

Westside



Union School District

Pointing the way, providing the path

2017
2018



THE
IDEA ACADEMY
@Cottonwood

INNOVATION | DESIGN | ENGINEERING | ART

Student Handbook

2740 West Avenue P-8
Palmdale, California 93551
661-267-2825
www.westside.k12.ca.us

Laura Duran - Principal
Erin Belcher - Vice Principal
Anne Marie Sharma - Counselor



Dear Families,

Welcome to the 2017-2018 school year. I hope that your summer was full of fun, sun, time to learn new things, and perhaps a little bit of rest too. I am so pleased to be your principal in this inaugural year as the IDEA Academy @Cottonwood, home of *The Innovators*! Joining me as a part of our administrative team are Erin Belcher, vice-principal and Anne Marie Sharma, school counselor. Our theme this year is IDEA Academy Superheroes 2.0 - *Learning is our Superpower*!

We are a STEAM academy and our particular version of STEAM includes a focus on Innovation, Design, Engineering, and Art. Our specialized program provides an educational choice for learning the California standards in math, English language arts and literacy in history/social studies, and science through the innovative approach of Project Based Learning (PBL) and use of the nationally recognized engineering curriculum, Project Lead the Way (PLTW). Students will have increased opportunities to participate in robotics, coding, makerspace education, and art. We are also an AVID certified school and will continue using AVID's college-career prep strategies to help kids achieve success. We are a uniform school and you will find the complete uniform dress code included in this handbook.

Our school is currently undergoing a three-year modernization project to bring in new permanent facilities and programs focused on engineering and art as the newest school of choice in the Westside Union School District for K - 6th grades. Over the summer break, the construction crews were hard at work to prepare the cafeteria and kinder playground for re-opening at the start of school. The remaining buildings in phase three will open early this fall and include an engineering & robotics lab, a makerspace-art studio, and a new computer lab. Parents should note that the school will continue to be under construction and all programs will not be ready until the second semester of the 2017 - 2018 school year. Thank you all for your continued patience and great attitudes as we await these exciting changes!

This handbook is meant to provide you with information regarding our school's expectations, procedures, and policies. Please review the handbook with your student and use it as a reference guide throughout the year. Should you have any questions, suggestions, or concerns, please feel free to call me at 267-2825 ext. 09977, email me at l.duran@westside.k12.ca.us or set an appointment to meet with me. I am always happy to speak with you in person.

Recognizing that parents remain the most significant factor in a students' success, I also encourage your active involvement and participation in our school community. Parents are welcomed and encouraged to volunteer in classrooms and share in shaping our school's story by being actively involved with the Parent Teacher Association (PTA), School Site Council (SSC), English Learner's Advisory Committee (ELAC), West Antelope Valley Education Foundation (WAVE), and other school and district committees.

Most of all, thank you for allowing the staff and I to work with your children. Thank you for making the choice to be *Innovators*. The staff and I look forward to an extraordinary year with your child and family at the IDEA Academy @Cottonwood.

Sincerely,

Laura Duran, Principal

Why STEAM?

The U. S. Department of Education reports that STEM/STEAM related jobs will grow by 14% from 2010 to 2020 and will continue to be in high demand well into the future. A STEAM approach teaches students how to think critically, problem solve, and apply creativity and the design process to real world problems. These are the skills that will prepare today's students to be tomorrow's innovators, entrepreneurs, and leaders that create jobs, grow the economy, transform their futures, and make a positive impact on society and the world.

School At-a-Glance

Mission Statement

The IDEA Academy @Cottonwood is committed to building a positive learning community with high expectations and accountability. We strive to cultivate character and instill the foundation of life-long learning for all scholars.

Vision

Our vision is defined by the following expectations:

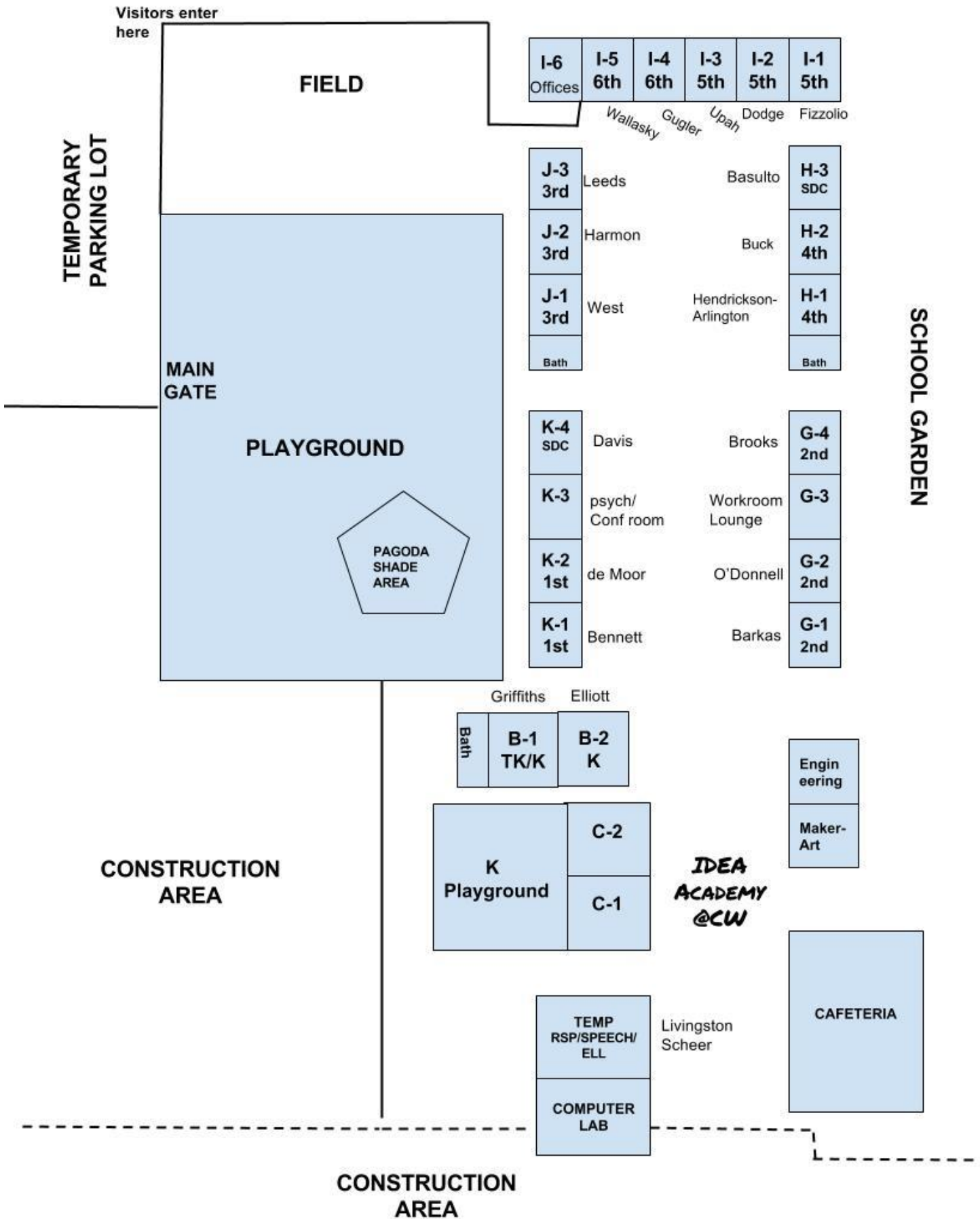
- Every student is engaged in learning the state standards at grade level.
- Rigorous and relevant instruction that engages and inspires critical thinking and problem solving, along with effective oral and written communication skills is the norm for all learners.
- A safe, secure, caring, and respectful learning environment that promotes each student's academic, social, and emotional growth and success is provided. Elements of this include:
 - AVID
 - Awards/Incentives for attendance and behavior
 - Boys Town Program and staff training
 - Bullying prevention policy
 - Character Lab Program
 - College and Career focused activities
 - Counseling program
 - Guidance lessons schoolwide
 - Home-school communication using dialer/email messages, social media, website
 - Monthly emergency/safety procedure drills – fire/earthquake/lockdown
 - Monthly to quarterly Boys Town/Positive Behavior Support committee meetings
 - Monthly to quarterly safety committee meetings
- We have a school wide commitment to three Positive Behavior Expectations:
 1. Be safe
 2. Be respectful
 3. Be responsible.
 - We approach learning with a growth mindset focused on meeting the diverse needs of all learners.
 - Our community emphasizes collaboration between students, staff, parents, and community members.
 - Accountability with clear, concise, high expectations for success both academically and behaviorally are in place.
 - We use data to drive instruction, interventions and enrichment.
 - Our culture of creating life-long learners emphasizes *building up* tools of critical thinking and problem solving, creativity, determination, hard work, adaptability, a positive mindset, and good social skills and habits to achieve academic and personal success.
 - Achievement of academic, behavioral, and life goals are celebrated and embraced by all stakeholders.

