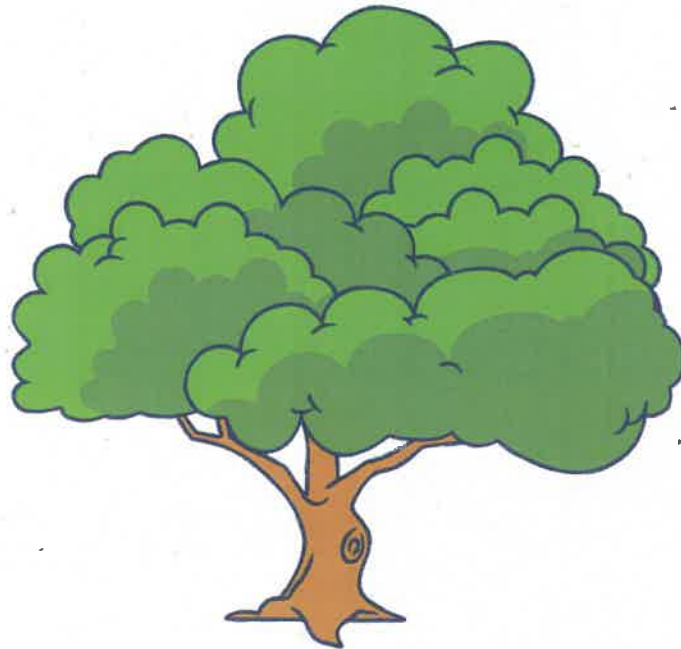


COTTONWOOD ELEMENTARY

2024-2025 STUDENT HANDBOOK

**709 Hedge Lane,
Paola, KS 66071**



Facebook



USD368.org

2024-2025 Staff Roster

Principal

Brennan Riffel

Secretaries

Kathy Ferguson
Kelli Whitney

Nurse

Robin Meeks

Social Worker

Bell Worrell

Student Services

Coor.

Michele Hunt

Instructional Coach

Michele Norman

Custodians

Michele Minden
Jamie Patterson
Maria Reyes
Trinity Spurgeon

Preschool Team

Helen Woolsey

K Grade Team

Ashley Davis
Karla Haddock
Maggie Koechner
Megan Olson
Victoria Thomas
Kennedy Voss

1st Grade Team

JoLynn Gasper
Maddie Harvey
Kim Muckelbauer
Haylee Hitchens
Taylor Windler

Lunchroom

Pam Armstrong
Julie Douglas
Sara Lovesee
Sarah Schrotberger

2nd Grade Team

Erin Bidon
Lexi Combes
Ramsey Davis
Jamie Glenn
Janice McWilliams
Shauneen Wolf

Art

Mary Ure

Music

Mary Argeropoulos

Physical Education

Dallas Armbruster

Library

April Johnston

Computer

Cora Jackowski

ELC Support

Beth Coward

Title 1

Ronda Huber
Jamie Smith
Ashley Sullivan

Science

Kristie Heger

Special Education

Stacy McKinney-IR
Angie Davey- IR
Kayla Eppel- Speech
Amanda Palkowitsh-
Preschool Speech
Jennifer Siders-School
Psych
Tammy Bridgeman - Para
Marilyn Friesen - OT
Carmen Weidenbach -
OT

Foster Grandma's

Karen Blumhorst (Hadd)
Pam Bryant (Davis)
Jeryn Igert (Gasper)
Carolyn Ludwig (Koech)
Mark Ruggles (McW)
Vickie Weber (Comb)

Para Educators

Tresa Brandt
Nisha Garrett
Susie Griffith-Hizey
Kathy Johnson
Shannon Morgan
Alyssa Robinson
Lindsay Kees
Dawn Stites
Kara Maupin
Monica Halaquist
Holli Hill
Sue Spencer
Tracy Bryant
Jaclyn Fisher
Devan Stallbaumer
Paula Holler



PAOLA USD 368 2024-2025 District Calendar

Approved (06/12/23)

July 2024						
Su	M	Tu	W	Th	F	Sa
	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			

July
4 Independence day

January 2025						
Su	M	Tu	W	Th	F	Sa
			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	

