THE COTTONWOOD SCHOOL
OF CIVICS AND SCIENCE

FAMILY HANDBOOK

AND CALENDAR

2019-2020

Character Traits

at The Cottonwood School

of Civics and Science

Responsibility

Collaboration

Perseverance

Integrity

Kindness

Courage

Service

Engagement

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★ The Cottonwood School recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Cottonwood School Board that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities or employment.

OUR MISSION & VISION

Our mission is to provide a creative learning environment where students develop a sense of place and become stewards of the natural world and active citizens within our community.

Our vision is to look beyond classroom walls. We believe that healthy communities are created by engaged, informed and compassionate citizens, and that children learn best when participating in authentic, hands-on learning experiences that are closely tied to the community. Through service, integrated curriculum and experiential learning, we provide opportunities for our students to actively build relationships locally, inspiring them to become catalysts of change in a global community.

OUR GUIDING PRINCIPLES

Authentic, Place-based Learning

Place-based education, at its core, is about creating and sustaining healthy communities by deeply understanding one's immediate surroundings. Curricular and community goals merge as students work with neighborhood organizations and agencies to do real work and practice authentic citizenship. First and second graders tour local restaurants and design one in their own classroom. Fourth and fifth graders learn about watersheds through multiple visits to Tryon Creek and then design a project to help with conservation. Middle school students identify and research local problems and propose policy-based solutions through presentations at Portland's city hall.

It is our belief that children engage in more meaningful learning when they can make connections between larger concepts and the community in which they live and belong, and placed-based education provides the framework for that to occur.

Family Involvement

Our small school is dependent upon the active participation of our families – whether it's as in-classroom volunteers, fieldwork chaperones, day-to-day maintenance helpers, or as members on our board. However, family involvement is not solely encouraged based on necessity; it's been well documented that a child's achievement level rises when his or her family is an active participant at school.

As chaperones on fieldwork study, families learn about our civic process and our environment right alongside their child(ren). Just as the families who started the

school wanted a place where their children could learn to be active citizens through fieldwork and service, we believe that their families bolster that learning by modeling active participation themselves.

Community Building

When students are surrounded by the culture of a community, they feel a sense of belonging. This leads them to more readily invest in the stories of others. The skills students learn when they create positive relationships with their peers and their teachers are equally valuable in the field when working with neighbors and other adult citizens.

Our small school community benefits each child by giving him or her the opportunity to connect with one another, learn about their classmates, and share. Students learn that human relationships are just as important as the rest of the curriculum. We build community at our school through regular practices such as morning meeting, all-school meetings, cross-grade partnerships (such as 8th grade-kindergarten buddies), problem-solving in class meetings using the positive discipline model, extensive small group work, events such as the all-school lunch, the talent show, and more.

DAILY SCHEDULE

	Start	Dismissal
Full-DayK-8th Grade		
Monday-Thursday	8:20 am	3:00 pm
Friday	8:20 am	1:30 pm

Office Hours are from 8:00 am to 4:00 pm

SCHOOL CONTACT INFORMATION

School Address: 0640 SW Bancroft Street, Portland, OR 97239
School Phone: 503-244-1697, Extension 300
School Fax: 503-244-1709
School Website: www.thecottonwoodschool.org

Staff

Administration	
Executive Director - Amanda McAdoo	amandamcadoo@thecottonwoodschool.org
Academic Director - Susan Hathaway	susanhathaway@thecottonwoodschool.org
Lead School Secretary - Jenny Crain	jennycrain@thecottonwoodschool.org
Monday School Secretary - Melissa Allen	melissaallen@thecottonwoodschool.org
Business Administrator – Bruce Thom	business administrator@thecottonwoodschool.org
Accounting Administrator - Karen Bennett	accounting@thecottonwoodschool.org
Field Work & Place-based Coordinator - Sarah Anderson	sarahanderson@thecottonwoodschool.org
Before and After School Care	www.vhflc.org
Teachers Instructors and Assistants	
KG Teacher – Kimberley Bonder	kimberleybonder@thecottonwoodschool.org
Gr. 1/2 Teacher - Nesa Levy	nesalevy@thecottonwoodschool.org
Gr. 1/2 Teacher – Angie O'Brien	angieobrien@thecottonwoodschool.org
Gr. 3 Teacher – Fawn Morosky	fawnmorosky @thecottonwoodschool.org
Gr. 4/5 Teacher – Daniel Enberg	danielenberg@thecottonwoodschool.org
Gr. 4/5 Teacher – Morgen Kelm	morgenkelm@thecottonwoodschool.org
Gr. 6 Teacher - Lisa Colombo	lisacolombo@thecottonwoodschool.org
Gr. 7/8 Humanities Teacher – Emily Conner	emilyconner@thecottonwoodschool.org
Gr. 7/8 Science/Math Teacher –Chris Wyland	chriswyland@thecottonwoodschool.org
6-8 Aid and PE - Santigie Fofana-Dura	santigiefofana-dura@thecottonwoodschool.org
3-5 Aid and PE, Community Life - Kathy Price	kathyprice@thecottonwoodschool.org
K-2 Aid and PE - Jake Hueni	jakehueni@thecottonwoodschool.org
Art Instructor (K-5) and Electives Coordinator– Melissa Allen	melissaallen@thecottonwoodschool.org

PARENT INVOLVEMENT & VOLUNTEERS

Volunteerism is an integral part of our home/school partnership at Cottonwood School. Family and community members extend and enhance classroom learning. We ask that all families give 24 hours of service towards the school per student attending.