School Spirit Symbols

School Colors: Navy, grey and maroon

Nickname/Mascot: The Innovators

Campus Map



SCHOOL BELL SCHEDULE

7:20 a.m.	Breakfast begins in the cafeteria
7:20 a.m.	Playground supervision begins
7:40 a.m.	Breakfast ends
7:45 a.m.	First bell – Students should be on campus and lined up at this time.
7:50 a.m.	Class begins: Grades K-6 th
7:50 - 8:05 a.m.	School meeting & 10 minutes of PE on the playground - Grades K-6 th
9:20 – 9:38 a.m.	Recess – Grades 1-3
9:40 – 9:58 a.m.	Recess – Grades 4-6
10:00-10:18 a.m.	Recess – Kindergarten
10:45 – 11:30 a.m.	Lunch – Grades 1-2
11:00 – 11:45 a.m.	Lunch – Grades 3-4
11:15 a.m. – 12:00 p.m.	Lunch recess – Grades 5-6
11:30 a.m. – 12:15 p.m.	Lunch recess – Kindergarten
1:50 p.m.	K dismissal
2:00 p.m.	Grades 1 – 6 dismissal

MINIMUM DAY – 12:50 (K) and 1:00 p.m. (grades 1-6) Dismissal

Schedule is subject to changes

2016 – 2017 DISTRICT CALENDAR

AUGUST – 2017

1-8	VACATION – NO SCHOOL
9	<i>Classes Begin – Minimum Day</i>
9	First Quarter/First Semester Begins
9 & 10	Minimum Day
28	Minimum Day

SEPTEMBER – 2017

4	Labor Day Holiday – NO SCHOOL
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OCTOBER – 2017

9 & 10	Parent Teacher conferences - NO SCHOOL
13	First Quarter Ends
16	Second Quarter Begins

NOVEMBER – 2017

10	Veteran's Day Holiday – NO SCHOOL
17	Minimum Day
20	Lincoln's Day Holiday Observance – NO SCHOOL
21-24	Thanksgiving Holiday – NO SCHOOL

DECEMBER – 2017

4	Minimum Day
15	Minimum Day
15	Second Quarter/First Semester Ends
18-31	WINTER VACATION – NO SCHOOL

JANUARY – 2018

1-5	WINTER VACATION – NO SCHOOL
8	<i>Classes Resume</i>
8	Third Quarter/Second Semester Begins
15	M.L. King Holiday – NO SCHOOL
22	Minimum Day

FEBRUARY – 2018

19	Presidents' Day Holiday – NO SCHOOL
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MARCH – 2018

16	Minimum Day
16	Third Quarter Ends
19-30	SPRING VACATION – NO SCHOOL

APRIL – 2018

2	<i>Classes Resume</i>
2	Fourth Quarter Begins

MAY – 2018

28	Memorial Day Holiday – NO SCHOOL
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JUNE – 2018

6	Minimum Day
7	Fourth Quarter/Second Semester Ends
7	Last Day of School – Minimum Day

APPOINTMENTS WITH ADMINISTRATION/TEACHERS

Appointments can be made with the principal or teacher by calling or emailing the school and making an appointment, or sending a note with your child to the office or teacher. Most appointments with the principal will be at 7:15 am, or between 1:00-3 pm. Drop-in conferences may not be possible due to scheduled events on campus. Scheduled telephone conferences can also be arranged.

ARRIVAL AND DISMISSAL

In the morning, students in grades K-6 may be dropped off in the front of the school and enter through the front gate by the play equipment. Kindergarteners will be initially assisted to the cafeteria for breakfast or the K playground. Students are **NOT TO ENTER** the school through the office area (front doors) unless they are tardy.

Parents delivering or picking up students at school should use the parking lot. **There is no parking in the fire lane or next to any red curb.** Students should not arrive at school before 7:20 am, this includes students eating breakfast, which begins at 7:20 am and will close at 7:40 am.

The line-up bell rings at 7:45 am. Ensuring that your child arrives on campus by 7:45 am will ensure that your child is always on time. The gates close and school instruction begins at 7:50 am. Students arriving late will check in at the office.

We ask that parents not stop and/or park in the driveway at any time and follow all applicable traffic laws for the safety of our children. Parents dropping off in the morning are advised to utilize the drive through lane. We also ask that parents dropping off and picking up children do so at the gates and not in the office.

Please be reminded that dismissal is at 1:50 pm for all kindergarten and 2:00 pm for grades 1-6. You must pick up your child promptly or register them with the Boys & Girls Club as we have no after school supervision. Students should leave for home promptly at dismissal. Boys & Girls Club is available for a weekly fee. For more information, please contact the Boys & Girls Club Program Director at 661-390-8486. **Students who are not picked up by 2:15 pm may walk home or will be required to wait behind the school gates. The school only provides after school supervision outside until 2:15 pm. Parents or guardians must park and come into the office to sign out students picked up late.**

Also, it is important that your child know how and where he/she is going after school before the day begins. We simply have too many students to allow everyone to use the phone after school. Additionally, interruptions to the classroom with dismissal messages take away from the educational instruction of the children. Of course, we will assist you in an emergency, but we ask these be true emergencies and kept to a minimum. **To preserve instructional time, no messages will be delivered after 1:40 p.m.**

The office phone is needed for school business after school. Students will only be allowed to use the office telephone after school for emergency situations.

There is one drive in gate for the main parking lot and all cars are to enter and proceed to the left to park or continue on to the drive through drop off/pick up area. **Please pull all of the way forward to allow for the maximum number of cars to enter the parking lot.** Drivers should drive very slowly when approaching the school and especially when driving into the parking lot. Also, stress with your child the importance of not dashing between vehicles. We need everyone to be extra careful. We need everyone's cooperation to make our school safe. **Do not park in the fire lane, at any time. Vehicles left in the fire lane are subject to ticketing and towing. Vehicles stopped or parked illegally on or off campus (in the parking lot entry/exit areas, handicapped parking, double parked, parked in the cross walks, etc.) are also subject to ticketing and towing.**

ATTENDANCE

Regular attendance, and arriving at school on time, is essential to a student's success in school. The staff appreciates your concern and cooperation regarding building good work habits in our children. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem. The State of California does require verification of absences. The only legally excused absences are: 1) illness or appointment with doctors note, 2) court appearances where the child is required to be present and 3) funeral services of an immediate family member; 1 day in state and 3 days out-of-state.

If it is necessary for your child to miss school for any reason, please call our Central Attendance Absence Line at 661-974-8529 and leave a message or you can email Cottonwood School's Attendance at cw.attendance@westside.k12.ca.us. You may call the school and the office will forward your call to the Central Attendance Absence voice mailbox, ext. 09900. You do not have to send a handwritten note with your child if you called or emailed our Central Attendance Absence Line. If your child is absent for three or more days due to a medical reason, a signed doctor's note must be brought to school with your child when he/she returns to school. ABSENCES MUST BE EXCUSED WITHIN FOUR SCHOOL DAYS.

Please keep in mind that the district is only paid by the state for students who are in school. Excused absences no longer figure into the Average Daily Attendance (ADA) accounting for funds. Each day a child is absent costs the school district approximately \$40 a day.

ATTENDANCE - EXCESSIVE ABSENCES AND TARDIES

Students who miss more than 5 days of school each year typically don't perform as well as those in attendance every day. Three unexcused absences or unexcused tardies in excess of thirty minutes constitute a truancy (Ed. Code, #484631). Any child having 30 absences in a year, whether excused or not, will automatically be considered for retention. Students with more than 10 absences may not be referred to tutoring or Child Study Team Meetings. We work within the following programs to monitor attendance:

A2A-Attention To Attendance Program

A2A is an attendance program that generates letters based on a student's unverified or unexcused absences. Letters are sent home after 3 unverified or unexcused absences and 6 unexcused or unverified absences. An attendance meeting will be scheduled with the principal after 6 unverified or unexcused absences. A 3rd letter will be sent home after 10 unverified or unexcused absences and if no improvement is seen, a SARB (School Attendance Review Board) meeting will be scheduled at the District Office.