January
1 No School
2 No School - Grade Prep
3 No School - Inservice
6 School Resumes
20 No School - MLK Day
T- 21
S- 18

August 2024						
Su	M	Tu	W	Th	F	Sa
			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
6-7 New Teacher Inservice
8-9 Inservice/Workday
12-13 Inservice/Workday
14 First Day of School
21 P/T Conference 6-12 (4-8pm)
T- 17
S- 13

February 2025						
Su	M	Tu	W	Th	F	Sa
						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	

February
17 No School - President's Day
T- 18
S- 18

September 2024						
Su	M	Tu	W	Th	F	Sa
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					

September
2 No School - Labor Day
T- 20
S- 20

March 2025						
Su	M	Tu	W	Th	F	Sa
						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					

March
13 No School - P/T Conf K-5 (8-8pm)
14 Inservice 6-12 (8a-4p) P/T Conf (4-8p)
No School - Inservice - 6-12 (8am)
P/T Conference - K-5 (3am)
17-21 No School - Spring Break
T- 18
S- 14

October 2024						
Su	M	Tu	W	Th	F	Sa
	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		

October
16 K-12 P/T Conference (4-8pm)
17 No School - P/T Conf K-5 (8a-8pm)
Inservice 6-12 (8a-4p)
No School
T- 22
S- 21

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

April
16 No School - Inservice
T- 22
S- 21

November 2024						
Su	M	Tu	W	Th	F	Sa
				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

November
27-28 No School - Thanksgiving Break
T- 18
S- 18

May 2025						
Su	M	Tu	W	Th	F	Sa
				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

May
21 End of 2nd semester (86)
21 Last Day 2 hour early release
22 Grade Prep
26 Memorial Day
T- 18
S- 15

December 2024						
Su	M	Tu	W	Th	F	Sa
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				

December
20 End of 1st semester (87)
20 2 hour early release
23-31 No School - Winter Break
T- 16
S- 16

June 2025						
Su	M	Tu	W	Th	F	Sa
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					

June
TOTALS
T- 188
S- 176



Arrivals, Dismissal and Tardies

When students are tardy or leave early, learning is affected.

School starts @ 8:10 a.m. Students should NOT arrive at school before 7:40 a.m. Supervision is NOT available.

Dismissal @ 3:10 p.m for ALL students. Parents must sign students out in the office if leaving school earlier than 3:10 p.m.

Tardy Procedure: At 10 Tardies: A letter will be sent to the family and placed in the student's cumulative folder. At 15 Tardies: A letter will be sent, student will serve a detention, and write a reflection with the school social worker. At 20 Tardies: A letter will be sent and a plan will be developed to try to solve the problem. Greater than 25 Tardies: Truancy report made to district attorney.

Automated Dialer: When a student is absent or tardy and a parent has not called the office to excuse the absence prior to 8:30 a.m., an automated phone call, text, and email will go out to the parents.

Changes in Transportation. Please send an email, note, or call when there are ANY changes in your child's after school transportation changes. ALL transportation changes MUST be called in to the office or classroom teacher before 2:00 p.m.

Attendance

Regular school attendance is important for academic success.

Please remember that Kansas Law (K.S.A. 72-113) requires attendance in school.

Attendance Procedure

Please notify the school before 8:30 a.m. if a student will be absent. Student attendance is tracked by the minutes a student is at school. Any student arriving after 8:10 a.m. or being checked out before 3:10 p.m. will be counted absent for the time missed in the day including special event days.

Unexcused Absence Policy – Kansas State and District Policy requires school officials to report to the county attorney when a student has 3 consecutive unexcused absences, 5 cumulative unexcused absences in one semester, or a total of 7 unexcused absences within one full school term.

In cases of extreme absenteeism (lower than 90% attendance or more than 3 unexcused absences), the office may, with due notice to the student and parents, require verification from a physician that an absence is due to reasons of health and/or verification of doctor and dental appointments. Whether an absence is excused or unexcused is left to the discretion of the principal. All work missed must be made-up.

Attendance at After School Events

Students must be in attendance the majority of the day in order to participate in end of day or after-school activities. Students going home sick may not return to participate in after-school activities.

Students must be in attendance at school to participate in after school activities.

