



THE COTTONWOOD SCHOOL
— OF CIVICS AND SCIENCE —

FAMILY HANDBOOK AND CALENDAR

2020-2021

- ★ 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.

Character Traits
at The Cottonwood School
of Civics and Science

Responsibility

Collaboration

Perseverance

Integrity

Kindness

Courage

Service

Engagement

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 place-based education provides the framework for that to occur.

Family Involvement

Our small school is dependent upon the active participation of our families – currently that means supporting your students' learning at home. We know that this is a huge chore in and of itself. Please remember that 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. We are really all in this together!

Though students are at home learning please remember the school is in full swing. Our staff is currently doing everything we do in a "normal" year and more! Please consider helping us out. We are currently looking for room parents, fundraising

support, filling seats in Friends - our PTO, looking for new board members and more.

Thank you to parents that have reached out and have made masks and face shields, are building handwashing stations, continuing to offer board support, are supporting our staff with birthday gifts and meals, have joined our equity committee, continuing our fundraising traditions and more!

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

At most grades, your students can expect the following:

- **daily live morning meetings** beginning between 9am and 10am
- designated live **small group work time** with a teacher at least twice a week
- teacher-facilitated virtual small group **social lunches**
- regular **office hours** for students and parents
- **Seesaw** learning platform for K-3rd grade and **Google Classroom** learning platform for 4th-8th grade
- **live PE** times with Jake and **Art** with Melissa on Wednesdays for all grades
- extra time to work on **projects** on Wednesdays
- **daily PE activities and wellness activities**

SCHOOL CONTACT INFORMATION

School Address: 0640 S Bancroft Street, Portland, OR 97239

School Phone: 503-244-1697

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
School Secretary & Community Life - Kathy Price	kathyprice@thecottonwoodschool.org
Finance and Operations Manager - Val Adell	valadell@thecottonwoodschool.org
Field Work & Place-based Coordinator - Sarah Anderson	sarahanderson@thecottonwoodschool.org
Teachers Instructors and Assistants	
KG Teacher – Kimberley Bonder	kimberleybonder@thecottonwoodschool.org
Gr. 1/2 Teacher - Noelle Eaton	noelleeaton@thecottonwoodschool.org
Gr. 1/2 Teacher – Angie O’Brien	angiebrien@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 – McLean Cannon	mcleancannon@thecottonwoodschool.org
Gr. 7/8 Science/Math Teacher –Chris Wyland	chriswyland@thecottonwoodschool.org
Aide and PE - Jake Hueni	jakehueni@thecottonwoodschool.org
Art Teacher, K-8 - Melissa Allen	melissaallen@thecottonwoodschool.org
School Counselor - Kristin Krem	kristinkrem@thecottonwoodschool.org

PARENT INVOLVEMENT & VOLUNTEERS

During the 20/21 school year volunteers will not be coming into the building, but we still have lots of opportunities for volunteer work. We are looking for active PTO members, Room Parents, Fundraisers, ArtsPark Run Team, Office Support, Carpenters, Plumbers, Learning Kit Delivery Drivers and more!

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 elections take place in the fall.

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.

Please reach out to Board President, Nels Hesseldahl, if you have questions about joining our school board: nelhesseldahl@thecottonwoodschool.org

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.

If you are interested in joining this parent led group please reach out to Kathy Price with your name and contact info. kathyprice@thecottonwoodschool.org

SCHOOL PROCEDURES - these will be updated when we move to a hybrid model.

Attendance

Regular attendance is necessary for students to be successful in school. During comprehensive Distance Learning classroom teachers will 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 a daily basis.

A student will be marked as attending if at least one two way teacher/student interaction happens that day. This interaction can be evidenced by:

1. Participating in a video class
2. Communication from the student to the teacher via chat, communication app or email
3. Phone call between the teacher or aide/para with the student, or for younger students, with the parent
4. Posting completed coursework to a learning management system(Google Classroom or Seesaw) or by email

5. Turning in completed coursework on a given day.

Absences & Tardiness

The tone of the day is set during daily live Morning Meetings. It is most important that each child be on line and on time for these activities. Please help your child establish a habit of being on time to school each morning.

If your child is going to be absent for the day or late, please call the school office and let us know. 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.

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. During Comprehensive Distance Learning some live class meetings & lessons may be recorded for absent students to access later. Please be sure to sign the consent/non consent form sent to your home during the first week of school. If you do not want your child included in videos, photos or other media, please contact the school office in writing. kathyprice@thecottonwoodschool.org.

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.** kathyprice@thecottonwoodschool.

Student Fees

This year we have decided to combine our school fees into one fee per student rather than two separate fees. The new single fee will cover costs for all school supplies, home learning kits, learning platforms, new chromebooks, guest speakers, fieldwork fees and more.

Along with this move we are also introducing a sliding scale for the pricing.