As a small school, parental involvement is the key to our success. Even more, community involvement and civic responsibility is something we actively teach. We believe that every family has a way to contribute to our community. Some parents may have the ability to help in the classroom; others may have experience in fundraising or writing newsletters. Children feel a stronger connection to their school and community when they know that their parents are involved. Please make your talents and experience known to the staff!

School Board: Cottonwood School of Civics and Science is a non-profit organization that contracts with the State of Oregon Department of Education to run the school. As such, the Board of Directors is responsible for the day-to-day management of the school. Seats on the Board are volunteer positions and can be filled by parents or other interested and qualified community members.

Board meetings are held monthly to conduct the business of the school. They are open to all community members. Please contact the school or visit the school website for an up-to-date schedule of Board meetings.

Friends of Cottonwood: Friends of Cottonwood is the parent-teacher organization, with a mission of supporting staff and volunteer efforts on behalf of the school. Joining Friends is one way in which you can help build on, and support the community and the opportunities our kids will have this year, and help fulfill your volunteer hours. Involvement in Friends looks many different ways and isn't all based in during the school day. We all have different skills, interests and time.

Meeting times to be announced.

Check out our Facebook page and send us a message for more details: https://facebook.com/FriendsOfCSCS/

Classroom Volunteers and Chaperones: Background checks are required for every volunteer. Criminal Background Check forms are available in the school office from the school secretary.

Our teachers welcome help in the classroom, but each teacher has different ways of managing their room volunteers. Please talk to your child's teacher for more information about how to help.

When you come into the school to volunteer please sign in and out on the computer in the office so that we know you are here. When you sign in on the computer a name badge will be printed to wear while volunteering.

SCHOOL PROCEDURES

Arrival and Departure of Students

School doors open at 8:20 am daily. Unless your child is enrolled in the Before School Enrichment Program, there is no adult supervision of children before 8:20am. Students arriving before doors are opened must wait outside the front of the building, students are unsupervised at this time.

Student Drop-off

We have partnered this year with The Old Spaghetti Factory for drop-off. Parents will be able to pull into the Spaghetti Factory front turn around (8:00-8:20) where CSCS staff will be waiting to help students out of cars and onto the sidewalk for a safe walk to school. Parents can stay in their cars!!! We will continue to have people available at the corner of SW Bond and SW Bancroft and at the driveways along Bond to help students across the street and driveways. Areas not available for drop-off include our side parking lot, anywhere on the eastbound side of SW Bancroft, in The Old Spaghetti Factory parking lot, or any other area marked as a bike lane or fire lane. If your child is tardy they are required to sign in at the school office and submit a tardy slip to their teacher.

Student Check-out

Once students arrive on the school grounds, they must have parental permission and be checked-out of school through the office when leaving any time prior to dismissal. Inform teachers by written note when it will be necessary for you to check-out your child. When picking up your child early, please report to the office to sign-out your child. Whenever possible, please arrange your schedule so your child will not miss school. Written parental permission is required whenever families would like someone who is not listed on the enrollment form to check out their child. Please be aware that students are frequently engaged in fieldwork and may not be on site for pick-up if you have not made prior arrangements with the teacher.

Attendance

Regular attendance is necessary for students to be successful in school. Classroom teachers monitor attendance daily. If a child has a chronic attendance or tardiness problem, Cottonwood School staff will contact parents to determine the cause and find solutions so that the child may attend school on time on a daily basis. Persistent attendance problems are referred to the director.

Absences, Tardiness, & Medical/Dental Excuses

The tone of the day is set during the first half-hour of school when directions are given and opening activities are held. It is most important that each child be at school on time for these activities. Please help your child establish a habit of being on time to school each morning.

<u>If your child is going to be absent for the day or is late, please</u> <u>call the school office as early as possible.</u> You may, as a courtesy, also inform the teacher via email, but it is critical that you call in the absence or tardy students. We will call or email home before the end of the school day if the school office has not received a phone call or email explanation of an absence. Whenever possible, advance notice of planned absences is appreciated. If your child must have a medical or dental appointment during school hours, send a written excuse with your child.

According to state law, any child absent for ten consecutive days for any reason will be automatically withdrawn from CSCS. That child's space in the class will be offered to students on the waiting list. If the child who was absent wishes to re- enroll, he/she will have to first apply

to CSCS and join the waiting list (if one exists).

The following is a list of acceptable excused absences if notice is received by the school office:

- Medical or counseling appointment
- Take Your Child to Work Day
- Family emergency
- Funeral
- Immunizations incomplete
- Head lice treatment
- Student hospitalization
- Student or family member illness
- Religious holiday or instruction
- In school or out-of-school suspension
- Family vacation

End of Day Pick-up for Children

At the end of the school day, dismissal is supervised by the classroom teachers. Students in grades 4-8 are released to meet parents off campus or to walk, bike or bus home. Students in grade 3 may also be released after school if parents have notified the teacher. Students in grades K-2 must be picked-up from the playground by their parent/guardian or an authorized adult. Older students may also accompany younger students or siblings if pre-arranged with the teacher. Parents meeting students for pick-up should wait outside the building in the playground, not in the hallways, classrooms or Great Room.

When it is necessary to enter your child's classroom after school, meet your child in the designated area first and then accompany your child to the classroom once the teacher has returned.

