

Cottonwood Elementary School

Parent Information Guide



It's NOT JUST SCHOOL . . . It's COTTONWOOD!

**Cottonwood Elementary School
8850 Cottonwood Ave.
Hesperia, CA 92345
(760) 949-1390**

WELCOME!

We are pleased to welcome you and your child to Cottonwood Elementary School. The staff is here to work with you to best meet your child's academic and social needs, and to be of service to you and your family throughout the year.

At Cottonwood, we are proud of our commitment to helping kids connect with school and their community through our school's theme of Social, Physical, and Academic Fitness. Programs such as Rachel's Challenge, drama club, Robotics, E-Sports, and many others are designed to give Cottonwood students positive experiences that will help them become confident, kind, and hard-working individuals who succeed in many ways.

Your family is a crucial component in our partnership to assist students in achieving their full potential. We encourage you to become an active member of the Cottonwood community, and to assist us in our goal to develop independent, life-long learners. We welcome you to become a parent volunteer, and invite you to participate in our Parent Teacher Club, School Site Council, English Learners Advisory Council, and all school functions. Additionally, we truly believe that communication is the key to forming a successful home-school partnership. ***If you ever need to speak with administration or staff regarding ANY concerns or ideas you may have, please call to set an appointment. We are always happy to meet with you.***

Thanks for being part of the Cottonwood Family. We're looking forward to a great year!

Sincerely,

Renee Singer, Principal
Mindy Leyvas, Assistant Principal



COTTONWOOD STAFF

Administrators

Renee Singer, Principal

Mindy Leyvas, Assistant Principal

Teachers

Cristina Rios, Pre-K
Mireya Encizo, TK
Michelle Stockman, TK
Penny Hale, K
Kari Jackson, K
Ana-Maria Ruiz, K
Teresa Seybert, K
Michelle Kensley, 1
Renee McNulty, 1
Dawn Rodriguez, 1
Katherine Shea, 1
Rachel Solomon, 1
Patricia Ayers, 2
Norma Gutierrez, 2
Amorette Hernandez, 2
Sarah Murray, 2
Stacy Reh, 2
Robert Balders, 3
Janell Chang, 3
Jodie DeCoursey, 3
Debra Peters, 3
Julie Harrison, Speech

Staci Kovach, 4
Jon Lee, 4
Bethzaida Mata, 4
Alicia Rodriuez, 4
Megan Ruiz, 4
James Fogo, 5
Will Harrison, 5
Trevor Redona, 5
Lora Stoddard, 5
Tara Cole, 6
Terri Eddy, 6
Dave Hidalgo, 6
Rebecca Inman, 6
Miranda Redona, 6
Vince Delorme, Special Ed.
Ray Flores, Special Ed.
Maryly Gonzalez, Special Ed
Winette Haddock, Special Ed.
Camillea Johnson, Special Ed.
Wendy Rogers, Special Ed.
James Thompson, Special Ed.
Aaron Moreno, Instrumental Music

Support Staff

Margie Land, Admin Secretary
Giselle Garcia, School Secretary
Traci DeFabiis, Attendance Specialist
Amanda Jaime, LVN
Irma Gonzalez, Library Media Specialist
Rafael Araiza, Computer Learning Specialist
Manny Ortega, Day Lead Custodian
Debra Zavala, Night Custodian

Emily Aguilar, Bilingual Assistant
Natalie Hernandez, LTEL Assistant
Normandy Esparza, TK Instructional Assistant
Elizabeth Lecona, TK Instructional Assistant
Erica Aldama, Special Ed. Assistant
Angela Ayala, Special Ed. Assistant
Damaris Compeseco, Special Ed Assistant

Norita Flores, Special Ed. Assistant
Latoya Golfin, Special Ed. Assistant
Kelley Jacquez, Special Ed. Assistant
Roxanne Mata, Special Ed. Assistant
Mekaela Morris, Special Ed. Assistant

Jennifer Negrete, Special Ed. Assistant
Jennifer Nunez, Special Ed. Assistant
Jenni Solomon, Special Ed. Assistant
Ellen Sowersby, Special Ed. Assistant
Alberto Thompson, Special Ed. Asst.
Sandy Trujillo, Special Ed. Assistant
Waldo Ruiz, Night Custodian
Jamie Vest, Special Ed. Assistant
Marie Fillingame, Cafeteria
Marsha Gemel, Cafeteria
Josie Gutierrez, Cafeteria
Susan Macias, Cafeteria
Jodi Bradshaw, Proctor
Harley Collins-Glaude, Proctor
Misty Danfifer, Proctor
Jessica Morales, Proctor
Maria Perlera, Proctor
Britanny Sanchez, Proctor
Amber Whelan, Proctor
OPEN Proctor
Brianna Millinganhawk, School Psych
Tamara Morris- School Counselor

GENERAL INFORMATION

Cottonwood Elementary School
8850 Cottonwood Ave.
Hesperia, CA 92345

Phone: (760) 949-1390

FAX: (760) 949-6172

Website: <https://www.cottonwoodelementary.org/>

Facebook: @cottonwoodcoyotes

Instagram: cottonwoodcoyotes

Twitter: @ItsCottonwood

School Colors: Red and Black

Mascot: Coyotes

Grade Levels: TK-6

Student Population: Approx. 900

Office Hours: 7:00 – 3:00

COTTONWOOD MISSION STATEMENT

The mission of Cottonwood Elementary School is dedication to the highest quality of academic instruction and service to all members of the school community, delivered with a sense of compassion, friendliness, individual pride, and school spirit.