ATTENDANCE – INDEPENDENT STUDY POLICY

If your child will miss school for any other reason than an excused absence, please contact the school so that arrangements can be made for him/her to keep up with the necessary class work through an Independent Study Program. According to state law, Independent Study must be at least 5 days long. We require at least 48 hours' notice prior to a student being assigned to Independent Study. Independent Study Agreements must be signed prior to the student leaving and all work must be returned on the date the contract ends. Please see the Independent Study section. When the work is returned completed, it is returned to the school on the day the student returns to school, and the absence is excused. If the work is incomplete, partial credit may be given, meaning loss of excused days on the attendance records. IS during state testing may NOT be approved.

ATTENDANCE - REVERSE TARDY POLICY

If parents need to pick up their child early from school, they can report to the front office for early release. Early release is **greatly discouraged** as it takes away from the child's education and the education of the rest of the class as the teacher prepares that child to leave early. Parents are expected and encouraged to make every effort to schedule doctor and dentist appointments outside of school hours. An early release is viewed as a reverse tardy. We **DO NOT allow early release after 1:30 pm** unless a parent has an appointment card from their doctor (or other professional) noting the need for that early release.

AWARDS/ASSEMBLIES

At the end of each semester, students who have done outstanding work will receive Semester Awards. Students in the 3rd, 4th, 5th, and 6th grades will be named to the Principal's List for achieving a 3.75-4.0 grade average and to the Honor Roll for a 3.50-3.75 grade average. Students in grades K-3 with outstanding academic achievement and/or citizenship will be honored during the 1st and 2nd semester.

Parents are invited to attend these awards assemblies and share in the recognition of the students' outstanding achievement. Invitations are generally sent home with the student.

Cottonwood does recognize good attendance by giving perfect attendance awards. A child will earn a perfect attendance award by attending each school day and being on time. Students will be allowed one excused/unexcused tardy per semester. Also, if a student is picked up early and receives a "reverse tardy", he/she will receive a tardy on their record. A Tardy/ Reverse-tardy can be excused only by a dental/doctor's note presented to the office. Saturday School is not an option to make up absences. The June Perfect Attendance Award is the culmination of the total year present at school.

BACKPACKS

- All student backpacks must be kept inside classrooms when school is in session.
- Rolling backpacks are highly discouraged, due to limited storage area in the classrooms.

BICYCLES, HEELIES, SCOOTERS, ROLLER BLADES

We suggest that students record their bicycle serial numbers. When traveling to and from school, students must wear the appropriate safety equipment, obey traffic regulations and secure bikes and scooters in the racks at the front of school during the day. Students without helmets will have to leave their bikes or scooters at school to be picked up by an adult. In addition, skateboards, roller skates/blades, and shoes with wheels (heelies) are not allowed at school. If one of these items is brought to school, it will be confiscated and sent to the office, where a parent can pick it up. It will not be returned to the student.

The school assumes no responsibility for bicycles. Students should always lock their bicycle, as there is no one assigned to supervise the bike rack during the day. Bicycles are never to be ridden on school grounds. Only students in the third grade and above may ride bicycles to school. This policy is in place for the safety of all those who attend the school as well as younger children who will be here periodically. Please make sure parents and older friends are aware of this policy.

BIRTHDAY RECOGNITION

Parents, who wish to recognize their student's birthday at school, must first make arrangements with the classroom teacher. They may then provide their student with a **NON-FOOD ITEM** to share such as pencils or stickers. Sweet treats such as cupcakes and cookies are not aligned with the district "Wellness Policy" and will not be served. Please refer to the District wellness policy for further information on school celebrations. No beverages are allowed. Flowers, balloons and gifts should not be sent to school.

Invitations to birthday parties may not be handed out in the classroom or on school grounds unless each child in the class is invited.



WUSD HEALTH AND WELLNESS POLICY

By participating in grants from the federal government, the district must maintain a Wellness Policy. The policy, adopted by the district in July of 2006, notes that only food items that fit within the Wellness guidelines can be provided at school; this includes items served in the classroom, (during parties and such) items provided by the PTA, and items provided during lunch (not items sent from home for an individual student's consumption.) This policy is in effect beginning one hour before school until thirty minutes after school. This policy only affects items consumed here at school. The policy allows **one time a month** where classes can deviate from the normal wellness guidelines. Being that a class can only do this once a month, birthday parties and such should be consolidated. We encourage parents to work with their child's teacher when it comes to bringing in sweet snacks like cupcakes or cookies. We also encourage everyone to **consider healthy alternatives to snacks** like this when it comes to parties or rewards. Items like erasers and small toys are often just as exciting for the students. This policy does not affect fundraisers and such where the items are not consumed here at school.

BOYS & GIRLS CLUB – AFTER SCHOOL CARE

The Antelope Valley Boys & Girls Club provides after school care on the IDEA Academy @Cottonwood campus. Students must be registered and paid for in advance. Cost of this care is \$45 a week per child and \$35 a week additional siblings. For more information on this program, please contact the Cottonwood Boys & Girls Club Program Director at 661-390-8486.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Should school close due to weather conditions, parents should tune to a local radio station for up-to-date information.

KOTE	1380	AM
KUTY	1470	AM
KMIX	106.3	FM
KAVL	61	FM

Notification of school closure after school has begun for the day will be made via our automated calling system.

CELL PHONES

Please understand that allowing students to bring a cell phone to school is a privilege and not a right. The rules for bringing a cell phone on campus are:

- Off and away in student's backpack while on campus
- Cell phones must remain inside the classroom during the school day and may not be taken to the cafeteria, playground, or bathroom.
- All telephone calls during the school day must be made or received on school telephones, located in the classroom or school office.
- Permission to use cell phone on campus (including before and after school) must be received from school staff and the call must be monitored by a school staff member.

Any student failing to comply with these rules will immediately lose the privilege of bringing a cell phone to school and the cell phone will be confiscated. A parent can pick up the phone in the office. **The school is not responsible for any lost or stolen cell phones or technological equipment.**

CHANGE OF ADDRESS/Phone Number

It is **very important**, for emergency and administrative reasons, that every student maintains an up-to-date address/phone record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHILD NUTRITION SERVICES

Hot lunches, breakfast, and milk are available every day in our school cafeteria. A basic meal is prepared by professional cooks working in cooperation with a registered dietician. Students are encouraged to take advantage of this service. Breakfast is \$1.25, lunch is \$2.70, and milk is 35 cents.

To pay over the Internet, go to www.MyPaymentsPlus.com. You must have your student's ID number to utilize this option. There is a small fee charged.

To pay in the office, you must have a check payable to Westside Union School District. The office will accept payments. Cafeteria personnel are available after 9:30 am for cash payment. Please also make sure your child has a lunch ticket or enough money to buy lunch if they plan on getting hot lunch. The cafeteria can only lend (2x) a small amount of money and if no money is left to lend, or a student already owes money, the student may not receive a full school lunch.

Lunch menus will be distributed to students the first of each month.

It is requested that parents provide a packed lunch from home or purchase a school lunch from the cafeteria as an alternative to bringing fast-food lunches. We strongly discourage delivering fast food lunches to your child at school, as classes will not be interrupted to make deliveries and it is difficult to insure that these lunches reach your children at their lunch time.

Free and Reduced Price Meals are available to families who believe they may qualify. If your family chooses to apply, please complete a "Free and Reduced Meal Price Application Form." The forms can be obtained and returned (completed) to any school office. Families can also apply online at www.wusdnutrition.com. You will be notified by mail of your child's status. Until notification, you must provide your child with a lunch or lunch money.

CITIZENSHIP/MERITS

Fourth, fifth, and sixth grades have established a merit system. Students maintaining 100 merits in each quarter will be recognized with a "Citizenship Award".

CIVILITY POLICY

It is essential that staff, students, and parents work together in a civil manner to achieve the best educational results for our students. Staff and students are to treat each other in a mutually respectful manner. Students are reminded that they are children, and need to listen to the directives of all adult school personnel without argument.