Students cannot attend aftercare unless pre-enrolled: www.vhflc.org

Transportation

Parents are responsible for the transportation of their children who attend Cottonwood School. Due to the fact that parking is limited around the school, as well as environmental concerns, we encourage carpooling whenever possible.

Arrangements for going home with friends after school must be made in advance of the planned activity. As much as we would like to accommodate students making last minute arrangements, we are unable to do so. The school is not responsible for supervision of children playing on the school grounds before or after school hours.

Students who are not picked up within 15 minutes after their class ends will have to wait in the office. The office closes at 4:00.

Transporting Children Other Than Your Own

Written parent permission is required for a student to leave or ride with someone other than persons listed on the enrollment form or to go to someone else's home after school. The school telephone may not be used to make after school arrangements.

Inclement Weather/Late Openings

When bad weather arrives, CSCS follows the Portland Public Schools' plan for closure or delay. If PPS schools are closed or delayed, we will be closed or delayed. If PPS calls for a closure or delay for all Westside schools (not just those in the West Hills), we will be closed or delayed accordingly.

On late opening days, there will be a two-hour delay in school opening. We will start school at 10:20am. Please do not send your children to school before this time. There is no Before School Enrichment on these days. Early dismissal may also be called. It is imperative that your child knows what to do in case of an early dismissal and that emergency contact information is kept current at the school.

Finding our school closure information can be confusing, but we will ALWAYS FOLLOW PORTLAND PUBLIC SCHOOLS - West Side Closures. Do not try to find CSCS under CHARTER SCHOOLS; we will not be listed. You may access current information regarding schedule changes on the Portland Public Schools' website: www.pps.k12.or.us and you can go to www.flashalert.com to signup to recieve text alerts for Portland Publics Schools.

The following radio/TV stations also carry PPS schedule change information:

- FM--KBPS 89.9; KOPB 91.5; KGON 92.3; KXL 95.5; CHARLIE 97.1; KUPL 98.7; KWJJ 99.5; KKRZ 100.3; KINK 101.9; KKCW 103.3; KXYQ 105.1; KMJK 106.7 AM—KGW 620; KXL 750; KWJJ 1080; KEX 1190; KUPL 1330; KBPS 1450; KMJK 1550; KFXX 1520
- TV—KATU TV-CHANNEL 2; KOIN TV-CHANNEL 6; KGW TV-CHANNEL 8

Lost & Found

The Lost and Found is located in the front lobby. To avoid losing items, we suggest that your child's name be placed on items that can be misplaced including coats, jackets, hats, backpacks, water bottles & lunch gear. Please check it often. Because our space is limited, we will donate lost items to charity at the end of each month.

Photos of Students

Students at CSCS are photographed regularly to document work & activities. Some of these photos are used in promotional materials, presentations, Facebook and on our web site. If you do not want your child included in photos or other media, please contact the school office in writing.

Equal Education Opportunities

Cottonwood School strives to provide an equitable education environment and to be an environment free from discrimination or harassment based on an individual's race, color, sex, sexual orientation, national origin, marital status, age, income level, proficiency in the English language or disability. For any civil rights questions, please contact the director, Amanda McAdoo, our acting Title IX Coordinator at (503)244-1697, x301 or amandamcadoo@thecottonwoodschool.org

Education Records

Education records for all students are maintained at Cottonwood School according to state law. Records are forwarded to other educational agencies or institutions in which students seek to enroll or receive services, including special education services. Parents have the right to:

- Inspect and review student records
- Request an amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights

- Consent to the disclosures of personally identifiable information contained in the student's education records (except directory information – see below)
- Obtain a copy of the student's records (a fee may be charged)
- File a complaint with the US Department of Education if CSCS fails to comply with the Family Educational Rights and Privacy Act

Directory Information

Cottonwood School can release the following information if requested:

- Student name
- Student address
- Student photograph
- Grade level
- Participation in officially recognized activities
- Dates of attendance
- Awards received
- Most recent previous school or program attended

This information will only be released with administrative direction and not over the phone except in health/safety emergencies. If you wish directory information not to be released, please make your request in writing to the school secretary within 15 days of the start of the school year.

Student Fees and Fines

Annually, we ask each family to contribute $100/student for supplies and $100/student for field work expenses. We also will ask for additional fees to cover the cost of overnight trips for older students, 4-8th grades. The overnight fees vary annually and will be announced at Back-to-Night.

Save time and money by paying your fieldwork and supplies fees right away. The average school supply list at Portland Public Schools costs over $150. By pooling our school supply funds, teachers are able to buy in bulk securing better deals on more, high quality supplies for our students to use every day.

CSCS's place-based approach is unique. Fieldwork fees directly pay for students to participate in this curriculum. Funds cover costs of entry fees, speaker honorariums, visitor permits, transportation, and tour leader expenses. We pool our resources so that every one of our students may participate in CSCS's important field study experiences.

You can pay your fieldwork/supply fee as a one time payment or you can set up a payment plan by using the pledge option at our website:
/http://www.thecottonwoodschool.org/supply-fieldwork-fees/

All payments made in full before September 7th will receive 10% off and will be entered in a drawing to win a $100 gift card to Fred Meyer or New Seasons Market! Drawing will happen at Back-to-School Night!

Complaints

We hope to find ways to work with all members of our community to resolve any concerns. Complaints involving instruction, discipline or learning materials should begin with our teachers, next move to the director and finally, the Board. To file a formal complaint, please contact the director for information about the forms needed and procedure to follow.