Attendance Notifications

At 8 Absences/3160 Minutes: Red Flag to School Social Worker and/or phone contact with family from school social worker.

At 10 Absences/3950 Minutes: Letter to family from school social worker.

At 15 Absences/5925 Minutes: Student is nearing 10% absentee rate, letter from principal.

At 20 Absences/7900 Minutes: Letter from principal requiring doctor's note for further excused absences.

Greater than 20 Absences: Attendance rate below 90%, truancy report made to district attorney.

Please send all attendance notifications and transportation changes to - cesoffice@usd368.org

Attendance Continued

Excused Absence Policy

An excused absence is one, which has been classified by the building administration. An absence that falls under one of the six (6) approved reasons for absence will be classified excused if the building attendance procedure is followed by the student and the parent/legal guardian. Suspensions are considered excused. Make-up privileges are allowed for excused absences. Absences shall be excused for the following reasons:

- Personal illness. School administration may, with due notice to the student or parent/legal guardian, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family.
- Obligatory religious observances of the student's own faith. Administrators and teachers shall avoid scheduling tests, project deadlines, and wherever possible extra-curricular activities on religious holidays to ensure that students should not be penalized for these absences from school.
- Participation in a Kansas State High School Activities Association activity, a district-approved function or school-sponsored activity.
- Family emergency situation requiring immediate action.
- An absence that has been requested in writing and approved in advance by the building administration. Activities of an educational nature or involving the student's family will fall in this category. Since this absence is approved in advance, make-up work is to be requested by the student before the student leaves. Tests may be taken when the student returns.

In cases of extreme absenteeism (lower than 90% attendance or more than 3 unexcused absences), the office may, with due notice to the student and parents, require verification from a physician that an absence is due to reasons of health and/or verification of doctor and dental appointments. Whether an absence is excused or unexcused is left to the discretion of the principal. All work missed must be made up.

Health and Wellness

Students perform better when they feel better. One of our goals at Cottonwood is to maintain a healthy environment for our students and staff, with your help we can help slow the spread of germs.

Illness- Your child should be kept home from school if he/she:

- Has a temperature over 100 degrees or was sent home from school with a fever over 100 degrees, he/she should not return to school until temperature is normal (98.6) for at least 24 hours without the use of fever reducing medication (Tylenol or Motrin).
- Is vomiting;
- Has severe cough, cold, or sore throat;
- Has a skin rash of questionable nature.

If your child has any of these symptoms, they will be sent home. Keeping your child home when they are ill prevents the spread of germs to other students. The school nurse serves as a liaison between school and home in regard to illness and accidents.

Lice: The Centers of Disease Control (CDC) advocates that children should not be excluded from school for lice or nits. If a child has been found to have live head lice, a parent will be notified and asked to initiate treatment. The student may return after appropriate treatment has begun.

Influenza: Most current state regulations will be followed.

Recess: If a child is at school then he/she will be expected to go outside for two 15 minute recesses as long as the temperature and/or wind chills are above 20 degrees. An exception is made if the child has a note from a doctor.

Emergency information provided to the school at enrollment time needs to be kept current. This is important in case your child becomes ill or is hurt and we need to get in touch with you.

Medication Policy

Medications for students should be given at home whenever possible. In the event that a medication needs to be given to the student while at school, the school nurse will require the following in order to do so:

Prescription Medications:

- Must be sent to school in the currently labeled prescription bottle with the following information: the child's name, the medication name, medication dosage and the time that it should be given.
- Must be accompanied by an authorization for medication form that has been completed and signed by the prescribing physician and the parent.
- A physician's order for medications must be reviewed and updated at the beginning of each school year and all changes in dosage require a new written order.

Non-Prescription (Over The Counter) Medications:

- Non-prescription (over the counter) medications must also be brought to school in their original container.
- Must be accompanied by an authorization for medication form with the parent's signature or a parent note with the child's name, medication name, dosage and time to be given.

Children are not allowed to keep medication in their possession while at school. All medication must be kept in the office.

Please be advised that we must follow the prescription on the bottle, even with written permission from parents to change the dosage. Prescriptions must be current.

Health and Wellness

HEALTH SERVICES

REQUIRED DOCUMENTATION:

Physicals: Kindergarten students will need a school entry physical completed within 12 months prior to the first day of school. New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above. Documentation should be provided to the school at the time of enrollment.

SCREENINGS

Hearing: All Cottonwood students will have their hearing screened annually. A parent or teacher may request that a student be screened at any time. If a child fails the first screen, a second is done. If a child needs further evaluation, a form will be sent home that parents can take to the student's primary care provider for further evaluation.

Vision: All Cottonwood students will have their vision screened annually. A parent or teacher may request that a student be screened at any time. If the vision screening indicates further evaluation is needed, a form will be sent home which can be taken to the student's primary care provider or eye doctor.

Dental Health: Students are encouraged to see their dentist on a yearly basis for preventative care. Dental support will be available to students.

Immunization Requirements for the 2024 - 2025 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.



Early Childhood Program

Operated by a School
Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

KDG - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Grade 7 - 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A NEW FOR GRADE 10	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grades 11 & 12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A NEW FOR GRADES 11 & 12	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses <i>See below</i>

Students entering 11th and 12th grades:

Two doses of MenACWY are required. One dose is required before entering 7th grade and one dose is required before entering 11th grade.

If an adolescent 16-18 years old has never received a previous dose of MenACWY, only one dose is required for school attendance and the series is considered complete.

Notes

* Varicella (chickenpox) vaccine is not required if child has had disease and disease is documented by physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.

** Total doses needed depend on vaccine type and child's age when doses were administered.

*** Three doses are acceptable if the 3rd dose was given after 4 years of age, and there are at least 6 months between the second and third doses.

~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

Additional ACIP RECOMMENDED Vaccines

Not Required for School Entry

HPV (Human Papillomavirus) Vaccine:

2 doses recommended at age 11 years See below:
2 doses needed if series is started at 11-14 years
3 doses needed if series is started at 15 years or older

Influenza (Flu) Vaccine:

Annual vaccine recommended for everyone 6 months of age and older

Responsibility-Centered Discipline

USD 368 has adopted the Responsibility Centered Discipline Model. The mission is to have a system that helps kids learn to take responsibility for their behaviors and creates an environment that brings the best out of everyone.

1) Support –

Focus on the student's strengths.

Example: "[Student name], you are a good student, and I believe you knew the answer to the question I asked. Thanks for raising your hand. I'm so glad you were being a good listener."

2) Expectation –

Refer to shared expectations, such as class or core school values.

Example: "I want everyone in our class to get a chance to answer questions, and it is important that we are always treating others kindly and doing our best to be respectful."

3. Breakdown –

Describe how the expectation was not met, and be as specific as possible.

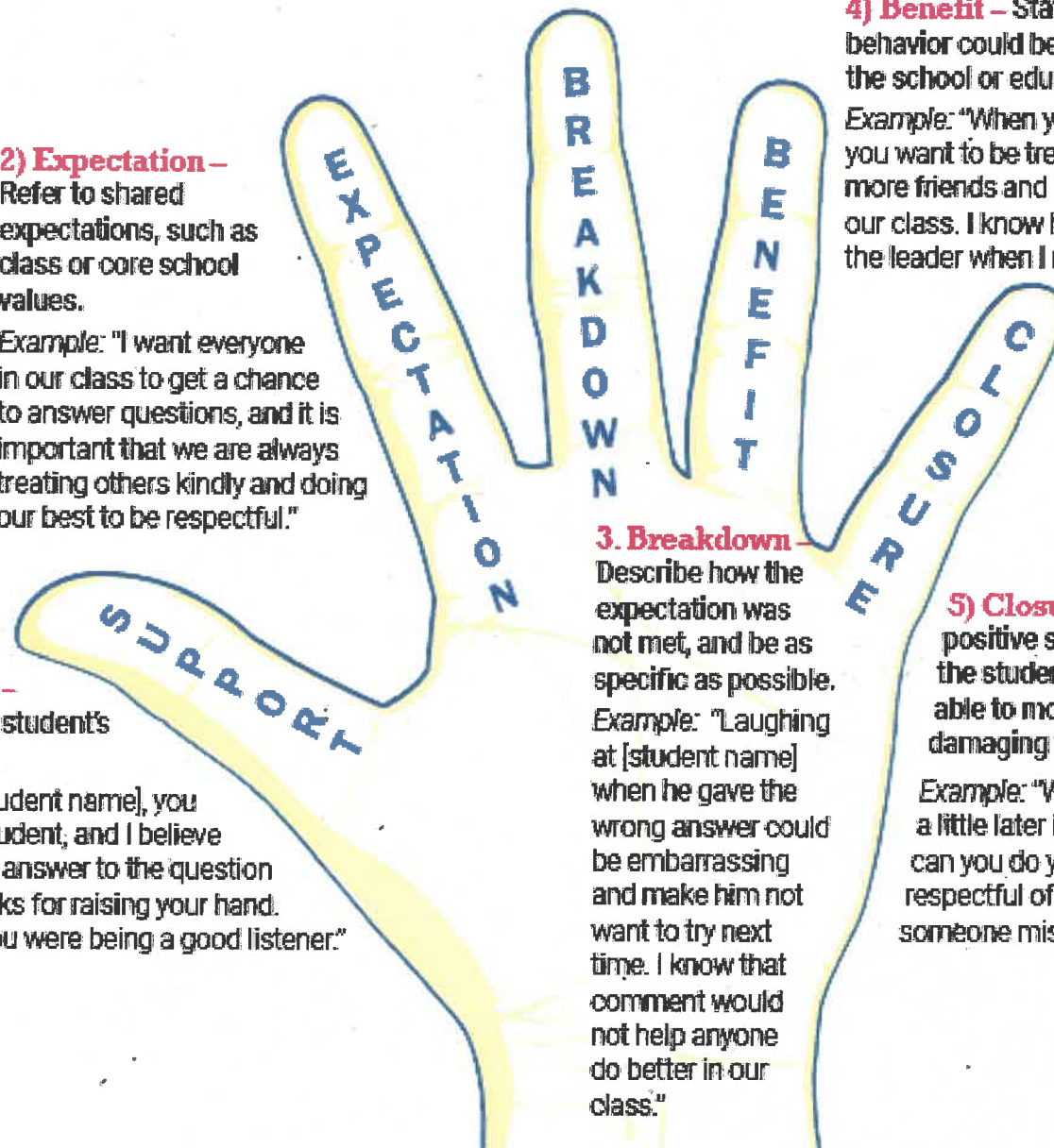
Example: "Laughing at [student name] when he gave the wrong answer could be embarrassing and make him not want to try next time. I know that comment would not help anyone do better in our class."

4) Benefit – State how a different behavior could benefit the student (not the school or educator).

Example: "When you treat others the way you want to be treated, you will make more friends and be seen as a leader in our class. I know how much you like to be the leader when I need help."

5) Closure – Finish with a positive statement so both the student and educator are able to move forward without damaging the relationship.

Example: "When I call on people a little later in the class period, can you do your best to be respectful of everyone, even if someone misses the answer?"



Student Conduct

Dress Code

It is important that a student wear clothing to school that is comfortable, clean, appropriate for work and play, and suitable for the weather.

Students should NOT wear the following:

- Clothing with references to alcohol, tobacco, or other controlled substances
- Clothing displaying vulgar, sexual, or violent references
- Heelies or other "wheeled" footwear
- No strapless, bare midriffs, or visible underclothing.
- Hats or hoods should not be worn in the building.

School Property - To keep costs down for parents, a variety of school supplies are loaned to students such as calculators, etc... The students are responsible for these supplies. These supplies are used year to year, therefore lost or damaged items must be replaced or there will not be enough for upcoming years. Students damaging or losing school property will be assessed fees for replacement of said items.

Consequences for Misconduct/Threatening Behavior - If a student misbehaves or threatens another student or staff member, the consequence can range from time-out, removal from an activity, up to and including detention or suspension. If the behavior continues to be a problem a conference with parents will be scheduled.

Prohibited Items - Unnecessary, inappropriate, or distracting items will be taken away. This includes cell phones, iPods, laser pointers, shock devices, obscene materials, etc. Cell phones and Smartwatches brought to school must be kept off and in a backpack during the day. Any item not listed that is used inappropriately will be taken from the student.