Parental questions and concerns are welcome. All school community members are asked to remember that questions and concerns must be stated in a mutually respectful manner. It is asked that parents seek information from both their child(ren) and school personnel before forming a judgment about any specific incident. Staff personnel will not continue a conversation with any parent not adhering to the Board Policy addressing Parental Civility. That policy (AR 1221) is attached, including California Education Code and Penal Code citations.

CLASSROOM INTERRUPTIONS

Classrooms will not be interrupted for any reason. This includes homework, lunches, instruments, etc. Items will be left in the office and delivered to the teachers' mailboxes. Parents cannot sign in and take something to their child's classroom as this creates a disruption in the classroom.

Students may not receive telephone calls at school. If you have an emergency, please contact the office. If your student calls you from his/her classroom, return calls will not be put through. You will need to wait for your student to try again. Should there be an emergency, the school office would contact you.

COMMUNICATIONS

Our school and the district use the School Messenger dialing system. This system allows us to make mass phone calls to all or groups of parents in a very short amount of time. This system can call and/or email.

CONFERENCES (Parent-Teacher)

Parent-teacher conferences occur during the fall semester. Teachers will contact parents to schedule conferences, as needed. Our teachers welcome the opportunity to meet with you, explain their program, and share their understanding of the student directly with you. Parent conferences are encouraged and can be arranged at any time during the school year.

CROSSING GUARD

In order to ensure your child's safety, please advise your child that he/she may not cross the street without the assistance of the crossing guard in a marked crosswalk. Students may **never** cross a street without a crosswalk, even when escorted by an adult.

As adults, let's set good examples to our children and teach them good safety habits and always cross the street inside a marked crosswalk.



DRESS CODE – UNIFORM POLICY

The IDEA Academy @Cottonwood is a uniform school of choice. Students are required to be in uniform daily.

Tops – including shirts, undershirts, sweaters, and sweatshirts

1. COLOR and LOGOS:

- a. All tops (shirts, undershirts, sweaters, and sweatshirts) must be a solid color* of navy blue, burgundy (not red), gray, black or white.
- b. *Solid color means that the material does not have any patterns, pictures, or designs.
- c. Any shirt may include an embroidered school logo or school name. The school logo or name is not required.

2. SHIRT STYLES:

- a. All shirts must have a visible collar.
- b. Shirts may be short sleeve and long sleeve polo style. Polo style shirts have a collar and 2-3 buttons below the collar.
- c. Shirts may be short sleeve and long sleeve oxford style. Oxford style shirts have a collar and buttons from the hem to the collar. Oxford style shirts must be worn buttoned. Oxford shirts can be plain front or have a single pocket in the same color as the rest of the shirt.
- d. Shirts do not need to be worn tucked in. However, they cannot be oversized, overly long or overly baggy.



Short sleeve polo



long sleeve polo



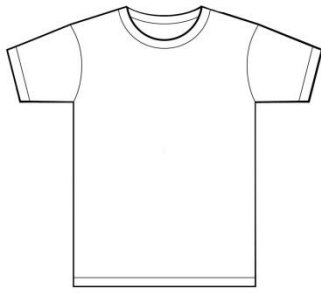
Short sleeve oxford



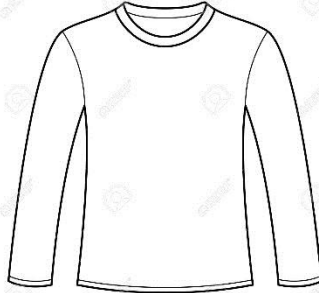
long sleeve oxford

3. UNDERSHIRTS:

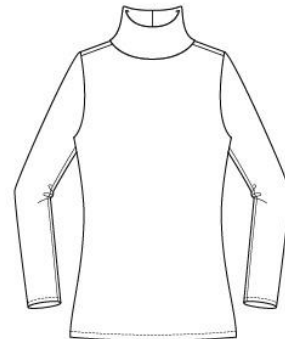
- a. Crew necks that are short sleeve or long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn underneath polos or oxford shirts.
- b. Turtlenecks that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn underneath polos or oxford shirts.



Short sleeve crew neck



long sleeve crew neck



long sleeve turtle neck

4. SWEATERS

- a. Sweaters that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn over collared polos or oxford shirts. Collars must be visible while the sweater is worn.
- b. Sweater styles may be pull-over, zip-up, button up, or snap up.

5. SWEATSHIRTS

- a. Sweatshirts that are long sleeve and in a solid color of navy blue, burgundy (not red), gray, black, or white may be worn over collared polos or oxford shirts. Collars must be visible while the sweater is worn.
- b. Sweatshirt styles may be pull-over or zip-up.
- c. Sweatshirt styles may include hoods and single or double front pockets.
- d. All students may wear pull-over or zip-up sweatshirts that include the school spirit wear logo.
- e. All students may wear pull-over or zip-up sweatshirts that include a college logo. College sweatshirts may be in any color.

6. COATS AND JACKETS

- a. Denim/jean jackets are not allowed.
- b. Coats and jackets may be of any color and pattern.

Bottoms – including pants, shorts, and skirts

7. COLORS

- a. All bottoms (pants, shorts, skirts, skorts, capris, and jumpers) must be a solid color* of navy blue, gray, black or tan.
- b. *Solid color means that the material does not have any patterns, pictures, or designs.
- c. All bottoms must be free of tulle, lace, sequins, patches, contrasting stitching, logos, and other decorations.

8. PANT STYLES

- a. All pants must be of uniform style material (such as heavy cotton, polyester blend or Dockers style slacks) and not jeans.
- b. Capri style pants are permitted for students at all grades.
- c. Pants made of stretch knits (such as leggings) are permitted for kindergarten and 1st grade students.
- d. Pants made of stretch knits (such as leggings) are not permitted for 2nd-6th grade students.
- e. Pants must not be ripped, frayed, oversized, saggy, or baggy in style.
- f. Jean pants may only be worn on Spirit Day Fridays or free dress days.

9. SHORTS, SKIRTS, SKORTS, AND JUMPERS

- a. All shorts, skirts, skorts, and jumpers must be of uniform style material (such as heavy cotton, polyester blend or Dockers style).
- b. All shorts, skirts, skorts, and jumpers must come to mid-thigh length.
- c. Shorts, skirts, skorts, and jumpers must not be ripped, frayed, oversized, saggy or baggy in style.
- d. Jean shorts, skirts, and skorts may only be worn on Spirit Day Fridays or free dress days.

10. LEGGINGS AND TIGHTS UNDER BOTTOMS

- a. Leggings or tights in solid colors of navy blue, burgundy (not red), black, white, gray, or tan may be worn under skirts or jumpers for all students at all grades.

11. BELTS are not required.

Headgear – including caps, hats, beanies, hair accessories, and hair color

12. COLORS AND LOGOS

- a. All caps, hats, and beanies must be in a solid color of navy blue, burgundy, black, white, or gray OR
- b. Caps, hats, and beanies with our school logo or a college logo are permitted.
- c. Caps, hats, and beanies with tulle, lace, sequins, faux-hawks, and other decorations are not allowed.
- d. Only natural hair colors are allowed. Unnatural colors such as pink, purple, green, blue, etc. are not allowed whether permanent, temporary, or removable in nature.

13. CAPS, HATS, BEANIES, AND HAIR ACCESSORIES

- a. All caps must be worn with the bill forward.
- b. Caps, hats, and beanies may be worn outdoors only. They must be removed when indoors.
- c. Hair accessories must be in solid or patterned colors of navy blue, maroon (not red), gray, black, white, tan, silver, or gold.

Footwear – including socks and shoes

14. SOCKS

- a. Socks that are visible must be in solid colors of navy blue, burgundy, gray, black, white, or tan.
- b. Socks must be worn in matching pairs.

15. SHOES

- a. Shoe styles must meet existing school board policy.
- b. Shoes must be flat and include a heel strap.

Special Dress Days

16. PICTURE DAYS

- a. Students must be in school uniforms for fall picture day.
- b. Students may wear free dress for spring picture day.

17. SPIRIT DAYS

- a. Students may wear jeans on Fridays with spirit wear shirts.
- b. College shirts may be worn on Thursdays with regular uniform bottoms.
- c. Other special school spirit theme days or free dress days may be announced during the year.

DRESS CODE – OTHER

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted. Anything worn to school must not pose a safety problem (visor, shoes, jewelry, etc.).