IN THE CLASSROOM

Field Work

A permission slip will be sent home for school sponsored fieldwork. We must have a signed permission slip by a parent/guardian to allow a child to leave school for fieldwork. We cannot accept handwritten notes or phone calls in place of the fieldwork permission form.

We ask parents to chaperone for fieldwork a minimum of twice a year. We value parent participation in fieldwork and hope that all parents can join in the learning with their students. Sometimes there is a limited amount of room on fieldwork for parents. If there are more parents wishing to chaperone than spots available, a lottery drawing will be held to choose chaperones.

Staying within the philosophy of our school, students will be out of the classroom and in the community often. A Walking Field Work permission slip must be signed for your student to partake in this part of the curriculum. The permission slip is in the Back-to-School packet and will be kept on file in the office.

Students engaged in fieldwork represent CSCS. We expect students and chaperones to demonstrate safe and respectful behavior at all times. Students failing to act safely or respectfully at school or during fieldwork may lose the privilege of participation in future field work.

Email Correspondence with Staff

The staff at Cottonwood School welcomes the chance to communicate with parents via email. In order to make efficient use of time, please keep your emails short and to-the-point, and our staff will do their best to respond in a concise and timely manner. All staff members' email addresses are included in this handbook.

Support Services

Students who qualify for special education assistance in reading, writing, and/or math are eligible to receive services from our staff and from specialists from Portland Public Schools. Supplemental instruction is provided to students which is coordinated with teachers and with other support programs. For information about how to contact special education staff, please contact your child's teacher or the director.

Classroom Celebrations

Classrooms may choose to have a few celebrations during the year. Please notify your child's teacher if for any reason you do not want your child to participate. Alternate activities will be made available. **All classroom celebrations must first be approved by your child's teacher.**

Birthday & Holiday Celebrations

Because of food allergies and other food restrictions, birthdays and other holidays are celebrated without edible treats from home. Teachers will decide what non-food celebrations work well for their grade level and teaching style.

While birthday parties and other social events outside of school are not the school's responsibility, a reminder seems appropriate. Usually these special events are talked about

at school. Students not included can have hurt feelings. Please be sensitive to this issue when planning parties and encourage children to try to keep these events out of their school discussions. Party invitations are **not** to be handed out at school.

Homework

Homework expectations change for each grade level at CSCS. Teachers attempt to make most homework relate to on-going projects which might include assignments that cannot be done at school e.g. interviewing a family member, tracking the phases of the moon, etc.

We encourage all students to play outdoors daily after school, practice math skills and to read (or be read to) a minimum of one hour per school week. For classes where homework is assigned, homework packets will include items such as: additional reading, math practice, spelling, computer work, research and/or project work.

Here are the broad guidelines that teachers will follow for homework assignments:

- Kindergarten & Grades 1/2 – math and reading practice daily, occasional assignments related to projects
- Grade 3 – 1-1.5 hours/week
- Grades 4/5 – 1.5-2 hours/week
- Grades 6/8 – 2.5-3 hours/week

Sometimes teachers will also assign students homework when they have not completed their schoolwork during class time or when they have been late or absent from class.

Conferences

At CSCS, we have parent-student conferences twice each year in fall and spring. Teachers, parents and students will set academic and social goals, share samples of the student's portfolio work and discuss academic progress. Conferences for the 2018/19 school year are set for October 31 and November 1, and March 12 and 13. There will be no school on these days. Sign-ups will go out two weeks prior to the events. Our teachers try to accommodate all schedules by offering both day and evening slots, therefore not all teachers will be in the building at all times during these days.

We encourage all families to take part in the conferences! They are an important time to touch base with your child's teacher, to learn about your child, and ask questions.

Before & After School Enrichment

Before and After School Enrichment is offered on site by Vermont Hills Family Life Center. During these programs students may work on school projects or homework, engage in enriching activities and relax and have fun with school friends. These programs are fee-based and require enrollment. Please call Vermont Hills at (503)452-8633 or visit their website:vhflc.org

Helping Your Child Succeed

Parents often ask what they can do at home to help their children be successful at school. Here are a few suggestions:

- Read to and with your child every day.
- Follow and discuss news and current events.
- Practice basic, age-appropriate math facts daily and show your student how you use math in daily life.
- Pay attention to your child's nutritional needs.
- Ensure that your child gets sufficient sleep (8-10 hours for school age children).
- Help your child learn to cope with emotions.
- Listen to your child, and seek to know him/her as a unique individual.
- Encourage your child to talk about activities, feelings, and concerns.
- Let him/her know that you believe he/she can succeed.
- Acknowledge and affirm efforts, as well as successes- small and large.
- Discipline lovingly and consistently.
- Show a strong interest in school.
- Make school attendance, homework and school projects a priority.
- Attend school activities and find ways to participate in community service at school.
- Give your child responsibilities at home.
- Help your child set realistic goals.
- All children develop differently – avoid comparisons.
- Read books, go to the library, and play educational games together.
- Be selective in the type and amount of TV and other media your child watches.
- Enjoy and treasure each and every moment of these precious childhood years!

HEALTH & SAFETY

School Safety

The safety of your child is of the utmost importance to us. If unsafe practices or events are observed by parents, please contact the school office immediately so the concern can be addressed in a timely manner. There are earthquake, fire and lock-down drills throughout the year.

