

# 2009-2010 Cottonwood Student Handbook

A map that opens



the door to success

Cottonwood Public School

P.O. Box 347

Coalgate, OK 74538-0347

*Cottonwoodschool.net*

Revised 7/30/09

## Table of Contents

Title:	Page:
STAFF.....	1-3
SCHOOL CALENDAR.....	5
IMMUNIZATION.....	6
BIRTH CERTIFICATE.....	6
THE SCHOOL DAY.....	6
THE SCHOOL TELEPHONE.....	6
CELL PHONE.....	7
LIBRARY PROCEDURES.....	7
PROCEDURES & REGULATIONS.....	7
VISITING CHILDREN.....	7
LOST & FOUND.....	7
STUDENT MEDICATION.....	7
PERSONAL APPEARANCE CODE.....	8
DISCIPLINE.....	8
COTTONWOOD DISCIPLINE POLICY.....	9
BEHAVIOR.....	9
BUS DISCIPLINE POLICY.....	9
DISCIPLINE POLICY(I.S.S.).....	10
FIGHTING.....	10
OFFENSES FOR WHICH PUNISHMENT IS SUSPENSION.....	10
LOSS OF FIELD TRIP PRIVILEGES.....	11
TORNADO DRILL.....	11
FIRE DRILL.....	11
BUS DRILL.....	11
SCHOOL BUILDING.....	11
BUILDING & CAMPUS.....	11
SCHOOL SEARCHES.....	11
PLAYGROUND.....	12
HEAD LICE & PINK EYE.....	12
ATTENDANCE.....	12
TARDINESS.....	13
TRUANCY.....	13
LEAVING SCHOOL EARLY.....	13
REPORT CARDS.....	13
ELECTRONIC GAMES, TOYS, CARDS OR MUSIC.....	13
ELIGIBILITY DURING SEMESTER.....	14
FERPA RIGHTS.....	15
AHERA NOTICE.....	16

# Cottonwood School

## **School Board**

Brenda Smith.....President  
Donna Williams ..... Vice-President  
Philip Magby.....Member

## **Administration**

John Daniel .....Superintendent  
Mark Barrett.....Curriculum Dir/AD  
Jacye Jamar.....After School Dir.

## **Special Ed**

Stephanie Mobbs.....Special Education  
Sylvia Davidson.....Paraprofessional  
Kim McDonald.....Paraprofessional  
Lana Hankey.....Counselor/Special Education

## **K-3 Headstart**

Amanda Gentry.....Teacher  
Kathleen Huskey .....Assistant

## **K-3/K-4**

Cathey Daniel.....Teacher  
Beth Nelson .....Teacher  
Nancy Pickett.....Teacher  
Elaine Lewis.....Assistant

## **K-4 Headstart**

Patra Bigelow.....Teacher  
Tana Brown.....Assistant

## **Kindergarten**

Doris Snow.....Teacher  
Rachel Madden.....Teacher  
Kenzie Whitehead.....Assistant

## **1<sup>st</sup> Grade**

Jacye Jamar.....Teacher  
Courtney Willoughby.....Teacher  
Stephanie Wilson.....Assistant

## **2<sup>nd</sup> Grade**

Georgann Looney.....Teacher  
Teresa Mixon.....Teacher  
Rebecca English.....Assistant

## **3<sup>rd</sup> Grade**

Kayla Adams.....Teacher  
Faye Cagle.....Teacher

## **4<sup>th</sup> Grade**

Renay Forman.....Teacher  
Kayla Burns.....Teacher

## **5<sup>th</sup> – 8<sup>th</sup> Grade**

Amie Barrett.....Language Arts  
Ryan Brecheen.....Math/Physical Ed  
Kayla Burns.....3<sup>rd</sup> – 8<sup>th</sup> Physical Ed  
Tammy Daniel.....Language Arts/Career Tech  
Donna Heck.....Art/Family & Consumer Science  
Jack Walker.....Math and Physical Ed  
Darrell Wilhite.....History and Physical Ed  
Dawn Adcock.....Assistant  
Shannon Humphreys.....Assistant

## **Science Lab**

Stacy Cometti.....Teacher  
Angel Hattenhauer.....Teacher  
Adrienne Booth.....Computer Tech

## **Music**

Reta Watson.....5<sup>th</sup>-8<sup>th</sup> Teacher/Music Dir.  
John Jamar.....Music/Technology/PE