Hair styles should not distract the learning environment. This includes non-natural hair color, mohawks, designs, or any style that is distracting to other students.

Shirts must be long enough so that the midriff is never exposed or visible. At no time can undergarments be exposed or visible. Shorts and skirts are to be fingertip length. No bandanas will be allowed at school. Teachers and administrator will make the final determination whether any of the above is an academic distraction.

Student's shoes must have closed toes and back strap in order to ensure their safety. Students should not wear "flip-flops", open toe sandals. "Heelies" (shoes that become skates) are NOT allowed at school. Shoes with laces must be laced and tied securely at all times to avoid unsafe conditions.

No student may wear articles of clothing, jewelry, paraphernalia, hair styles, nails longer than 1/2 inch or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities. Make-up or body glitter is not allowed at any time with the exception of plain lip balm.

Headwear must be worn properly. For safety reasons hats should be worn properly and can never be worn below the eyebrows.

"Sagging" is not permissible. Principal, Vice Principal, or designee will determine what is appropriate for school. Oversized shirts must be tucked into trousers.

As with safety issues, the adults need to set the example with appropriate dress. Please, when volunteering or visiting our campus, comply with the school's code.

EMERGENCY DRILLS

Fire drills are conducted once each month. Earthquake drills are also conducted on a regular basis.

For fire drills, each class has an escape route to an outside area which is a safe distance from the building. Children are conducted to these designated areas in less than 75 seconds in a safe, quiet and orderly manner. During earthquake drills, all children kneel under their desks with their heads covered and then report to a designated assembly area. Gates (and office) are temporarily locked during emergency drills.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office, the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone, cell phone (if available), and parent(s) work phone.
- Emergency phone number of friend or relative, local in the Antelope Valley.
- Physician's name and phone.
- Medical alert information.

It is essential that your child's emergency information sheet show telephone numbers for **local** people. **A local**

contact is required. It is extremely important that this information be updated throughout the year. WE MUST BE ABLE TO CONTACT PARENTS IN THE EVENT OF ILLNESS OR DISASTER.

FIELD TRIPS

Information concerning field trips will be sent home by the classroom teacher. Please keep in mind that no one is allowed to accompany the children on any of these trips without first being fingerprinted through the Westside Union School District. Parent volunteers are also required to have current TB tests.

FOOD AND DRINKS

Food and drinks are not to be carried throughout the school. Eating is restricted to the cafeteria and the snack area. The presence of food in the classroom is disruptive, causes a litter problem, and possible insect problem. Students are encouraged to bring bottled water.

Nutritious snacks are permitted to be eaten at morning recess. No candy is allowed. Sweet treats such as cupcakes and cookies are not aligned with the wellness policy and will not be served. Bottled drinks, drinks red with coloring, and soda pop are highly discouraged at school. Students are expected to cooperate with this policy at all times.

GUM

Students may not chew gum at school or bring gum to school.

HOMEWORK & MAKE-UP WORK

District policy states that homework will be assigned daily Monday-Thursday as follows:

- a) Kindergarten - no more than 15 minutes (plus independent reading practice)
- b) Grades 1-3 - no more than 30 minutes (plus independent reading practice)
- c) Grades 4-5 - no more than 50 minutes (plus independent reading practice)
- d) Grade 6 – no more than 75 minutes (plus independent reading practice)

Homework time should involve positive interaction between the parent/guardian and child.

Parents/guardians are encouraged to:

- 1. Provide a quiet, comfortable, well-lit place for the child to work.
- 4. Take an active part in the education of their child by guiding the development of independent learning skills (e.g. monitoring, helping prepare for tests, drilling math facts, reading to or with child).
- 5. Sign completed homework when appropriate.
- 6. Talk with teachers if assignments seem to be causing students continued problems.

If your child is absent for only one day, please have him/her pick up the homework for that day when he/she returns to school. Please be advised teachers are not required to let students make up school work when the absence is unexcused.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse, health clerk or a member of the school staff.

School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor **must** be on file at the school.

IMMUNIZATIONS AND VACCINATIONS

State law requires that every child who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, and polio. Also required, is an MMR (measles, mumps, rubella) vaccination, Mantoux tuberculin skin test, Hepatitis B vaccine and Varicella vaccine if your child has not had Chickenpox, and DTAP before 7th grade.

INSURANCE

School insurance will be offered at the beginning of each school year or at the time of enrollment. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service. Neither the school nor the District maintains medical insurance covering the students. This coverage remains the responsibility of the parents/guardians.

KINDERGARTEN

Children entering kindergarten are required to be five years old on or before September 1st for the school year in which they are enrolling. Transitional Kindergarten is for students turning 5 between Sept 1 and Dec 2. Kindergarten Roundup is held in the spring. Pre-registration takes place in the summer at the district office. Parents must bring a birth certificate, immunization records, physical examination records, an oral health assessment, Mantoux skin test for tuberculosis, and one dose of the Varicella vaccine or a history of Chicken pox in order to complete the enrollment. Proof of residency such as a utility bill must be furnished each year.

LEAVING CAMPUS

Students are not permitted to leave the school grounds prior to dismissal unless they have been signed out in the office by their parent, guardian or other persons listed on the student's emergency card and have permission from school staff. We strongly **urge you to send a note to school** with your child so that the classroom teacher can send your child to the office at the specified time. If students return to school after being signed out, the adult needs to come into the office and sign the student back in before the student returns to class.

LIBRARY

The IDEA Academy @Cottonwood is served by our library on campus. All classes will be scheduled a time to check out books. It is a parent's responsibility to pay for all damaged or lost books. Students who have not returned books will not be allowed to check out additional books until the book is returned or paid for. Report cards will be held at the end of the school year until books are returned or paid for.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the "Lost and Found Barrel" in the cafeteria. Unclaimed articles will be donated to charity at the end of each semester.

LUNCHES/MESSAGES

Teachers expect children to come to school prepared for their academic day. It is our goal to extend this responsibility by having each child be responsible for remembering to bring lunch and to know all essentials for the day, i.e. how they are getting home, if they have an appointment, etc. Parents wishing to leave lunches/messages for their children may do so by coming to the office, or messages can be sent to the teacher with your child. Any articles to be delivered to children should be left in the office. We try very hard to avoid unnecessary classroom interruptions. Messages and lunches will be held until recess or lunch when instruction has a break.

All parents are encouraged to maintain a \$10.00 lunch card at school for emergency use when lunches are forgotten. The office does **not have money to lend** to students. The school cafeteria will loan lunch money one time; however, if this is not paid back, the child may not borrow again. This means that your child may have to wait until after school to eat.

MEDICATIONS

If your child must have medication (this includes over-the-counter medication) at school, the following requirements **must** be met.

- A Request for Medication form must be completed and signed by the doctor. This form is available in the school office.
- Medication must be in the original container which carries the prescription label.
- Medication will be given by school personnel.
- Medication must be brought to the office by the parent or guardian. At no time is the child to have the medication in his/her possession.
- Cough drops are not allowed at school.
- Unused medication must be picked up from the school office by the parent or guardian.

Students utilizing crutches, slings, or some other form of medical device may not be on campus without a doctor's note stating the necessity of such device.

OPEN ENROLLMENT PERIOD & SCHOOL OF CHOICE APPLICATIONS

The IDEA Academy @Cottonwood is a Westside Union School District CHOICE SCHOOL. To be admitted to the school, parents of interested students will need to file an intradistrict transfer request during the Open Enrollment Period for Inter-District Transfers and new Intra-District Transfers in the spring. If more requests than there are seats available, a random lottery process will be implemented and seats assigned on the following priority basis:

1. Preference will be given to families that reside within the current Cottonwood School Boundary.
2. Preference will be given to siblings of students who attend the school or who have been admitted under the intradistrict transfer policy.
3. Transfers received on or before April 28, 2017, will be processed before any received thereafter, including those that may meet criteria 1 and/or 2.

After available seats are assigned, a waiting list will be developed and seats will be offered through the end of the 3rd quarter each year. Thereafter, students will be admitted in the transfer process for the following school year.

Parents who desire to send their child/children to another Westside Union School District school may initiate a request (Intra-District Transfer), during the Open Enrollment Period. Once a student has an Intra-District Transfer approved and enrolls in another Westside Union School District school, the new site will be considered the home school and the transfer will not need to be renewed annually. Should the parent wish to return to the school servicing their residence, a new transfer will have to be requested.