All visitors are asked to check-in in the office upon entering the building, wear a Volunteer or Visitor badge, and check-out when leaving. This identifies you as a "safe person" for students in our building, and allows us to account for who is in the building at all times. This procedure is not used for parents who enter the building at the end of the day to pick-up children from ASE or for evening events. For this reason, it is very important that teachers walk students to designated waiting areas.

Nutrition at School

CSCS does not provide a lunch program. We ask that students bring a daily, nutritious lunch & snack for K through 8th grade. Good nutrition improves mental and behavioral performance in students. Students are discouraged from sharing their lunches with other children.

In preparing for the school day, we ask that each child come to school ready to learn. Eating a healthy breakfast can help with this. Eating breakfast improves cognitive function related to memory, test grades, and school attendance. Breakfast in combination with an overall healthy diet and lifestyle can make a positive difference in a child's health and

well-being. If food scarcity is a concern in your household please let our Director know so that we can find ways to support your family and help to keep your child's belly full.

Food in the Classroom

Because of food restrictions and allergies, we ask that you do not bring any food into the classroom for general consumption without the teacher's permission. Please discuss plans with your child's teacher in advance of bringing food into the classroom. Teachers may include food in their lessons from time to time. Whenever food is prepared for broad consumption, we ask teachers and parents to follow basic guidelines for producing food safely.

Gum or candy is not to be consumed by students in the classroom unless gum is listed as an accommodation on a child's 504 plan or IEP (one or two small pieces of candy are allowed during lunch). Candy or gum is not allowed to be distributed to other students on school grounds.

We have students with severe peanut and/or tree nut allergies. To protect these students, we ask parents to avoid sending nuts, nut butters or other foods containing nuts. If is is brought in we will have students observe special clean-up procedures to keep allergic students safe.

Health Emergencies

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. Please be sure the emergency phone numbers on the registration form are properly listed and updated when necessary. When parents or the emergency contact person cannot be reached and the nature of the accident or illness is serious, we will call 911 for paramedic treatment, transportation to a medical facility, and/or further recommended treatment.

Please notify the school office of any change in emergency contact numbers, home address, email and telephone number of parent's home or work.

If a student becomes ill during school hours, the student must be signed out at the front desk or office before going home.

Our office will contact parents or other designated persons before sending sick youngsters home. A child may not be sent home unless someone is contacted. We must have alternate phone numbers for places to call. Unfortunately, the school does not have the resources to take care of sick children except on a very short-term basis. Please keep your child at home until they are free of fever 100 degrees F or higher and vomiting has ceased for 24 hours.

Medication at School

Oregon law requires that all medication administered at school, prescription as well as over-the-counter medications, be dispensed from an original, labeled container, be accompanied by written consent from parent, and written instructions from your physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. Aspirin, acetaminophen, throat lozenges, cough drops, etc. are not available from school personnel. The school office cannot dispense naturopathic medication at school. Students may not keep medication with them unless they have been designated as a self-manager, authorized by a health professional, and cleared by the director to do so.

All medicine, including inhalers for asthma, must be secured in the office and distributed

by the certified staff member. Please contact the office before requesting that medicine be administered at school. The required medication form is available in the school office.

Pets

Pets from home are not allowed at school except on special, pre-arranged occasions. An adult family member must remain with the animal at all times if not caged. Students must have permission from their teacher prior to bringing pet to the classroom.

Head Lice

Because head lice are highly communicable, anyone can become affected. Be alert to this condition in your own children by watching for signs such as severe scratching of the scalp. It is a good practice to check your child's hair regularly for lice.

Children with head lice will have tiny bugs and/or grayish white dandruff-like particles that seem glued to the hair shaft. If you detect this:

- Keep your child at home until treatment is begun and hair is thoroughly combed. Continue combing daily for two weeks to remove nits and live lice.
- Notify the school so we can alert the teacher to look for other cases.
- Contact the school office or your health care provider for information about treatment.

If we find lice on your child's head, we will inform you before the end of the school day. Students may return to school following proper treatment of the environment and the use of a special shampoo. A statement is required from a parent that treatment has been given. Removing all nits from the child's head has proven very effective in preventing the spread and/or reoccurrence of the condition and should be your goal. We will check your child's head upon return to school. If we find nits, we will inform you so that treatment can be repeated. While head lice are certainly inconvenient, head lice do not transmit any diseases and are most easily transmitted by head- to-head contact.

If a lice outbreak is severe, we may require students to leave school or remain at home until nit-free.

Tobacco, Alcohol and Drugs

Cottonwood School is a tobacco- and drug-free environment. Students may not abuse, possess, use, distribute or sell tobacco, alcohol, unlawful drugs or drug paraphernalia or any substance purported to be an unlawful drug on our campus or at any time that the student is under the jurisdiction of Cottonwood School. Students violating this policy will face disciplinary action up to and including expulsion. A referral to law enforcement may also be made. All others, including staff, parents, and other volunteers may not use, distribute or sell tobacco, alcohol, unlawful drugs or drug paraphernalia or any substance purported to be an unlawful drug on or near our campus or at CSCS-sponsored activities. Each classroom, K-8, will receive drug, alcohol and tobacco prevention instruction as part of our educational program.

Child Abuse

Cottonwood School staff and Board members are obliged by law to report any cases of suspected child abuse or neglect to Oregon's Department of Human Services. If any other community member suspects child abuse or neglect, please contact the director.