Returning Items - The items will be returned to the student at the end of the day in most cases. If the item is taken away a second time, it will need to be picked up by a parent. Obscene or dangerous material will not be returned. A parent will need to pick the items up from school.

Guidelines for Parties

Students are not allowed to distribute party invitations at school unless an invitation is being given to every child in the class: Student birthday parties at school are arranged in advance with the classroom teacher. Gift exchanges among students are not allowed. Floral and balloon bouquets sent to school are held in the office until dismissal time. These are not delivered to classrooms. Just a reminder that balloons and glass can not go on the bus.

Breakfast and Lunch

Breakfast

Breakfast is served 7:40-8:05.

Students must leave the breakfast room at 8:10 to arrive on time to class by 8:10.

Lunch

Students have the choice of the hot entree or cold option. Students may bring a sack lunch and purchase milk separately. Their classroom water bottle can travel with them to the cafeteria as long as it does not become a distraction. Students are not allowed drinks in glass containers or soda pop.

Guidelines for Lunch Visitors

Please email the principal if you would like to have lunch with your child. Once approved, please note we do not allow fast food in the building and we ask that non-school-age siblings do not attend.

Meal Prices

Breakfast

Adults	\$2.75
K-5	\$1.95

Lunch

Adults	\$5.00
K-5	\$2.75

Please feel free to contact Food Service Director at 913-294-8005 for questions related to food service.
Contact the Business Office at 913-294-8000 for questions related to online payment.

Communication and Social Media

Cottonwood Elementary makes a conscious effort to communicate information in a timely manner with parents while also doing our best to reduce waste and conserve resources. As part of this effort we send the majority of correspondence electronically. We will use the email address that you provide in Infinite Campus, our student database. For this reason, it is important that you keep your contact information in IC up to date. See the sidebar for more information on Infinite Campus (IC).

Modes of Communication-**BOTH** are Recommended

Infinite Campus-Please be sure to mark how you would like to receive information; phone messages, text, and/or email. You will only be able to receive IC messages from your child's school. You can also use IC to check your child's grades and attendance. Only parents or guardians are able to sign up for Infinite Campus Alerts. (See Login Information on Previous Page.)

Panther Alerts-Text system used by the district. You can indicate which schools you would like to receive texts from. You can sign up for Panther Alerts via the school website. ANYONE can sign up to receive Panther Alerts; grandparents, aunts, uncles, babysitters, etc... (Sign up for Panther Alerts via the USD 368 website. Information is on the Parents & Students tab.)

I also recommend families follow our facebook page: Cottonwood Elementary. Use the QR Code Below to follow our page.



Facebook



USD368.org



Panther Alerts

Emergency Information

If an emergency or disaster situation ever arises while your student is in school, we want you to be aware that our schools have made preparations to respond effectively. Paola School District has an emergency plan that has been formulated to respond to large or small emergencies such as threats or inclement weather. This plan has been developed to ensure the safety and protection of all students. No one likes to dwell on emergency situations. However, we believe that planning ahead helps alleviate additional stress and concern. Please be assured that our entire staff is trained to respond to emergencies in a calm and professional manner.

PARENT INFORMATION

During an emergency, your access to the school may be limited due to emergency vehicles. In addition, the phone lines may be busy due to the volume of incoming calls from parents and telephone lines needed for emergency communication with police, fire, and other emergency personnel.

Please be assured that parents and guardians will be kept informed with accurate communication through IC messenger as information is available. This will help alleviate conflicting and unconfirmed information.

Impress upon your student(s) the need for them to follow the directions of any school personnel in times of an emergency. In the event our students are evacuated to an offsite location you will receive immediate information regarding that location. Please be patient at the release location as security will be tightened and release procedures will require proper identification before the release of any student.

In the event a building is in Lock-Down, no one will be allowed to enter or leave the building until law enforcement resolves the situation. A Lock-Down may occur due to an off-campus community threat or an on-campus threat.

In the event students are Sheltered-In-Place, guests entering the building will be detained in the office area and students will be kept within the building until the situation is resolved. Shelter-In-Place may occur due to inclement weather or a threat.

EMERGENCY PROCEDURES

USD 368 has emergency procedures in place. These are shared with law enforcement agencies for student safety. Due to security, not all components can be publicly shared. During any critical incident, the district collaborates with law enforcement. At any time, parents and students are encouraged to share with school officials or law enforcement officers relevant security information that can benefit student safety.

District Handbook

Kansas and Federal regulations require that school districts develop and implement written policies to govern several school-related topics and that the policies should be provided to parents once a year.

Using the QR Code you will find district information regarding USD 368's policies for ESI, bullying, immunizations, and emergency preparedness. Additional information related to your child attending USD 368 schools can be found in the DISTRICT HANDBOOK located by request at each building for a hard copy or on the USD 368 website under Parents & Students: District Handbook at www.usd368.org or using the QR Code Below:



Link to District Handbook

Technology Use

STUDENT ACCEPTABLE TECHNOLOGY USE POLICY (K-12)

Paola USD 368 is pleased to offer all students access to district technology. Technology will encompass all media that enhances the educational program for students. Access to technology enables students to become better prepared for their future. Access to resources around the world makes materials available that may not be considered of educational value. Paola USD 368 realizes it is impossible to control all materials that a student user may discover either accidentally or deliberately. The benefits to students far outweigh the possibility that users may find material that is not consistent with the educational goals of Paola USD 368.

Students must have no expectation of privacy when using district technology. All information, browser logs, Web pages, and e-mails created by students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy. This Policy is to ensure that the use of district technology is consistent with the district's stated mission, goals, and objectives. These terms are provided so students are aware of their responsibilities. Access is a privilege provided to the students of Paola USD 368—not a right. Violation of these terms will result in specified consequences.

Student users are:

- Expected to act in a responsible, ethical, legal, and polite manner while using district technology.
- Reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.
- Not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive, or illegal material.
- Not permitted to use any computer resource for commercial purposes, product advertising, political lobbying, or political campaigning.
- Not permitted to tamper physically or electronically with any district technology.
- Expected to know and respect all copyright and intellectual property laws that protect the rights of software owners, artists, and authors.
- Not to use another user's password. Logging on as anyone other than you, and/or accessing another user's folders, is not permitted.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in district computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to install or download any software programs on any computer system
- To understand using any information obtained via the Internet is at the student user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Will not access the Internet without an approved educational purpose and adult supervision.

Violation of the District's Acceptable Use Policy could result in the loss of technology access, as well as other disciplinary or legal actions. Student users are subject to all local, state, and federal laws.

Other Information:

RECESS

Cottonwood Elementary's recess policy states that if your child is well enough to come to school, then he/she will go outside for a 15-minute recess. The exception will be if your child has been ill and is taking an antibiotic and has a written note from a physician stating that he/she should not go outside for recess. Students at Cottonwood will have indoor recess if either the temperature OR the wind chill is below 20 degree's. It does not have to be both of them – it is either one of them. Students will have indoor recess if either the temperature OR the heat index is above 95 degrees. .

CES/SES PTO (Parent-Teacher Organization)

All parents are invited to join the Parent Teacher Organization that supports school programs at both Sunflower and Cottonwood Schools. More information can be found at their website <http://www.sunflowercottonwoodpto.com>

PICTURES

Pictures or reproductions of your child may be used by Paola Schools, without financial compensation, for the purpose of promoting the district's students, curriculum, and programs; and said pictures may be included within or utilized as illustrations, advertisements or publications, either in printed form or on television.

If you want your child removed from photographic situations for the above purpose, please notify the school secretary.

TOYS, PHONES, SMARTWATCHES & VALUABLES

Children are encouraged to leave at home special toys, jewelry, or other possessions that might be lost or broken. Teachers have individual policies with regard to show-and-tell items. Please do not allow your child to bring toy guns, knives, or any weapons to school. Students may bring cell phones, cell watches, and similar mobile devices to school. All personal mobile devices must be turned off and stored in bookbags between 8:00 and 3:20. In the case of smartwatches if a student is utilizing their watch to text or communicate with another individual they will be asked to remove it and store it in their backpack. Parents, please call the school for transportation changes.

VISITORS

Visitors must sign in at our office and be pre-approved by the classroom teacher and administration. If you would like to have lunch with your child you will need to email the administrator for approval prior to the date requested.

District Calendars