Inter-District transfers into Westside Union School District from another district) no longer need to be renewed each year. The district in which the student resides must release that student from their district. This can be accomplished by going to that district office. These transfers are subject to the approval of the Superintendent and consideration to whether or not the desired school has space available.

Parents need to maintain awareness that transfers may be revoked if the child's academic performance, attendance, or citizenship do not meet district standards. Parents who desire to send their child/children to another school out of their regular attendance area (school of residence) must be aware that they are responsible for their child/children's transportation to and from their new school of choice.

PETS/ANIMALS

No pets of any kind are allowed on school property, including leashed pets, both before or after school, and during school activity. Teachers and administration may give special permission for pets to be brought to school as part of a special activity. However, under no circumstances is a potentially dangerous animal to be brought to school.

PHYSICAL EDUCATION PARTICIPATION

We are aware that some illnesses and injuries require modifications in the type of activity in which students can safely participate. We will of course follow any medical doctor's specific recommendation; however, under Board Policy we will require students to "participate to the greatest extent possible." For those with serious injuries this may mean refereeing or aiding the teacher. For those with hand injuries, running may still be appropriate. Those with asthma complications, walking in place or jogging may be required. Other situations may arise where the teacher may need to modify but not completely excuse daily physical education.

WUSD Board policy BP6142.7

Physical education will be required unless a physician's note defining the physical disability or health condition which prevents the student from full participation in P.E. is provided. The physician's note must state the length of time the student is to be excused and the extent to which the student can participate in physical education activities. A physician's written recommendations describing a student's physical limitations, restrictions, or specific permitted activities will be implemented for the length of time the physician states. Students will be expected to participate in P.E. to the greatest extent possible. A parent's/guardian's note excusing a student for no more than three consecutive school days from P.E. due to a health condition will be accepted. Students excused with a parent's/guardian's note will be expected to participate in the activities of the physical education activities to the greatest extent possible.

Adopted: November 18, 2008 Quartz Hill, California

With regard to parent's notes, parents will need to indicate specific problems with specific limitations.

Physical Education is an activity class provided by the district at Cottonwood Elementary School two days per week **and additionally for the first 20 minutes of each school day with their class room teacher**. Students should bring and utilize the proper equipment including athletic shoes.

PICTURES

Individual student pictures will be taken in the fall and spring semester. In accordance with the IDEA Academy @Cottonwood uniform policy, students must be in school uniform during fall pictures. Students may dress in free dress during the spring picture opportunity.

PLAYGROUND SUPERVISION

School staff will supervise the playground beginning at 7:20 am. Please do not have your student come to school prior to that time as there is no one to supervise and it could be a potentially dangerous situation. Other supervised play times are the morning, noon, and afternoon recesses. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised by school personnel after school and students are expected to leave for home immediately following dismissal or report to the pre-paid Boys & Girls' Club program on campus.

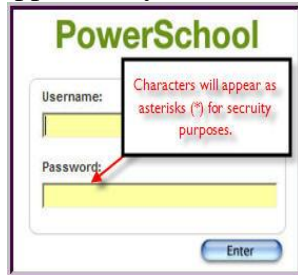
POWER SCHOOL/GRADES

Westside Union School District is pleased to announce that all of our schools will continue to use Pearson's *PowerSchool Premier* for their Student Information System for the 2017-2018 school year. PowerSchool offers parents real-time access to attendance, grades and announcements. PowerSchool will be available anywhere as long as you can connect to the Internet. As soon as logon information is available *usernames* and *passwords* will be distributed. For security reasons, please keep your *username* and *password* in a safe place.

Below is basic information to get you started once you have your logon information (prior logon information should continue to work for your student.)

Accessing the Site

1. Connect to the internet
2. Access Westside Union School District's website: www.westside.k12.ca.us
3. Click on the 'Parents' link at the top
4. Click on the 'PowerSchool' link on the left margin
5. A login page will appear, very similar to this

A screenshot of the PowerSchool login page. It features a green 'PowerSchool' logo at the top. Below the logo is a login form with two input fields: 'Username:' and 'Password:'. A red arrow points to the 'Password:' field. A text box above the 'Password:' field contains the text: 'Characters will appear as asterisks (*) for security purposes.' At the bottom of the form is a blue 'Enter' button.

6. Type in username
7. Type in password
8. Click on 'Enter' button

Accessing Student Information

Once logged in, you will see a menu bar at the top of the screen, similar to this; however, icons may vary from this example.



After you select an icon, you will find more information specific to that category. For example, by selecting Grades & Attendance, you will see a screen similar to the example below. Note that words and numbers appearing in blue are hyperlinks. By clicking on them you can find more detailed information.

Grades and Attendance																
Attendance By Class																
Exp	Last Week					This Week					Course	Q1	Q2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A-B)											Physics Edwards, Karrie H	A 99	--	A 99	0	0
2(A-B)											AP Calculus Webster, Angela N	0	--	--	0	0
3(A)	S	.		Chamber Singers Smith, Paul R	B+ 89	--	B+ 89	0	0
3(B)		Current Affairs Luhman, Jason Q	B+ 88	--	B+ 88	0	0
4(A)	S	.		Creative Writing Geraghty, Mark P	B 85	--	B 85	0	0
4(B)		Office Applications Stennes, Steven P	0	--	--	0	0
Attendance Totals															0	0

When you are done in PowerSchool, you must log off by selecting the 'Log Out' button accessed from all pages.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- Failure to meet grade level achievement with a GPA of less than 2.0 for the year.
- Indifference or lack of effort on the part of a capable student.
- Physical or social immaturity.
- 30 days of absences regardless of reason.

PSYCHOLOGIST

A staff psychologist visits the school on a regular basis. He/She provides the teaching staff with different kinds of evaluation tools. The psychologist is also available to parents who have special concerns about their children.

PTA

The IDEA Academy @Cottonwood PTA is an organization dedicated to improving and supporting the quality of education for students in our school. It is made up of parents, teachers, community members and other people interested in helping students have the best opportunities while they are here.

The strength of our PTA is the steadfast commitment to excellence in our school. Many educational opportunities are the direct result of members' efforts in fund raising, volunteerism, and the support of our national and state organizations which sponsor legislation for children.

The success of our PTA depends on each of us participating in support of our children. Remember, **"If not you, who? If not now, when?"** You children will appreciate the help and we look forward to your continued cooperation, help and support with our activities and projects throughout this year.

You are encouraged to get involved in PTA. With everyone's help, our students reap great benefits from our efforts. Ways you can become an active part of the PTA are:

- Pay your membership dues
- Join a committee
- Assist with a fun/fund raising activity
- Be a room paren
- Be a classroom volunteer
- Correspond with your local legislators
- Attend general meetings
- Support your child's educational programs

RAINY DAY PROCEDURES

If it is rainy, but not actually raining at dismissal, we will dismiss as usual.

REPORT CARDS

Report Cards are issued at the end of each semester (in December and June). Progress Reports are issued at the end of the first and third quarters (in October and March).

SCHOOL COUNSELORS

Elementary and middle school counselors support student growth in the areas of academics, career and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as needed basis throughout the school year, however these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources. Please contact the school if you would like to refer your student for counseling services.

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, these disciplinary actions shall depend on the maturity of the students and the circumstances involved. For students in grades 4-6, the disciplinary action may include suspension and/or expulsion.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator.

SMOKING

Smoking is strictly forbidden at school. Students are neither to carry nor use tobacco products of any kind. The possession or use of tobacco or any controlled substance will result in suspension.

Cottonwood is a tobacco free facility. No adult employee, parent, or community member may use tobacco on the campus.

SPEECH THERAPIST

A speech therapist is on staff. Students can be referred by their teachers for evaluation with the therapist. If any parents feel their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT COUNCIL

Cottonwood Elementary School has an active Student Council. The purpose of the council is to provide firsthand experience for students in the methods and procedures of democratic government. In addition, the Student Council sponsors or assists in special activities in the areas of academics, sports, and fundraising.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Begin each period with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.
- Set goals at the beginning of the semester.

SUBSTANCE ABUSE PREVENTION EDUCATION

Throughout the school year, students will be provided with educational opportunities that will encourage them to adopt a healthy lifestyle. One of the main components will be programs that emphasize a "Say No!" approach to drugs, alcohol, and tobacco and encourage a strong, healthy self-concept.