Immunizations

For attendance in Oregon schools, the law requires that students must be fully immunized, in the process of receiving immunization, or having a signed statement of exemption on file at school. Beginning March 1, 2014, Oregon state law will require that parents wishing to exempt their child from immunizations must show proof of having watched an educational video or a health care provider's signature. Students enrolling in school for the first time or enrolling from another country must present evidence of at least one dose of each vaccine. Students transferring from other schools have 30 days for records to be received. Children born in countries with a high prevalence of tuberculosis must present a certificate of clearance before attending school.

Any students lacking up-to-date immunizations, or having incomplete records, will not be allowed to attend school. CSCS will notify parents directly of needed immunizations and when children will be excluded if shots are not updated. If a child has not been immunized by choice, parents will be required to keep your child home if there is a disease outbreak.

Immunization Schedule

The table below summarizes the 2018-2019 School Immunization requirements for the State of Oregon. If for any reason these requirements are modified during the school year we will inform you of any changes.

Vaccine Required	KG-Grade 6	Grades 7-8
Diphtheria/Tetanus/Pertussis DTAP	5 doses	5 doses
Tdap	n/a	1 dose
Polio	4 doses	4 doses
Measles	2 doses	2 doses
Mumps	1 dose	1 dose
Rubella	1 dose	1 dose
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	2 doses
Varicella (Chickenpox)	1 dose	1 dose
If vaccinations are needed call 503-988-3816 for Multnomah County locations.		

Communicable Disease Control Measures - Guidelines for Exclusion

Students should be kept home from school if they exhibit:

- Fever greater than 100.5;
    - Stay at home until fever is below 100.5 for 24 hours WITHOUT use of fever-reducing medications.
- Vomiting (at least one episode that is unexplained);
    - Stay home until vomiting has stopped for 24 hours
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior, such as irritability, lethargy, or somnolence;

- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever OR sudden onset of loose stools);
    - Stay home until diarrhea has stopped for 24 hours
- Skin lesions that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5 F;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in their usual school activities, such as persistent cough, with or without presence of fever; or
- A need for care that is greater than school staff can safely provide.

It is the policy of the County Health Department that children with undiagnosed skin conditions must remain out of school until the condition is completely cleared up or until a statement is presented from a physician or the Health Department that the condition is non-communicable.

Safe Handling of Body Fluids

Cottonwood School has adopted procedures for the safe handling of body fluids in a school setting for the prevention of spread of disease. Every person's body fluid is treated as though it is potentially infectious. You may observe school personnel in some of these practices as you visit school or hear your child discuss them:

- Disposable gloves are worn whenever there is contact with any body fluid.
- All staff and students are encouraged to care for their own bleeding or draining injuries or lesions, if possible.
- Good hand washing practices are encouraged and reinforced.
- Body fluid spills are properly cleaned and disinfected.
- If garments are bloodstained, we will request clean clothing from home or attempt to provide clean shirt/pants.
- If your child has any toilet training issues, please notify the teacher and provide a change of clothing including underwear.

STUDENT RIGHTS & RESPONSIBILITIES

Students attending Cottonwood School have both rights and responsibilities. Among the rights and responsibilities are the following:

- The right to equal education opportunity and freedom from discrimination and the responsibility not to discriminate against others
- The responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights
- The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights
- The right to privacy, which includes privacy with respect to a student's educational records
- The right to know the behavior standards expected of them as well as to know the consequences of not meeting those behavior standards.

At Cottonwood School, one of our schools' goals is to teach students to be responsible for themselves and their behavior. We strive to provide students with learning opportunities,

encouragement, and positive discipline that helps them develop behaviors which support academic success, positive social interactions, and safety. Students are also taught to recognize behaviors that interrupt the instructional process, hurt others, and/or are not in their own best interest.

We believe that children's appropriate behavior is a result of parents, staff and students working together to build skills that increase our children's ability to:

- Solve problems successfully
- Develop positive relationships with others
- Become productive, involved citizens
- Recognize when their actions are interfering with the rights of others
- Recognize and exercise their rights within the limits of society
- Understand and appreciate other cultures, ethnic groups, and belief systems
- Take responsibility for their actions and accept the consequences of their behaviors
- Succeed in school and develop a life-long love of learning

POSITIVE DISCIPLINE

Positive Discipline is a program that teaches important social and life skills in a manner that is respectful to both the adults and the children in the situation. It is a philosophy that raises young people to be responsible, respectful, and resourceful members of their community. It is based on the theory that children who have a sense of connection to their community (home and school) and whose input is regarded as meaningful are less likely to engage in misbehavior. To be successful members of the community, children need to be taught the necessary social and life skills. Positive Discipline is based on the understanding that discipline must be taught and that discipline teaches.

Jane Nelsen, the creator of Positive Discipline, gives the following criteria for effective discipline that teaches:

- It helps children feel a sense of connection. (Belonging and significance)
- It is mutually respectful and encouraging. (Kind and firm at the same time)
- It is effective long-term. (Considers what the child is thinking, feeling, learning, and deciding, about himself and his world—and what to do in the future to survive and thrive.)
- It teaches important social and life skills. (Respect, concern for others, problem solving, and cooperation as well as the skills to contribute to the home, school or larger community.)
- Invites children to discover how capable they are. (Encourages the constructive use of personal power and autonomy.)

