in the office along with a Parental Request for In-school Medication form.
- Medication must be kept in its original bottle.
- Parents are responsible for transporting student medication to and from school.

STUDENT LEARNING:

- We follow the same curriculum and pacing as all other KPS elementary schools.
- Our students have the opportunity to participate in Art, Media, Music, and PE classes.
- Our small environment allows teachers to provide additional targeted support, both academically and social/emotionally, to help students build their skills.



OUR GUIDING NORMS:



Helpful:

We are helpful to others through kindness, inclusion, and teamwork.



Ownership:

We take ownership of our actions, emotions, and choices.



Work ethic:

We set goals, show grit through challenges, and take pride in our work.



Leadership:

We make proactive choices, set positive examples, and help our community thrive.

STATUS:

- Students at Cottonwood earn status and privileges through demonstration of consistent positive behavior.
- **Pack Leader**
 - Our highest status.
 - Consistent positive behavior and leadership skills.
- **Junior Leader**
 - Consistent positive behavior and developing leadership skills.
- **Apprentice**
 - Consistent positive behavior.
- **On-Track**
 - Positive behavior.
- **Reset**
 - Inconsistent behavior, a large behavioral incident, or other barriers to their learning.
 - Not a punishment, but a chance for a fresh start.
- **New Student**
 - Where all students new to the building start.
 - Opportunity to learn about supports, norms, and procedures in the building.



COMMUNICATION PROCEDURE:

- We want to work with our families as a team to support each student's individual needs.
- Weekly communication will be sent home, via email, by teachers to the parents/guardians of each student. This communication will include the student's strengths for the week, their behavior data, the academic progress they have made, and things to focus on for the coming week.
 - Why weekly?
 - All students, just like adults, have great days and less than great days. A weekly review of progress provides a much better picture of how a student is doing, what their progress has been, and what we need to focus on.
- The principal will send a weekly newsletter, via email, informing families of what is going on at Cottonwood.
- Any urgent information will be communicated to parents/guardians by the principal, therapists, or behavior staff in a timely manner.
- Parents are encouraged to direct questions to the principal or the student's therapist.
- If you'd like to set up a meeting with the principal, or another staff member, please schedule an appointment at least 24 hours in advance at a time that works for all parties.

NEIGHBORHOOD SCHOOLS:

- One of our primary goals is to help students gain the skills they need in order to make a successful transition back to their neighborhood elementary school.
- We will work to maintain and strengthen each student's connection to their neighborhood school through visits, activities, and frequent reminders of their neighborhood buildings.
- When your student reaches this stage, we will convene a meeting to discuss what this transition may look like, and the supports we can provide.