In conjunction with classroom instruction, counselors, nurses, teachers, deputies for L.A. County Sheriff's Office, and other staff members are available to provide guidance to students and their parents as necessary.

Parents should remind their students that possession or use of any alcohol, tobacco products, or illegal drugs will not be tolerated at school or school functions. Suspension from school will result from such inappropriate student action.

SUSPENSIONS

Suspensions from school are given by the principal or her designee serious infractions of school rules and policy. If your child is suspended, you may be asked to meet with the principal before reinstatement takes place. Students who are suspended may not be on campus during their suspension for any reason.

TRANSFERS

If you do not live within the boundaries Westside Union School District, perhaps you have moved out of the area, you may apply for an Inter-District to remain in the Westside Union School District. An Intra-District Permit is provided to move to another Westside USD site, other than the boundaries where you live.

UNAUTHORIZED ARTICLES/ VALUABLES

Students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and approved by the classroom teacher.

The school administrator and staff cannot be responsible for electronics, toys, trading cards, cell phones, or other personal items which students bring to school. It is required that students leave all valuables at home.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. If a student accidentally causes damage, he/she should report it to his/her teacher immediately so that the damage is not misconstrued as vandalism.

The Board of Trustees considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Any district student who commits an act of vandalism shall be subject to disciplinary action and reparation of damages may be required before the student is allowed to return to class.

VISITORS

All visitors are required to report to the school office upon entering the campus and sign in. Parents are welcome and are encouraged to visit the school, but must receive a pass before visiting any classroom or the playground. Teachers are not available for conferences during classroom time.

VOLUNTEERS

Our school considers parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please contact your child's teacher if you have the time to donate your skills and make our schools a better place for students to learn and grow.

All volunteers and field trip chaperones must have a current TB Risk Assessment Questionnaire and fingerprint results on file. Parent volunteers are asked to sign in at the front desk and wear Volunteer Badges while on campus.

There is a charge of \$32.00 for this service. Please call 661-722-0716 to make an appointment. A current photo ID will be required. It can take several weeks for the Department of Justice to clear the prints, so please allow plenty of time before the activity to have this accomplished. Parents are expected to follow the same standards of dress as their students and the student dress code as volunteers and chaperones.

WITHDRAWALS

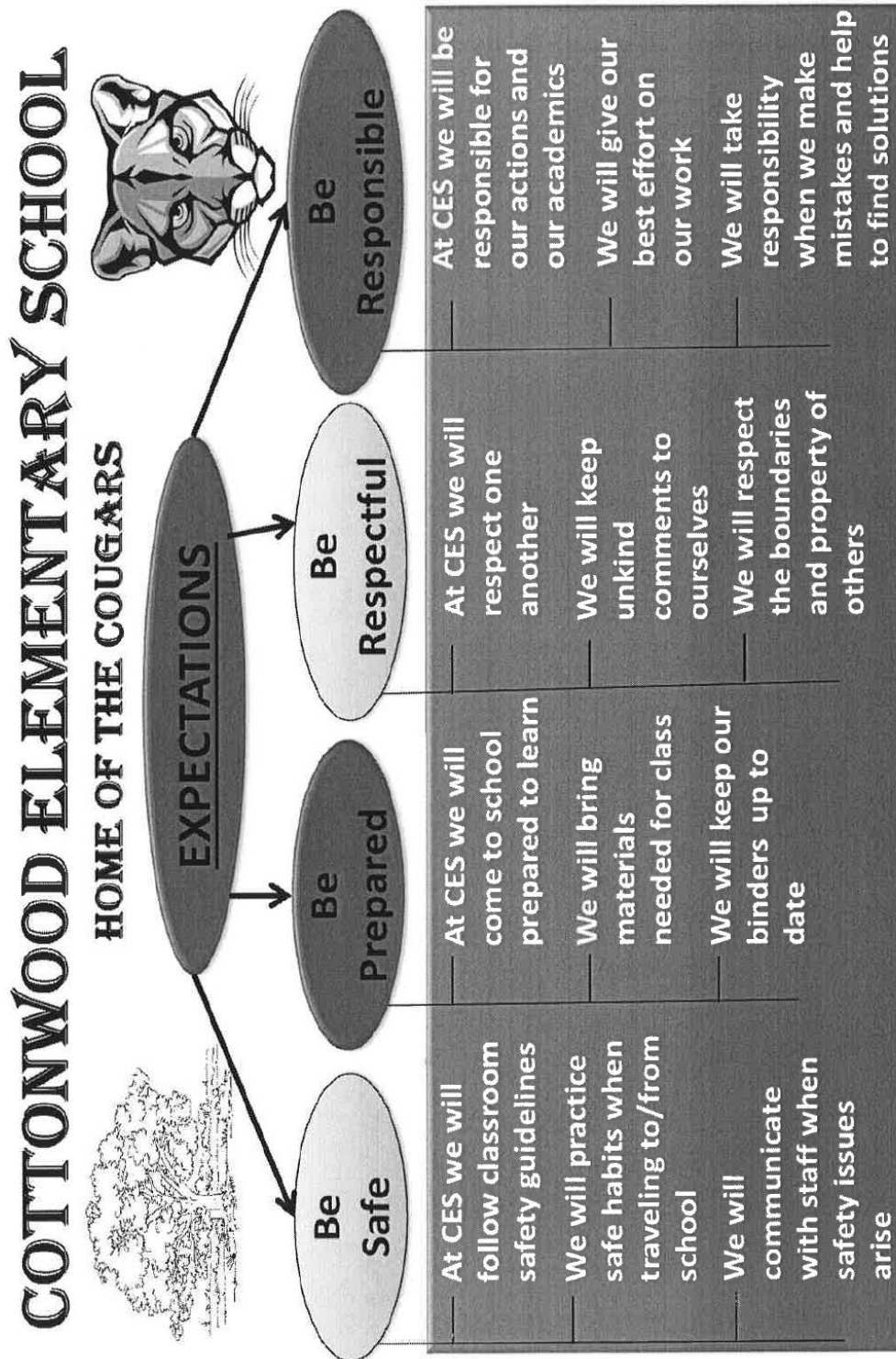
The school office should be given prior notice by the parents of any student who is transferring to another school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. The student's file will be sent upon the request of the new school.



IDEA Academy @Cottonwood Positive School Climate & Discipline Plan

At the IDEA Academy @Cottonwood, we value the importance of maintaining a respectful, responsible, safe, and caring environment where all kids are free to learn and teachers are free to teach. Our goal is to keep every student in class where rigorous learning takes place.

Students are expected to abide by four essential schoolwide expectations for learning and overall conduct:



IDEA Academy @Cottonwood Positive School Climate & Discipline Plan, Cont.

Your cooperation in discussing the importance of these rules with your child will help to ensure a healthy, happy and productive school setting for all of our school children.

Students are supported in making appropriate behavioral choices through structures and strategies that are proactive and preventative in nature and provided at the appropriate level of personalization (school wide, group, and individual.) This includes:

- School wide behavioral expectations
- Implementation of the Boys' Town Program for proactive teaching of expected behaviors and social skills
- Consistent acknowledgement and correction of student behavior
- Data-based decision making
- Active supervision
- Safe and welcoming school culture
- Individual student support for the estimated 3-7% of students who present the most challenging behaviors.

In addition to the reward of acquiring knowledge and a love of learning that will benefit the individual for a lifetime, IDEA Academy students who consistently conduct themselves by our four schoolwide expectations may earn positive verbal recognition, positive notes/calls home, incentive tickets, certificates, merit assemblies/trips and enjoy participation in a wide variety of school wide incentives and other special events.

When students engage in unsafe, disrespectful, or disruptive behavior, interventions and consequences are assigned within a system of progressive discipline as illustrated in the behavior matrix on the following page. It is always our intent to help a student avoid suspension (level four consequence) and focus on implementing alternatives to suspension through meaningful discipline that has the outcome of teaching and changing student behavior first. To this end, disciplinary consequences assigned as an alternative to suspension are designed to be restorative, reflective, and instructional in nature.

We define restorative, reflective and instructional as follows*:

Restorative: Provides an opportunity for the student to restore relationships between themselves and stakeholder(s) they have affected due to the behavior incident (apology, student contracts, community service, restitution, etc.)

Reflective: Provides an opportunity for students to reflect about the decisions they made that led to the discipline (reflection-think sheets, role-playing, interviews, etc.)