The Positive Discipline model is based on creating <u>mutually</u> <u>respectful relationships</u>. The methods use both kindness and firmness and are neither punitive nor permissive. The tools and concepts of Positive Discipline include:

- Mutual respect -- Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely

attempting to change behavior.
- Teaching problem solving and communication skills
- A focus on discipline that teaches and is neither permissive nor punitive
- Focusing on solutions instead of punishment
- Encouragement instead of praise -- Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment

Teachers and staff teach use these guidelines and positive discipline techniques throughout the year. Reinforcement, review, and practice are provided regularly. Students are acknowledged for following the school guidelines and acting in a responsible, kind, and respectful manner in accordance with their classroom rules.

Problem Solving Skills

Students are given the opportunity to learn and practice problem-solving strategies for small problems involving other students and/or their own behavior. We would like to teach students how to resolve conflicts between each other, on their own through communication. Learning to deal with conflict in a positive manner is a lifelong skill. Students should try first to work out conflicts on their own. If this is not possible, they should go to a teacher or staff member for help in resolving the conflict. If students use the ideas in this problem solving section, they can help find solutions to solve most problems.

We encourage students to try at least 2 of these ideas when they have a conflict:

- Choose another activity
- Share and take turns
- Use an "I" statement
- Ignore it
- Walk away
- Make a deal
- Talk it out
- Apologize
- Tell them to stop
- Wait and cool off

STUDENT BEHAVIOR EXPECTATIONS

We have high expectations for our students both academically and behaviorally. In their simplest form, our expectations for our students are the following:

- Be safe
- Be respectful
- Be responsible
- Always try and do your best

The teachers and staff try to model these behaviors in our school, and we expect the other adults that are part of our community (parents, visitors, etc.) to do so as well. Failure to meet these expectations or the following expectations could lead to field work probation (inability to attend any field work without parent supervision), suspension and/or expulsion.

Appropriate Learning Environment: Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruption.

Attendance/Punctuality: Students are expected to attend school and classes regularly and on time.

Personal Electronic Devices:

Per our school tech policy:

- Students are not allowed to have personal electronic devices (phones, e readers, ipads, laptops, etc.) at school, unless it is being used as adaptive technology as part of an IEP or 504.
- Phones/ipods can not be out at school, during before care and after care, or at any school sponsored activity. Devices must be silenced and put away before coming through the front gates in the morning and not brought out at dismissal until fully exited through the front gates.
- Students can bring in devices for academic work/projects if pre-approved by their teacher **and** the executive director. These devices must only be used during the time allocated for the work to be done, and under adult supervision.
- All confiscated phones will be turned into the executive director for safe keeping.
    - First offense: Phone can be collected by the student at the end of the day
    - Second offense: Phone can be collected by parent
    - Third offense: Phone will be returned after meeting with teacher, student, & parent(s). Phone must be checked in w/ teacher at the start of school.
- If you need to reach your child during the day, please use the school number (503-244-1697), and we will get the message to your child. If it is urgent, we will have him/her come to the office to speak with you.

Cyberbullying:
Cyberbullying is bullying which is carried out through an online service such as email, chat room, discussion group or instant messaging, or through mobile phone technologies such as short message services (SMS). Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform their teacher quietly if needed. Students should not access chat rooms or social networking sites, and should never give out any personal details over the Internet.

Drug- or Alcohol-Related Activity: Students will not use, possess, or sell/transfer alcohol and illegal drugs in the schools, on school grounds, at school activities, or during school hours.

Tobacco: The use of tobacco products is prohibited at all times in the school building, on school grounds, or at any CSCS- sponsored activity.

Physical Displays of Affection: Students are expected to maintain an appropriate learning environment. Physical displays of affection between students romantically involved are not appropriate for school in classrooms, on campus or at other CSCS sponsored activities.

Other Personal Items/Toys: Students are not allowed to bring any valuables or toys from home. They can create a distraction in the classroom as well as be lost, stolen or damaged. If your child would like to bring something of value for sharing with the classroom, please make arrangements with your child's teacher. Teachers will explain their classroom sharing guidelines at the beginning of the school year.

Profanity & Slurs: Speech of a profane nature or slurs that are based on race, ethnicity, color, religion, gender, sexual orientation, income level or disability are disrespectful and inappropriate for school.

Protection of Physical Safety and Mental Well-Being: *Students are* expected to respect the educational climate, the physical safety, and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem solving techniques, and when needed, with assistance of staff members.

Protection of Property: Students are expected to recognize the property rights of staff members, other students, and the public by:

- Using property & equipment only for its intended purpose without damage to property or equipment
- Obtaining permission to use property or equipment belonging to others
- Reporting to school staff situations which may result in damage to, loss of, or misuse of property.

Lost or Damaged Property: Students damaging or defacing school property or any property they visit in their fieldwork are responsible to repair or replace such property. Any textbook or library book damaged or lost by a student will be the student's responsibility to replace. Invoices for the repair or replacement cost of anything damaged or destroyed will be sent to the student's home.

Student Dress: Our students are outdoors a lot. Please have them wear comfortable clothes that are appropriate for the weather (boots, rain gear, sun hats, etc.). Please be especially attentive to the footwear your children wear to school. Our students run, engage in PE classes, walk long distances and on uneven terrain while at school. Make sure their feet will be comfortable and dry in the shoes they wear. Students not wearing appropriate footwear may be asked to not participate in fieldwork, recess and/or PE.

Dress and grooming are a primary responsibility of students and parents. However, students are expected to wear clean and appropriate clothing to school. Their appearance should not distract others from learning.