## **Library**

Susan Eddings.....Librarian  
Debi Workman.....Teacher Assistant

## **Counselors**

Lana Hankey.....Counselor/ Special Ed  
Dr. Randleman.....Child Psychologist  
Joel Duncan.....LPC

## **Support Staff**

Deanna Cathey.....Cafeteria  
Christine Roberts.....Cafeteria  
Sheila Ray.....Cafeteria  
Tonya Roberts.....Cafeteria  
Buddy Gwinn.....Bus Driver/ Custodian  
Brenda Gwinn.....Custodian  
Joy Cummins.....Custodian  
Ruth Newberry.....Principal Secretary  
Debra Childers.....Admin. Assistant/Treasurer  
Deb Wilson.....Admin. Assistant/Encumbrance Clerk  
Jozey Begley.....Amin. Secretary

## Cottonwood Student Character Traits

**Respect**-Showing high regard for authority, for other people, for self, for property, and for country. Understanding that all people have value as human beings. Recognizing and honoring with actions and words, the office of the authorities over us.

**Courage**-Having the determination to do the right thing even when others don't. The strength to follow your conscience rather than the crowd. Attempting difficult things that are worthwhile.

**Good Judgment** -Choosing worthy goals and setting proper priorities. Think through the consequences of your actions. Basing decisions on practical wisdom and good sense.

**Kindness**-Being considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as you would like to be treated.

**Perseverance**-Being persistent in pursuit of worthy objectives in spite of difficulty, opposition, or discouragement. Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.

**Responsibility**-Being dependable in carrying out obligations and duties. Showing reliability and consistency in words and conduct. Being accountable for your own actions. Being committed to active involvement in your community.

# Cottonwood Schools

## 2009-2010 SCHOOL CALENDAR

<b>August</b>	3 .....9 – 12 Enroll / 1 – 3 Inservice
	4.....8 – 3 Inservice
	5.....8 – 3 Inservice
	6.....First Day of School
<b>September</b>	7.....Labor Day (no school)
<b>October</b>	7.....End of 1 <sup>st</sup> 9 weeks
	15 & 16.....Fall Break (No School 2 days)
	22.....Fall Festival
<b>November</b>	19.....1 <sup>nd</sup> Parent Teacher Conference (3:15 – 9:15)Pie Supper 6:15
	20.....PTC Calendar Date(No School)
	23 -27.....Thanksgiving Holidays (No School 5 Days)
<b>December</b>	17.....Christmas Program
	18.....End of First Semester
	21-Jan. 1.....Christmas and New Year Holidays (No School )
<b>January</b>	4..... Begin 2 <sup>nd</sup> Semester/School Resumes after Holidays
<b>February</b>	4.....2 <sup>nd</sup> Parent/Teacher Conference (3:15-9:15)
	5.....PTC calendar date No School
<b>March</b>	8.....End of 3 <sup>rd</sup> 9 weeks
	15-19.....Spring Break (No School 5 Days)
<b>April</b>	.....State Testing
<b>May</b>	7.....Graduation
	10.....Students Last Day of School
	11.....Teacher Inservice
	12.....Teacher Inservice / Last Day of School

## Immunization

Title 70, Section 1210, Oklahoma Statutes, 1970:

Rules & regulations for immunization for school children, as amended June 1976, requires all children be immunized from Poliomyelitis, Diphtheria, Tetanus and Rubella, before entering the public schools of this state. No child shall be admitted to a public or private school of this state that has not been immunized as evidenced by a certificate of a licensed physician, or a public health department acknowledging same.

### *The following exemptions to the above law:*

1. **Medical Contradictions:** A signed statement, using ODH form 216-A, from a licensed physician stating the physical condition of the child is such that immunizations would endanger the life or health of a child.
2. **Religious Objection:** A signed statement, using ODH form 216-A, from the head of a religious organization stating immunizations are contrary to the preaching of that religion.
3. **Parental Objection:** A signed statement using ODH form 216-A, from a parent or guardian objecting to the required immunizations.

## Birth Certificate

Birth certificates shall be required of all students entering Kindergarten or First Grade. This certificate must be presented before the child can attend school. A child must be 5 years old on or before September 1st to be eligible for Kindergarten.

Beginning with the 1991-1992 school year, the State Department of Education requires a minimum of one half day of Kindergarten.