Instructional: Provides a teaching opportunity for students that target the function of the behavior and helps the student learn the skills needed to not engage in such behaviors again (social skills, behavior lessons, teaching opportunities to younger group of students, behavior exams, etc.)

*Source – Djabrayan Hannigan, Jessica and Hannigan, John E. (2017), *Don't Suspend Me: An Alternative Discipline Toolkit*.

The diagram that follows shows the general progression from low-level consequences, experienced by a larger number of students, to high-level consequences which are necessary for a lesser number of students with repeated or severe misconduct. The entry point will depend on the circumstances and severity of the incident.

PROGRESSIVE DISCIPLINE MATRIX

<p style="text-align: center;">High Level Four – Severe Infractions</p> <p>Violations of the Education code 48900/48915* which require the immediate attention of administrative staff. These include:</p> <ul style="list-style-type: none"> ● fighting ● serious threat of physical injury ● gross defiance or disrespect ● stealing ● possession of a weapon (real or imitation) or other dangerous object ● possession, use, or sale of alcohol, tobacco or any controlled substance ● progressive bullying or cyber bullying ● sexual harassment ● vandalism or destruction of school property 	<p style="text-align: center;">High Level Four Interventions</p> <p>The interventions and consequences used to address and correct severe infractions may include:</p> <ul style="list-style-type: none"> ● Progressive restorative, reflective, and instructional consequences ● Additional alternatives to suspension such as warning, counseling, parent conference, removal of privilege, restriction of activity, detention, restitution, on-campus suspension for 1-5 days ● Off-campus suspension for 1-5 days ● recommendation for expulsion and referral to law enforcement <p>*Any EC 48900 violation is grounds for automatic suspension and can lead to expulsion from the Westside Union School District.</p> <p>After an incident of suspension, students will have a behavior contract established, be referred to the school Interventions Team (SIT) for behavior monitoring, and/or be referred to the School Attendance Review Board.</p>
<p style="text-align: center;">High Level Three</p> <p>Continued incidences of low level misbehavior will result in an administrative referral. In addition, Level 3 behaviors also include these violations of Education Code 48900:</p> <ul style="list-style-type: none"> ● obscenity/vulgarity-racial slurs ● repeated threats/harassment ● causing injury to others ● profanity toward adults ● progressive bullying or cyber bullying ● major defiance or disrespect to authority ● truancy ● defacing school property 	<p style="text-align: center;">Level Three Interventions</p> <ul style="list-style-type: none"> ● Progressive restorative, reflective, and instructional consequences as an alternative to suspension ● Additional alternatives to suspension such as parent conference, removal of privilege, restriction of activity, detention, on-campus detention or suspension* for 1-5 days ● Off-campus suspension for 1-5 days ● recommendation for expulsion and referral to law enforcement <p>*During on-campus suspension, the student is removed from his/her regular classroom activities and supervised in an alternative setting at the school.</p>
<p style="text-align: center;">Low Level Two</p> <p>These are continued low level misbehaviors (typically 4th and 5th offenses)</p>	<p style="text-align: center;">Level Two Interventions</p> <ul style="list-style-type: none"> ● Boys' Town progression corrective strategies and conference with student ● restorative, reflective, instructional consequence ● detention/s assigned by the teacher or administration ● conference with student & parent ● other strategies as deemed appropriate by teachers & administration.
<p style="text-align: center;">Low Level One</p> <p>Low level offenses are misbehaviors managed "on the spot" (classroom, playground, common areas, etc.). These are typically 1st, 2nd, and 3rd offenses and include:</p> <ul style="list-style-type: none"> ● initial/isolated/infrequent incidents of disruption (Ed Code 48900 K) ● non-compliance/defiance ● disrespect in the form of arguing back ● property misuse ● dress code violation ● hands-off violation ● inappropriate language ● dishonesty ● out of bounds ● trash/littering 	<p style="text-align: center;">Level One Interventions</p> <p>Intervention strategies are used to address and correct minor disruptive behaviors in class & on campus. These may include:</p> <ul style="list-style-type: none"> ● prompt/warning ● provide a structured choice ● Boys' Town corrective strategies including guided self-correction and corrective teaching ● moderate consequence including seat or area change, reflective-think sheet, phone call/note home, time-out in partner class ● merit plan for some grades ● time-out on the playground ● campus beautification ● partner class ● other strategies as deemed appropriate by teachers & administration. <p>When documented interventions show that a student has failed to comply with these strategies, parent contact is established by the teacher.</p>

ATTACHMENT B

BULLYING PREVENTION POLICY

The IDEA Academy @Cottonwood believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance.

The IDEA Academy @Cottonwood will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are different types of bullying and misconduct including, but not limited to:

Physical Bullying: hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

Cyberbullying: using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

Social Bullying: leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

Verbal Bullying: name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*

Non-verbal Bullying: posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

Indirect Bullying: getting someone to do something mean or hurtful to someone else on your behalf.

Sexual Harassment: any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation.* (Even if I like the person I must be respectful at all times.)

Discrimination: targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

The IDEA Academy @Cottonwood expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, the IDEA Academy @Cottonwood will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

A Sign-and-Return copy of this policy is provided at the back of your handbook.

ATTACHMENT C
Cottonwood School Parent Involvement Policy

The staff of the IDEA Academy @Cottonwood School recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports, with updates to grades on Power School minimally every 3 weeks, to parents/guardians on their children's progress and hold parent-teacher conferences as needed or as requested with parents/guardians of elementary school students.
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
3. Provide information about parent involvement opportunities through school, and/or class newsletters, the district's web site, and other written or electronic communications
4. Encourage parent/guardian input on school issues and programs
5. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand
7. Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs.
8. Build the capacity of the school and parents/guardians for strong parent involvement by:
 - a. assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
 - c. educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
 - d. informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers that provide training, information, and support to parents/guardians of participating students
8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as
 - a. providing parents/guardians with information regarding ways to create an effective

study environment at home and to encourage good study habits.

b. encouraging parents/guardians to monitor their children's school attendance, homework completion, television viewing and use of electronic devices, for example internet access/video games

c. build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

9. Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

(1) Parent-teacher conferences, as needed or requested, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress with regular updates to Power School, minimally every 3 weeks.

(3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

10. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
11. Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement
12. If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
13. The principal or designee, jointly with parents/guardians shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

ATTACHMENT D

AR 1221

Learning Environment Disruptions

The Board of Trustees is committed to a learning environment that fosters mutual respect among district teachers, parents/guardians and students. The following regulations have been developed for dealing with individuals who disrupt/damage the educational environment through volatile, hostile, or aggressive actions.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave immediately.
3. If violence is directed against an employee, or theft against property, the employee shall promptly report the occurrence to the principal or supervisor and complete a written report. Employees and supervisors should notify law enforcement officials and report any attack, assault or threat made against them on school/district premises or at school/district-sponsored activities.
4. When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Education Code [44811](#) and Penal Code [415.5](#) and [626.7](#), if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school.

If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials. An Incident Report should be completed for the situations set forth in paragraphs 1 and 2.

Appeal Procedure

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second day after the person has been directed to leave the school building or grounds. The Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent or designee may be appealed to the Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

Notification Procedure

The Superintendent or designee will be responsible for making both parents/guardians and teachers aware of district policy that promotes mutual respect including provisions for dealing with disruptions.

If it is determined that a member of the public is in violation of the provisions of this policy, the individual should be counseled on the applicable Education Code and Board policy provisions at the time of the occurrence and the employee must notify his/her supervisor and provide a written report of the incident.

Regulation WESTSIDE UNION SCHOOL DISTRICT

approved: September 18, 2001 Lancaster, California

ATTACHMENT E

ACADEMIC VOCABULARY

[illegible]

BULLYING PREVENTION POLICY

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We have reviewed the Bullying Prevention Policy.

****PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT'S TEACHER****

We have read and discussed the bullying prevention policy.

Student Name (PRINT)

Parent/Guardian Signature

Student's Teacher

Date



****PLEASE REMOVE AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER****

I have any read the information in this handbook including the attendance policy, tardy policy, bullying prevention policy, rules, behavior and academic expectations and closed campus policy with my child and explained so they understand the school rules and other information presented.

If I have any questions or concerns, I know I can contact my child's teacher or the school administration.

Student Name (PRINT)

Student Signature

Parent Name (PRINT)

Parent Signature

Student's Teacher

Date