Sliding scale overview

We are trying something new this year that we hope will ensure a more equitable outcome for our families. Instead of a set fee with the option to pay early for a discount or scholarships, we are instituting a sliding scale.

Before you pay your fees, please read the following to understand this new model and to determine where you are on the sliding scale. Then, when you go to pay, select the level of the scale that works for you.

Why a sliding Scale?

A sliding scale fee structure gives all families the opportunity to pay what they can and allows families the opportunity to directly support other families when possible. In the past we have given a discount to those that can pay in full up front. This gives the discount to those who are fortunate enough to be able to pay in full while not offering support to those who may not have the resources to pay all of the fees at once. .

Our sliding scale requires your active participation. Building economic justice takes some time and effort. By using a sliding scale, we are practicing economic solidarity: we are collaborating with all our families to create a more equitable, inclusive and just community. We hope that our sliding scale allows all families to pay something and feel positive about supporting the school community, whether it be by paying as much as you possibly can toward your student's fees or paying beyond to help a family that may really need it. As a charter school we really do need the \$200.00 we have billed in the past from each student. We budget to receive most of that money, and it is all spent on exactly what it is billed for.

When you pay your supply and fieldwork fees at Cottonwood, you are doing more than providing pencils and paper for your kid(s). You are contributing to our mission by modeling kindness and service, promoting sustainability, and building community. You make it possible for our teachers to focus on their curriculum and the children, knowing all students have what they need to get their projects and school work done. We know we are all here because we believe in the Cottonwood model. These fees really help us to get there!

Step 1: See where your family falls on the sliding scale

When selecting a level on our sliding scale, we encourage you to contribute at the income level that is meaningful, significant, and affordable for you. The sliding scale chart below is based on income in the Portland Metro Area. Please consider sliding up the scale if you are able to. This information is confidential and no student is treated differently based on familial financial contribution.

SLIDING SCALE CALCULATOR:

Pick which letter matches your household size and gross monthly income					
Household size	A	B	C	D	E
2	\$1,890	\$2,520	\$3,150	\$3,982	\$5,021
3	\$2,390	\$3,180	\$3,970	\$5,019	\$6,330
4	\$2,880	\$3,840	\$4,800	\$6,067	\$7,651
5	\$3,370	\$4,500	\$5,620	\$7,105	\$8,960
6	\$3,780	\$5,160	\$6,450	\$8,153	\$10,281
7	\$4,360	\$5,820	\$7,280	\$9,201	\$11,603
8	\$4,860	\$6,480	\$8,100	\$10,238	\$12,911
Fee price for each child in your household					
	A	B	C	D	E
	\$75	\$125	\$175	\$225	\$300

Please note: any payments above the base rate of \$225.00 are tax-deductible donations to our scholarship fund. When filing for taxes, please use our tax ID# 20-2738271. Thank you!

Step 2: Consider factors beyond income

Other factors besides income affect your financial status. Some groups of people have specific costs and barriers that the larger population is not affected by. Other groups have access to resources that are not always reflected in their lifestyle choices, income levels and familial support. Please consider other factors when choosing the amount you pay. We really hope this helps families and we are able to hit our target as well.

Consider contributing more when you ...

- Own your home
- Have retirement accounts, investments, or inherited money
- Were raised upper-middle or owning class
- Have the ability to prioritize expenses including discretionary expenses like travel, dining out, entertainment, etc.
- Have access to credit or low barriers to purchasing big items

- Have a multi-income earning family, with access to family money and resources in times of need or other support
- Have a relatively high degree of earning power* due to your education level (or other privileges you may have associated with race, gender, citizenship status, class background, sexual orientation, gender identity, physical ability, etc).

*Even if you are not currently exercising your earning power, we ask you to recognize when this is a choice and consider contributing more.

Consider paying less when you ...

- are supporting more children, other dependents, or sending remittances
- have significant debt to income ratio
- have medical expenses not covered by insurance
- are on a fixed income, such as senior citizens
- have chronic health needs or disabilities that have financial implications
- Have limited access to resources, credit, savings, etc
- are impacted by systemic and historic oppression
- are impacted by state violence (e.g. refugees, asylees and injustice in our criminal system)
- have to choose between basic needs and the ability to pay at a higher level

Thank you for trying this out with us! If our sliding scale does not reach the price you need and you would like a lower fee or would like to make a larger contribution, please contact our Executive Director, Amanda McAdoo at amandamcadoo@thecottonwoodschool.org

Step 3: Paying your fees

Please visit our [website](#) to make secure payments using a credit card. If paying by check please send to The Cottonwood School 0640 SW Bancroft Street Portland, Oregon 97239. If you need support in navigating this new process please be in touch with Val Adell in our business office. valadell@thecottonwoodschool.org

Please include a message in all payments letting us know that your payment is for school fees!

This is really important so that we can distinguish between fees, donations, etc., in our accounting.

The sliding scale system operates on the honor system and we are trusting each of you to pay the maximum amount that you are able to.

Once you choose the amount you can pay, please note that payment plans are still available and [you can set up auto-pay in installments](#) and pay over 10 months

We would like to thank Zenger Farm, Portland Oregon, for developing this more just and equitable participatory model and for graciously allowing us to adapt its use for our school.

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

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 and all teachers have daily "office hours".

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 academic director, Susan Hathaway.

Birthday & Holiday Celebrations

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.

Conferences

At CSCS, we have parent-student conferences twice each year in fall and spring. We will hold these conferences during distance learning via Zoom. 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 2020/21 school year are set for October 29th and 30th, and March 11th and 12th. 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.

We encourage all families to take part in the conferences and we are really pleased that we generally have close to, if not, 100% participation. Conferences are an important time to touch base with your child's teacher, to learn about your child, and ask questions.

Before & After School Enrichment

During Distance Learning there will be no care at Cottonwood. When we return to an in person model we will bring back before and after school care.

Helping Your Child Succeed

Parents often ask what they can do at home to help their children be successful at school. We have created a [special guide](#) to help parents support their child at home during distance learning. Additionally, here are a few suggestions that can be useful whether your child is attending school virtually or in person:

- 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, in person or online, by parents, please contact the school office immediately so the concern can be addressed in a timely manner.

Nutrition at School

Even during distance learning we ask that students eat a daily, nutritious lunch & snacks throughout the day. Good nutrition and drinking water improves mental and behavioral performance in students.

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 Executive Director know so that we can find ways to support your family and help to keep your child's belly full.

amandamcadoo@thecottonwoodschool.org

Health Emergencies

Please be sure the emergency phone numbers on the registration form are properly listed and updated when necessary. If we see an emergency when online and parents are not able to be reached, and the nature of the accident or illness is serious, we will call 911 for support.

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

kathyprice@thecottonwoodschool.org

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 executive director. amandamcadoo@thecottonwoodschool.org

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 2020-2021 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.		

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 mutually respectful relationships. 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 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

Even when learning from a distance 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 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 live online school regularly and on time.

Cyberbullying:

Cyberbullying is bullying or harassment that happens online. It can happen on a social networking site, in a text message, an email, an online game or comments. It might involve rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out. Because cyberbullying messages can be rapidly sent to many people, they can cause considerable damage to children. Any form of cyber bullying will not be tolerated under any circumstances. If students or parents are aware of this happening, please contact both your child's teacher and the director.

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.

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.

Lost or Damaged Property: Students damaging or defacing school property are responsible to repair or replace such property, including Chromebooks. 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 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 Academic Director or Executive 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 executive 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 2020-2021 Calendar

Event	Date(s)
CSCS Office Reopens	Monday, August 17, 2020
Teachers Return, Professional Development	Monday, August 31 - Friday, September 4, 2020
Labor Day - Holiday - School Closed	Monday, September 7, 2020
School Starts for Grades K-8	Tuesday, September 8, 2020
Back to School Night	Monday, August 31, 2020
Statewide In-Service Day - no school for students	Friday, October 9, 2020
Goal Setting Conferences - no school for students	Thursday & Friday, Oct. 29 & 30, 2020
Veterans Day - Holiday - school closed	Wednesday, November 11, 2020
Fall Break	Monday, November 23 - Friday, November 27, 2020
1st Trimester Ends	Friday, December 18, 2020
Winter Break	Monday, December 21 - Monday, January 4, 2021
Teacher Planning Day - no school for students	Monday, January 4, 2021
Students' First Day Back After Break	Tuesday, January 5, 2021
1st Trimester grades posted	Tuesday, January 12, 2021
MLK Day - Holiday - school closed	Monday, January 18, 2021
Teacher Visit Day - no school for students	Monday, February 1, 2021
President's Day - Holiday - school closed	Monday, February 15, 2021
Conferences - no school for students	Thursday & Friday, March 11 & 12, 2021
2nd Trimester ends	Friday, March 19, 2021
Spring Break for Students	Monday, March 22 - Monday, March 29, 2021
Teacher Planning Day - no school for students	Monday, March 29, 2021
Students' First Day Back After Break	Tuesday, March 30, 2021
Teacher Planning Day - no school for students	Friday, April 9, 2021

Holiday (snow make-up day if needed)	Friday, May 7, 2021
Memorial Day - Holiday - school closed	Monday, May 31, 2021
Last Day of School for Students, 1:30 Dismissal	Friday, June 11, 2021
Last Day of School for Teachers	Wednesday, June 16, 2021
3rd Trimester Grades Posted	Tuesday, June 22, 2021
CSCS Office Closes	Friday, June 25, 2021