## The School Day

First Bell (classes begin)	8:00 am
School Dismissed (Mon.-Thur.)	3:15 pm
After school program (Mon-Thurs)	3:30-5:15pm
<b><i>Students Leave on Friday</i></b>	<b><i>1:30 pm</i></b>
<b><i>No After school program on Fridays</i></b>	

## The School Telephone

The school telephone is for business calls only. Please make all necessary plans with children before they leave home in the morning. Children are not to be called to the telephone, or make calls, except in case of an emergency. However, we are happy to take a message to be given to your child if you feel it necessary.

If you wish to speak to a teacher, leave your number and he/she will call you back as soon as possible.

## **Cell Phones**

Cell phones may be carried in bags or belongings as long as they are not seen. They must remain in the off position at all times at school unless previous arrangements are made. If a cell phone is used, goes off, or is being played with during school, it will be confiscated and taken to the office. Parents will be required to retrieve from the office. Repeat offenses will result in disciplinary actions. If children need to make or receive calls, they must seek permission from a staff member.

## **Library Procedures**

Students may check out library books for one week. The students who have them checked out must pay for lost or damaged books. Students may not have more than two books checked out at one time, unless the student's teacher has made arrangements with the librarian for the purpose of special assignments. Lost books must be paid for.

## **Procedures & Regulations**

Students should not arrive at school before 7:30 AM unless provisions are made through the office. Students eating breakfast should do so immediately upon arrival at school, not after playing in the classroom first. Students should never leave school grounds under any circumstances without permission from an administrator or teacher. Students should not knowingly possess any object that can be considered a weapon, such as a gun or knife. No toys or electronic devices (example: cd players, video games) should be brought from home unless a teacher gives permission.

## **Visiting Children**

Cottonwood School cannot permit high school students, brothers, sisters, or other guests to visit during school hours. We ask your cooperation in order to prevent the disruption of regular classroom schedules.

## **Lost & Found**

Cottonwood School cannot be responsible for money items brought to school by students, so parents are encouraged not to allow students to bring valuable items to school. All lost and found articles will be handled through the office. Do not leave valuables in lockers or desks unless lockers are securely locked.

## **Student Medication**

It is the policy of the school not to dispense any internal medicine (including aspirin). Students who need to take medication during the day are required to have a signed note from one of their parents or guardians, stating the nature of the medication and the time to be taken with the medication properly labeled. These medications will be kept in the Principal's office. The students may obtain them at the proper time.

## **Personal Appearance Code**

1. Everyone is expected to be as neat, clean, and well groomed as possible.
2. Cutoffs, muscle shirts, and halter-tops are not considered appropriate.
0. Shirts or blouses that do not overlap the skirts or trousers are inappropriate. Shirts should cover the chest. No pajama tops or bottoms or house shoes are allowed.
0. Writing or pictures on shirts or patches that suggest obscenity are not to be worn.  
Writing or pictures on student's wearing apparel that display or indicate alcoholic beverage or drugs are not to be worn.
0. Hats or caps are designed to be worn outside of the buildings. Also, sweatbands and bandanas worn on the head are considered headwear and should not be worn in school.
6. Tank tops have to have the width of three fingers across the shoulders.
0. No short skirts or short shorts. Skirts and shorts shall be reasonable length. They must go past the fingers when arms are stretched straight down.
8. Any school dress that allows undergarments to be shown will not be allowed.

Campus administrators will make decisions on appropriateness of dress. If the student's dress or grooming is objectionable under these provisions, the school administrator shall request the student to make the appropriate corrections immediately. The Cottonwood School Administration reserves the right to implement the proper execution of the foregoing policies and any other policies deemed necessary.

## **Discipline**

One of the most important factors of a good school system is good discipline. A poorly disciplined school is a failure. We shall enforce good, common sense discipline throughout the year, beginning with the first day. Extra effort will be put forth to improve discipline. Any pupil guilty of sexual misconduct or persistent violation of the regulations of the school may be expelled or suspended by the administration. The period of suspension may be determined by the administration provided that in no case will the punishment be longer than the remaining part of the current school year. The student involved has the right to appeal to the local school board, and the decision of the board is final. There will be little need for negative consequences if pupils will remember that they are citizens of a school community and have duties as well as rights.