ACADEMIC FOCUS

Students will speak and write using academic vocabulary across all subject areas.

SCHOOL THEME

Social, Physical, and Academic Fitness

DAILY SCHEDULE

7:00	Teacher Workday Begins
7:10	Gates open- Grades TK-6 Students Arrive
7:30	Grade TK-6 Instruction Begins
7:40	Morning Announcements (Attendance entered by 8:00 daily)
11:06	TK/ Kindergarten Instruction Ends (Wed. 10:09)

11:06 TK/Kindergarten Enrichment/Intervention Begins (W 10:09)
1:47 1st-6th Instruction Ends (Wed. 12:51)
2:02 Teacher Workday Ends

LUNCH SCHEDULE:

10:30-11:10 1st Grade
10:50-11:30 2nd Grade
11:10-11:50 3rd Grade
11:10-12:10 TK
11:30-12:10 6th Grade
11:40-12:40 Kinder
11:50-12:30 5th Grade
12:10-12:50 4th Grade

RECESS SCHEDULE:

9:00-9:30 TK
9:20-9:40 5th
9:40-10:10 Kindergarten (2 classes)
9:50-10:10 2nd/3rd Grade
10:00-10:20 4th Grade
10:10-10:30 6th Grade
10:20-10:50 Kindergarten (2 classes)
12:20-12:40 1st

STUDENT ARRIVAL/DEPARTURE PROCEDURES

Bus Riders

Bus transportation is available to students who live more than one mile from school (3/4 mile for kindergarten), and who have a valid bus pass. Students must have their bus pass every day, and there is a \$5 fee to replace lost passes. Bus riding is a privilege, not a right, and misconduct could affect the safety of all children on the bus. Students are expected to follow bus safety rules, including:

- Remain seated and facing forward at all times.
- Use a quiet voice.
- Follow the instructions of the bus driver.

Any abuse of these rules can result in suspension of bus riding privileges. Proper behavior at the bus stop is also expected. If a problem arises either on the bus or at the bus stop, please contact First Student at (760)244-4022. They will assist you with your concerns. **Students who wish to ride a bus other than their assigned bus MUST provide a note from their parent or guardian stating the new bus route and the date of the change.**

Morning arrival: Students will unload from the buses through the Cottonwood Avenue gate in the bus lane. Students will be met by a proctor.

Afternoon departure: Students will load the buses at the end of the school day through the Cottonwood Avenue gate. Students will be escorted to their bus by a teacher.

The bus lane is for BUSES ONLY. Please do not drive through or park in the bus lane at any time. Violators may be assessed a \$500 fine by School Police. All vehicles must stop when the red bus lights are flashing.

Car Dropoff - Pickup

Students are to be dropped off and picked up in the student pickup area only. Follow the traffic flow (double lane) through the drop-off/pickup lane, stopping alongside the curb. Children will enter or exit your car at this location. At no time should parents park or drive through the staff parking lot, as this can create a safety hazard at drop-off and pick-up times. Please follow the directions of school staff members supervising this area.

Morning drop off: Students will exit your vehicle at the curb and enter campus through Gate A (on the west side of the office building).

Afternoon pickup: Drive through the single traffic lane and wait your turn until your car reaches the curb. Teachers will escort students to the pickup area and the duty teachers will assist the students into the car. Students will NOT be released to walk across the parking lot or across the street.

D Gate- Walk up Pick up

Parents may park off campus and walk up to pick up their student(s) down in our Kindergarten area. Parents will enter through Gate D and pick up their student(s) and exit through Gate E. Students will not be released without an adult present.

Walkers

Morning arrival: Students are to use the crosswalks and sidewalks to enter the school at Gate A. Students are NOT to walk through the parking lots.

Afternoon departure: Students will meet the duty teacher at designated tables in the cafeteria. The students will then be escorted to the end of the sidewalk next to the entrance to the pickup lane if they walk towards Maple Ave and will be escorted to the crosswalk if they walk down Cottonwood Ave.

PLEASE NOTE: This is NOT a parent pick up area. Students are expected to walk home.

Bicycles

Students who wish to ride their bikes to and from school must fill out the required forms in the office. Helmets are required equipment for all bike riders. Bikes must be parked and locked in the bike rack during the day. Students must provide their own lock and chain. The school is not responsible for stolen or vandalized bikes. At no time are students allowed to ride their bikes on Cottonwood's campus or in the parking lot.