STUDENT DISCIPLINE

In the event a student does not monitor his/her own behavior, teachers will work with students individually to identify the source of problems and to come up with solutions tailored to the individual and the situation at hand. Possible solutions could involve:

- Non-verbal or verbal reminders
- Removal from the group or the classroom community to take a break
- Class meeting
- Completing a "Problem Solving Sheet" to encourage time to reflect and devise solutions
- Logical consequences (e.g. student is required to clean- up a mess he/she made)
- Creating a behavior contract, etc.

If problems persist or become repetitious, students will conference with the teacher and parents to review the matter and look for solutions. Severe or persistent problems may

result in meeting with the Curriculum Coordinator or Director. Students can be suspended for one or more of the following reasons:

- Willful violation of school rules or policies
- Willful conduct which substantially disrupts the rights of others to an education
- Willful conduct which endangers the student, other students or staff
- Willful conduct which endangers public charter school property

Students who are suspended may not attend after-school activities or events, be present on campus or at CSCS- sponsored events without a parent or participate in any other CSCS-sponsored activities.

In severe cases or for certain offences required by law, Cottonwood School may need to make that separation permanent (expulsion). Contact the director for more information on the expulsion process.

Some of the serious behaviors which warrant immediate parent contact and director referral include:

- Violence or threats of violence
- Vandalism
- Bullying, harassment, intimidation, and/or cyber bullying
- Sexual harassment
- Interference with school staff
- Theft
- Possession of drugs, alcohol, tobacco, fireworks or weapons

Communication between staff, teachers and parents is essential. If you have any concerns regarding behavior of your child or another child, please do not hesitate to contact your child's teacher. All staff members' email addresses are included on page 3 to facilitate communication.

If staff requests to meet with parents regarding a student's behavior issue, we expect parents to make every attempt to meet in a timely manner. Failure to do so may result in the student's removal from the community until a meeting with the parents can occur.

The Cottonwood School 2019-2020 Calendar

Event	Date(s)
CSCS Office Reopens	Monday, August 19, 2019
Teachers Return, Professional Development	Monday, August 26 - Friday, August 30, 2019
Labor Day - Holiday - School Closed	Monday, September 2, 2019
School Starts for Grades 1-8	Tuesday, September 3, 2019
Kindergarten State Testing, 1:1, by appt.	Tuesday & Wednesday September 3 & 4, 2019
Kindergarten Starts	Thursday, September 5, 2019
Back to School Night	Tuesday, September 17, 2019
Statewide In-Service Day - no school for students	Friday, October 11, 2019
Goal Setting Conferences - no school for students	Thursday & Friday, Oct. 31 & Nov. 1, 2019
Veterans Day - Holiday - school closed	Monday, November 11, 2019
Thanksgiving - Holiday - school closed	Monday, November 25 - Friday, November 29, 2019
1st Trimester Ends	Friday, December 20, 2019
Winter Break for Students	Monday, December 23 - Monday, January 6, 2020
Teacher Planning Day - no school for students	Monday, January 6, 2020
Students' First Day Back After Break	Tuesday, January 7, 2020
1st Trimester grades posted	Tuesday, January 14, 2020
MLK Day - Holiday - school closed	Monday, January 20, 2020
Teacher Visit Day - no school for students	Monday, February 3, 2020
President's Day - Holiday - school closed	Monday, February 17, 2020
Conferences - no school for students	Thursday & Friday, March 12 & 13, 2020
2nd Trimester ends	Friday, March 20, 2020
Spring Break for Students	Monday, March 23 - Monday, March 30, 2020
Teacher Planning Day - no school for students	Monday, March 30, 2020
Students' First Day Back After Break	Tuesday, March 31, 2020
Teacher Planning Day - no school for students	Friday, April 17, 2020
Holiday (snow make-up day if needed)	Friday, May 8, 2019
Memorial Day - Holiday - school closed	Monday, May 25, 2020
Last Day of School for Students, 1:30 Dismissal	Friday, June 5, 2020
Last Day of School for Teachers	Wednesday, June 10, 2020
3rd Trimester Grades Posted	Tuesday, June 16, 2020
CSCS Office Closes	Friday, June 19, 2020

THE COTTONWOOD SCHOOL
OF CIVICS AND SCIENCE

INS- Statewide in service (school closed)
PLAN- Teacher planning day

2019-2020 Calendar

JULY 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 PROF	27 PROF	28 PROF	29 PROF	30 PROF	31

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	X	3 START	4	5 K START	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

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20	21	22	23	24	25	26
27	28	29	30	31 CONF		

NOVEMBER 2019

S	M	T	W	Th	F	S
					1 CONF	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	X	X	30

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	X	X	X	X	28
29	30	31				

JANUARY 2020

S	M	T	W	Th	F	S
			X	2	3	4
5	6 PLAN	7	8	9	10	11
12	13	14 GRADE	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3 TVD	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12 CONF	13 CONF	14
15	16	17	18	19	20 GRADE	21
22	23	24	25	26	27	28
29	30 PLAN	31				

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 PLAN	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

JUNE 2020

S	M	T	W	Th	F	S
31	1	2	3	4	5 END	6
7	8 PLAN	9 PLAN	10 PLAN	11	12	13
14	15	16 GRADE	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	19
20	21	22	23	24	25	26
27	28	29	30	31		

KEY:
- Students out of school
- X- Office closed
- KSTART– 1st day of kindergarten
- START- Start of School
- END- End of school
- GRADE- Grades posted
- TVD- Teacher visit day