## **Cottonwood Discipline Policy**

### **TCIT (Teacher Child Interaction Training) As a School-Wide Discipline Plan**

Cottonwood discipline plan involves a cognitive-behavioral plan that utilizes cueing. This program has been researched in public schools with statistically significant results. These therapeutic behavioral plans have been established for grades kindergarten through eight.

Three discipline levels are utilized within the classroom itself, with the first level emphasizing cognition and teaching replacement behaviors. Each of the three discipline procedures are carried out non-verbally, allowing teachers to establish control in their classrooms without interruption to the instructional process. These procedures establish control for the teacher and allow students more time on task, therefore, increasing academic scores. Furthermore, having consistent discipline throughout all grade levels reduces confusion and decreases behavioral problems as well as decreasing referrals to principals. Using therapeutic techniques that enhance decision-making skills for students. This program teaches student to take responsibility for their own behavior and develops skills that will allow them to become more productive citizens in society.

The following discipline procedures will be utilized in each classroom.

0. Thinking area – gives child times to process events and become aware of appropriate choices.
0. Time Out – short term consequence to help facilitate good choices.
0. Discipline time out – a higher level consequence for continued defiance.
0. Removal from classroom to Principal's office. (Upon teacher/administrator discretion) – further steps that a student may need to comply with school procedures.
0. In order to return to the classroom students must retrace the discipline procedures and complete the required behavior at the original teacher's satisfaction.
0. If student is defiant and/or refuses to comply with step 5, student will return to Principal's office for further disciplinary action.

### **Behavior**

Students are expected to exhibit acceptable standards of social behavior while in the classroom, in the halls, in the restrooms, in the gym, and on school grounds. Teachers have the authority to establish procedures in regard to their own classes if approved by the administration and are not in violation with the board policy. Students should always be striving to improve their personal appearance, language, and personality. Students engaging in displays of affection on school grounds or at school activities which school officials consider inappropriate in an education environment may be subjected to disciplinary measures. Students should never be guilty of dishonesty in homework or cheating on assignments. It is the hope of Cottonwood School that all students will take pride in their school and its facilities and equipment and will never be guilty of defacing, vandalizing, stealing, or destroying school property.

## **Bus Discipline Policy**

- 1<sup>st</sup> Trip to Office: Verbal warning and 30 minutes in-school detention
- 2<sup>nd</sup> Trip to Office: Parent conference and one day suspension from bus
- 3<sup>rd</sup> Trip to Office: One school week suspension from bus
- 4<sup>th</sup> Trip to Office: Suspension from the bus for the remainder of the year

## **Discipline Policy (I.S.S.)**

- After 3 In-class detentions: One day In School Suspension (I.S.S.) (Work permitted), parents notified, conference required.
- After 6 In-class detentions: Two days In School Suspension (I.S.S.) (Work permitted), parents notified, conference required.
- After 9 In-class detentions: Automatic three days suspension from school (Work permitted), parents notified, conference required.
- After 12 In-class detentions: Suspension for the remainder of the School Year, parents notified, conference required.

## **Fighting**

First Offense: Students who have been fighting will go to in-school suspension. Parents will be notified. Anyone involved in a fight the second time will require a parent conference with student, teacher, and administrator to determine appropriate action such as corporal punishment, in-school suspension, or suspension from school.

## **Offense for Which Punishment is Suspension**

The Principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any such school function authorized by the school district or when present on any facility under the control of the school district.

1. Immorality, profanity, or obscenity as defined by Statutes of Oklahoma.
2. Violation of written school rules, regulations, or policies.
3. Possession, threat, or use of a dangerous weapon as defined by the State Statutes.
4. Assault and battery
5. Possession of any narcotic drug stimulant barbiturates or alcohol.
6. Conduct that jeopardizes the safety of others.
7. Truancy.

## **Loss of Field Trip Privileges**

Cottonwood believes that school field trips are an important part of the educational process. These trips are a reward and a privilege. These privileges are forfeited by bad behavior. Two in-school suspensions or one out of school suspension shall result in a student not going on a field trip that semester.

## **Tornado Drill**

Three long intermittent bell blasts-students move to designated areas as directed by the teachers.

## **Fire Drill**

A long bell blast-students move outside the building according to the fire drill plan and as directed by a teacher.

## **Bus Drill**

Bus drills will be conducted at the beginning of each semester. Children will be instructed on procedures to evacuate the bus in case of emergency.