ANY CHANGES TO THE WAY STUDENTS GO HOME, EVEN TEMPORARILY, MUST BE MADE IN WRITING AND TURNED IN TO THE OFFICE IN ADVANCE. CHANGES WILL NOT BE MADE OVER THE PHONE FOR SAFETY REASONS.

*** IMPORTANT REMINDERS***

Red zones are unauthorized parking areas.

Please park legally at all times. Do not park in red zones, bus zones, or block parking spaces, crosswalks, trash dumpsters, or residential driveways or mailboxes.

Remember, Muscatel Avenue is a school zone. Please observe the 25 mph speed limit, and reduce your speed to 5 mph in the pickup lane.

PARENT VISITORS POLICY

If you would like to volunteer or observe in your child's classroom, we ask that you make arrangements with the teacher at least 24 hours in advance, and we will add you to our visitors list for the day. Please check in with the office when you arrive. All visitors must provide an ID when checking in. For security reasons, parents are not permitted on campus before school or during the school day without a scheduled appointment or for a scheduled school event.

"HEALTHY SNACK" GUIDELINES

Since our school has a focus on nutrition and physical fitness, and due to recent laws limiting the sale and distribution of unhealthy foods, we strongly encourage you to consider nutritional options when bringing in treats for class celebrations. Good examples of this would be yogurt, graham crackers, fruit juice, fruit and vegetables, and other "non-sugary" items. Please check with your child's teacher or the front office before buying items to bring to school.

LOST AND FOUND

Our lost and found is located in the school cafeteria. If your child loses a jacket, backpack, sweatshirt, etc., he/she should always check there first. It is always helpful when parents put their child's name inside the item so it can easily be identified and/or returned. Please be aware that we donate all lost items to charity on the last day of each month, so don't delay once you notice something missing!

RACHEL'S CHALLENGE

Rachel's Challenge is a schoolwide program created by Darrell Scott, the father of Rachel Scott -- a student involved in the Columbine HS incident in 1999. The goal of the Rachel's Challenge program is to encourage students to be kind to each other, offer encouragement to their classmates, and create a "chain reaction of kindness" whenever possible. Cottonwood has implemented this program as part of our commitment to bullying prevention, and to create a positive school culture of acceptance and kindness.

By accepting Rachel's Challenge, Cottonwood students strive to:

- **Look for the best in others**
- **Dream big**
- **Choose positive influences**
- **Speak with kindness**
- **Start a chain reaction of positivity**

With consistent modeling and teaching of these standards at home and at school, we can create a school community that students, parents, and staff members truly enjoy being a part of. For more information about Rachel's Challenge, we encourage you to visit: <https://rachelschallenge.org/>

"HOWLAPALOOZA" INCENTIVE PROGRAM

The HOWLAPALOOZA program is an incentive program that is held once every quarter. This program is based on student participation, student effort, attendance and behavior. Students can earn incentive prizes as well as admission to special assemblies each quarter. Please contact our office if you have any questions.

Students can also earn HOWL tickets to enter into a raffle. The raffle is held every Friday at the beginning of the school day. Raffles may also be done throughout the school year.

PARENT INVOLVEMENT OPPORTUNITIES

Parent Teacher Club (PTC)

Cottonwood has an active PTC, whose function is to raise funds for student activities, organize events, and support our students in many other ways. We are always looking for new members, so if you're interested in being part of this amazing group, please visit the office for more information.

School Site Council

Cottonwood's School Site Council (SSC) is a group composed of staff members and parents. Its function is to identify areas of need within the school and develop ways to meet these needs. The SSC is responsible for monitoring and evaluating the instructional focus of the Single Plan for Student Achievement, and making budgetary decisions to implement school programs. Parents are invited to attend the SSC meetings, which are generally held once per month. Consult our social media or our website for specific dates and times.

English Learners Advisory Council (ELAC)

The site ELAC is an advisory committee to the School Site Council. The ELAC is composed of parents, community members, and Cottonwood staff members. This committee is responsible for making recommendations related to EL students' needs, the development of the Single Plan for Student Achievement, and assessment of instructional programs. Parents are invited to attend ELAC meetings, which are held every other month. Check our social media or our website for specific dates and times.

TEACHER REQUEST POLICY

If you would like to request a specific teacher for the year, you must fill out the necessary paperwork, which is available in the office. **Request forms will only be accepted during the month of April for the following school year.** We use various information when creating classes, therefore, requests are not guaranteed.

Thank you for taking the time to review Cottonwood's rules and procedures with your child. If you have any questions regarding the information in this guidebook, please contact Ms. Singer or Mrs. Leyvas and they would be happy to discuss your questions and concerns with you.

Working together, we will make this a memorable year for your child and your family. We appreciate your participation and support in the Cottonwood Community.