## **School Building**

Students are not to be in the gym before or after school unless under the staff supervision. Students should never be guilty of loitering in the building or restrooms. Students may stay in a designated classroom during recess only under the direct supervision of a school employee. Students should never be in a classroom unsupervised. During cold weather, Kindergarten through 2<sup>nd</sup> Grade will go to the library at noon recess and 3<sup>rd</sup> Grade through 8<sup>th</sup> Grade will go to the gym. Students should never run in the buildings or run to and from any buildings.

## **Building & Campus**

It is the responsibility of the student to help keep the building, furniture, and campus neat and as clean as possible at all times. It is hoped that each of us will take pride in keeping a neat appearance of our buildings and grounds. Please put trash or garbage in the conveniently placed dispensers.

## **School Searches**

Cottonwood reserves the right to search school property at any time. (examples: lockers, desks and other storage areas)

## **Playground**

Students should never stand on seesaws or swings. Students should face inside on the swing set and swing one student per swing seat. They should get out of the swings on the outside. The chains should never be twisted on the swings. Slide sitting down and facing forward, never climb up or stand on the slide. Students should never throw rocks. Students should never hang on the basketball nets or goals. Playground balls should never be kicked against the building. Baseballs and bats should not be brought to school. Wrestling, tackle football, and chicken fighting are not allowed on school grounds.

## **Head Lice & Pink Eye**

It is unfortunate but quite common for public school to experience problems with head lice and pink eye. It is no disgrace to be exposed to them and catch them. It is only a disgrace to knowingly keep them. Students found to have head lice or nits will be sent home and may not return to school until proof of eradication is determined. The school will need a note from the health center or a doctor upon return to school and must return within 48 hours, after 48 hours absence will be counted unexcused. A school wide check of all students is performed on a regular basis. If you are absent because of pink eye, you will also be counted unexcused after 48 hours.

## **Attendance**

Cottonwood School believes that good attendance and promptness are character traits that are important not only in the school environment, but also in the every walk of life. Public school has the responsibility for preparing each student to be successful in the future. If you are ill and cannot come to school, have your parent call the school or send a signed note and report your reason for absence. If a student is confined at home or in a hospital, the parent should contact the principal for arrangements for homebound instruction or makeup work.

## **Absences**

Absences fall into two categories:

1. Excused: Illness, medical or dental appointments, funerals, personal or family emergencies, or school activities. Whenever possible, medical, dental, etc., should make every effort to cooperate with parents and school officials in scheduling appointments after school.
0. Unexcused: Work, vacation, recreational activities, shopping, and etc. Students with an unexcused absence will forfeit their privilege of making up daily homework assignments and/or any test.

## **Tardiness**

Tardiness falls into two categories:

1. Excused: Due to being detained by administrator, teacher, or personal emergency.

0.Unexcused: For reasons other than an excused tardy Consequences for tardiness may be as follows:

Grades K-3rd: Consequences as appropriate

Grades 4<sup>th</sup>-8<sup>th</sup>: Beyond the fourth unexcused tardy will result to a half day of in-school suspension and contacting the parents. Beyond the seventh unexcused tardy will result in a full day of in-school suspension and contacting the parents.

## **Truancy**

If a child is absent without valid excuse for four days or parts of days within a four-week period, the parent will be notified. *If a student is absent without excuse for ten days or parts of days within a semester, State Law requires the attendance officer to notify the parent and immediately report such absences to the district attorney.*

## **Leaving School Early**

Parents expect the Principal to know at all times during school hours where each student is. Therefore, if you must leave school before the end of the school day, it is of the utmost importance that the principal know by a parental note or phone call when you are leaving the school campus. Failure to comply with this policy will result in an unexcused absence, even though your return to school is accompanied by the necessary parental note or phone call. Also, students will be disciplined for truancy if truant. Parents must come in and sign the sign out sheet in the Principal's office.

## **Report Cards**

Report cards will be sent out the week after the 9 weeks ends. Nine weeks grades will be determined by the following criteria: \_ daily work and \_ test.

### **Electronic games, toys, cards or music players**

Electronics games, toys, cards or music players will not be allowed at school without the principals permission. Teachers will give one warning then the next time it will be taken away and will be returned only to a parent.

## **Student Eligibility During a Semester**

1. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in, on the day of the next grade check he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.
2. Passing grade means work of such character that credit would be entered on the records were the semester to close at the time.
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship.
4. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks.