

2019/2020

**PARENT & STUDENT
HANDBOOK**

**COTTONWOOD POINT
ELEMENTARY SCHOOL**

BLUE VALLEY SCHOOL DISTRICT

**10521 W. 129th Street
Overland Park, KS 66213
(913)239-6100**

Absentee Line: 913-239-6105

**Dr. Jennifer Spencer
Principal**

BASIC DAILY SCHEDULE

| | |
|-------------|--|
| 8:15 | Professional work day begins |
| 8:25 | First bell rings - Students may enter building and proceed to the classrooms |
| 8:35 | Second bell rings - Classes begin |
| 11:00-11:30 | Kindergarten lunch |
| 11:15-11:45 | 2 nd Grade lunch |
| 11:50-12:20 | 1 st Grade lunch |
| 12:00-12:30 | 3 rd Grade lunch |
| 12:25-12:55 | 5 th Grade lunch |
| 12:30-1:00 | 4 th Grade lunch |
| 3:40 | Dismissal |
| 4:00 | Professional work day ends |

Mission Statement...

Together we will create a safe, positive environment to develop self-confident, lifelong learners and responsible citizens.

Dear Parents and Students:

The staff at Cottonwood Point extends welcome to each of our amazing CPE families. Our goal is to prepare our children for their future lives with an exceptional foundation of academic skills. To do this, we must, first, provide them a foundation of safety both physically and emotionally. Thus, we will intentionally teach social and emotional skills in addition to academic standards. This handbook has been compiled to help assist in that effort and hope it will answer any logistical questions you might have.

The educational process is a cooperative partnership between home and school. Commitment to this relationship will enable each child to reach his or her maximum potential. The elementary years are especially important, as this is the time when attitudes, self-concept, and work habits are initially formed. In addition, parents are encouraged to visit and take part in the activities of the school. Please feel free to ask questions and offer comments.

The Cottonwood Point staff is committed to helping each child experience success. We look forward to working with you and your children in the coming year. We consider you and us as one large family for children. Welcome to the CPE Family.

ANCILLARY SERVICES

BAND INSTRUCTION:

Beginning band instruction is available to fifth grade students for 30 minutes two days a week. At the beginning of the year, the band instructor assists students in selecting the appropriate instrument. Instrument rental arrangements are available through local music stores.

BLENDED LEARNING

Learning is consistently accomplished with the blending of many instructional methods. Technology is embedded in our classrooms commonly with use of Ipads and ChromeBooks as well as other forms of technology. We also utilize have a lab supervised and instructed by a paraeducator. Students come to gain explicit instruction as well as experience opportunities to create with the use of software and various applications available. When students return to their classrooms, they have the opportunity to integrate what they learn in explicitly in the lab into their classroom experiences.

CAFETERIA:

Staff is hired to supervise in the lunchroom for 2.5 hours each day. All employees have a 30-minute duty-free lunch.

The cafeteria does not have the ability to microwave student meals.

CLASSROOM MUSIC K-5:

Classroom music provides every student the opportunity to develop his or her musical potential to the fullest. The music program provides experiences in self-expression, social skills, cultural influences, performance skills, and emotional release.

All grades respond to music through singing, movement, listening, dramatics, and playing. Special attention is given to the development of motor skills. All students are given the opportunity each year to display individual achievements and share talents through a public performance at school. Enhancing students' self-image and confidence is of utmost importance in classroom music every day.

ENGLISH SPEAKERS OF OTHER LANGUAGES:

Blue Valley School District teachers, administrators, and English Speakers of Other Languages (ESOL) staff are committed to providing quality educational services to ESOL students, which will enable them to make a smooth transition to American culture and schooling. Students are taught English language skills, and offered assistance as students adjust to the cultural patterns of American life.

FOREIGN LANGUAGE PROGRAM:

Cottonwood Point offers introductory Spanish to Kindergarten through fifth grade students. The program includes: an emphasis on speaking and listening skills, cultural exploration, integration with the elementary curriculum, and active learning. We feel very fortunate to have the opportunity to provide this program as a foundation for future experiences.

LIBRARY MEDIA PROGRAM:

The mission of the Blue Valley Library Media Program is to provide the community of learners with the resources and literacy skills necessary to ensure academic achievement and success in life. The Cottonwood Point library media center functions as an essential part of the teaching and learning process, bringing literacy skills and services to students in multiple content areas. Classroom teachers collaborate with the library media specialist to teach literacy skills in context, at the appropriate time, and in a logical sequence. The library media collection at Cottonwood Point is developed for research and inquiry learning with a strong emphasis on nonfiction including biography, poetry, and folklore. The collection also provides a broad range of fiction covering all genres to encourage reading for pleasure. Reading guidance is a cooperative endeavor of the teacher, library media specialist, and library staff.

PHYSICAL EDUCATION:

Physical Education involves children in the habit of good fitness along with a strong background knowledge about their health and health practices following the district curriculum. In addition to a fitness program, students are introduced to a variety of games and sports. Tennis shoes are a necessity for participation in physical education. Tennis shoes should either lace-up or close with Velcro.

R.E.A.L. (Reading Enjoyment and Appreciation of Literature)

R.E.A.L. is presented once a week for 30 minutes at the primary level. The two major goals of R.E.A.L. are to motivate children to read for pleasure and to give them time to do just that. To accomplish this, different types of literature, as well as classics in children's literature are introduced along with various authors. This program also focuses on various thematic groupings of books at each grade level. Time is provided at each R.E.A.L. session for silent recreational reading.

READING SPECIALIST:

The Reading Specialist collaborates with teachers and parents to provide assistance in supplementing the language arts program at Cottonwood Point. This assistance may be provided through various methods; one-on-one, small study groups, and in-class instruction. Activities may include phonemic awareness, phonics, comprehension strategies, vocabulary building, fluency work, and choral reading. Instruction is multi-sensory and tailored to students' needs. A reading paraeducator works collaboratively with the Reading Specialist to provide support to students.

SCHOOL COUNSELOR:

An elementary school counselor helps all students, is a resource to teachers and parents, and an active participant on the Student Improvement Team and the Special Education Team. The counselor leads classroom guidance lessons, developed from the district counseling curriculum, on a weekly basis to Kindergarten classrooms and bi-monthly to grades 1-5. The counselor may also offer small groups for students needing extra support for changing family structures, life skills, friendship issues, and self esteem or other topics as needed.

The counselor often visits with students individually in the counselor's office. Students are able to sign up to see the counselor to help them problem solve, talk out a problem or just to be comforted. There may be times when other students are asked to join someone in the counselor's office to help facilitate the problem solving process all under the counselor's guidance. Every effort is made to expedite these counseling sessions during nonacademic times of the day. Lunch bunch is another opportunity for students to interact as they share their lunchtime with the counselor.

School wide Community Service projects are supported by the counselor and tracking forms for service hours are collected in the counseling office.

The school counselor maintains communication with parents through email, voicemail, and phone contact as well as private meetings in the counseling office. Confidentiality is adhered to for all students and families.

SCHOOL NURSE:

The school nurse provides instruction for the students following the adopted Blue Valley health curriculum in cooperation with the counselor, physical education teacher, and classroom teachers.

The school nurse enforces communicable disease control measures for the protection of each child at CPE, maintains health records, screens children at the beginning of each year for vision and hearing. She sees children daily for accidents, illnesses, and prescriptive medications. She maintains close communication with parents and staff.

SCHOOL IMPROVEMENT TEAM:

A team of specialists within the building collaborates with classroom teachers in an effort to meet the needs of individual students within the regular classrooms. The team includes: the classroom teacher, general education interventionists, school psychologist; principal; the learning resource specialist; school nurse; school counselor; and other district specialists as needed (such as occupational therapist, vision or hearing impaired specialist, speech pathologist; or behavior specialist). The team serves as a resource to classroom teachers in their efforts to increase their students' success and achievement in the classroom. The team brainstorms with the classroom teacher and helps plan and monitor instructional strategies and interventions which the teacher can use within the classroom based on individual student's strengths and weaknesses. Parents will be kept informed of any individual plans or interventions which are designed to help their child.

STRINGS:

CPE offers strings instruction to interested fourth and fifth grade students. They typically give 3 mini-concerts during the year. They may also participate in an assembly with Oxford Middle School and perform for the Area Strings Festival at Blue Valley Northwest High School.

VISUAL ARTS:

Art as a form of communication is promoted in a sequential program in which students are encouraged to develop creative solutions to visual problems. By making artworks and by studying art of the past and the present, students learn to use and understand the elements of art (color, line, shape/form, texture, space) the principals of design (repetition, balance, contrast, rhythm, proportion, emphasis, variety, unity) and learn critical thinking skills to help make aesthetic judgments.

SPECIAL EDUCATION SERVICES:

Special Education Services are provided to students within the Blue Valley School District who demonstrate special needs as defined by state and district guidelines.

Emotionally Disturbed: Cottonwood Point houses the one of five self-contained emotionally disturbed classrooms in the district for primary and intermediate students. Each of these students meets state and district criteria for special education services. Identified students not living in the CPE attendance area are transported to CPE to receive services. Students are included in a regular classroom to the maximum extent possible during the school day. Support from paraprofessionals or a behavior disorder specialist are utilized as necessary and as mandated by each child's individualized education program (IEP). In contrast, a few students may at times require individualized help in a self-contained classroom to maximize the success of academic and behavioral modifications.

The nature of the emotionally disturbed program is tailored to students served and the types of services required. Consistencies in the program include: utilization of paraprofessionals to assist students, individualized educational programming, implementation of district-prescribed curriculum, integration of social, emotional, and life skills with on-going assessment of each child's strengths and challenges.

The Resource Room Specialists serve students with special learning needs in the regular classroom and through pull-out services. This program serves identified students using different service models in an effort to ensure academic success. Services range from direct instruction in the resource room, to consultation services with classroom teachers and support for at-risk students. The specialists serve teachers in a variety of ways to help with materials, strategies, or other resources that will supplement the curriculum.

Gifted Education: Exceptional Growth for Exceptional Learners

Gifted Education Programming Services is a program which meets the needs of identified gifted students based upon an Individualized Educational Program. The mission for services for gifted students is to provide personalized learning experiences that facilitate intellectual and affective growth. Gifted services include an Individualized Education program and a group curriculum which focuses on:

- Process Skills
- Affective Skills
- Exploration and Extension of Content.

The goal of the gifted program is to provide each student with appropriate challenging learning activities, validation and understanding of self, and to provide extension and enrichment which a child shows need for but cannot be provided within the general education classroom setting.

Special Education Paraprofessionals: The role of special education paraprofessional is primarily one of service to those students who have been identified as needing support services. In an inclusionary classroom, the paraprofessionals work with the regular classroom teacher and the special educator to meet the needs of the student(s). In a self contained classroom, the para works with the students under the supervision of an educational specialist. It is important for the paraprofessional to be confident with the curriculum and the student needs when working with students to meet the objectives defined in their individual educational plans. They provide a support to students and staff in an effort to meet the needs of students.

COTTONWOOD POINT PTA

We are very fortunate to have an active PTA supported by a large percentage of our parent community. The PTA works with the school to provide a variety of projects, programs and social functions for our children and their families. There are approximately 44 PTA committees at Cottonwood Point which coordinate special activities or projects. To learn more about the committee's and what they do please go to the CPE PTA web page at <https://cottonwoodpointpta.membershiptoolkit.com/home>

GENERAL INFORMATION

Alternative plans for leaving school: Alternative after-school plans must be submitted early in the school day to the teacher, or phoned into the office before 3:00 p.m. We want to make sure students have parental permission to take alternate routes home. Otherwise, your child will be required to go home the way stated on the form provided to the office at the beginning of the year.

Prior arrangements must be made for after school activities; children will not be allowed to use the school phone to make these arrangements.

Attendance: Under the laws of the State of Kansas, all students between the ages of 7 and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three(3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year. If it is necessary for a student to miss more than seven consecutive days during the year for any reason, the family should submit a written request for an extension to the principal in advance of the next absence.

Absentee Line: 913-239-6105

Please report student absences no later than 9:00 a.m.

Birthday Celebrations and Special Events: Birthdays are very special times for our children. Call or send a note to the teacher a few days before your child's birthday if you would like to celebrate at school with birthday treats. Birthday treats are usually shared at the end of the day from 3:00 - 3:40, but can vary depending on the day's schedule or individual teacher preference. Please get an exact count and be sure to include the teacher(s). You will want to check with the teacher regarding appropriate times to share, and **any students' allergies to food items**. Any item must follow the NutSafer guidelines. Due to the Federal, State and District focus on wellness and nutrition as well as allergies, we would encourage healthy birthday treats. Here is a suggested birthday/classroom treat list.

Please continue to read the ingredient label even on these selected treats/snacks because plant processing can always change.



2019 - 2020 Instructions for Nut-Safer Food Items

(Including Student Birthday/Holiday Party Treats or Daily Snacks)

June 2019

According to a study released in 2013 by the Centers for Disease Control and Prevention, food allergies among children increased approximately 50% between 1997 and 2011. Peanuts and tree nuts are the most common cause of severe allergic reaction in children and is the most common cause of severe food allergy among our students. While the district has procedures in place to address

allergic reactions, including other food allergies, the following “Nut-Safer” procedures were developed to assist the large number of nut-allergic students in avoiding their allergen. ***Please be aware that the enclosed list is not a substitute for the reading of labels as recipes and ingredient lists may change without notice.*** The list is a quick reference to assist in finding products whose labeling indicates nut safety. The items on the list may change throughout the year as the district is made aware of product changes and recalls.

- All foods brought into school for special events must be purchased in stores and cannot be homemade products in order to reduce the possibility of cross contact.
- All items provided must be packaged and include a complete imprinted ingredient label. The key to avoiding a reaction is reading the ingredient label at the time of consumption. Always read the entire ingredient label because nuts are often found in unexpected and surprising ingredients. Many spices, flavorings, and additives are allergenic and don't have their sources disclosed. Some examples of such ingredients include artificial nuts, butternut, calisson, cashew flavoring, chinquapin, coconut, filberts, gianduja, giandula, hypogaeic acid, hydrolyzed plant protein, hydrolyzed vegetable protein, lupine, mandelonas, marzipan, nougat, pecans, pistachios and others.
- A parent/guardian may provide a safe snack supply that will be stored in the classroom for the food-allergic student.

While the Food Allergen Labeling & Consumer Protection Act of 2004 (FALCPA) requires manufactures to clearly list nut ingredients on product labels, the specific warnings of “may contain nuts,” “produced on shared equipment with nuts or peanuts” and “produced in a facility that also processes nuts” is voluntary. ***Do not purchase if the label states the food contains any nut product, or traces of nuts, or made in a manufacturing plant with nut products or made on shared equipment with nut products.***

We ask all parents to choose from this list of brand-specific foods or choose foods clearly labeled as “not containing nuts” when selecting birthday snacks or class snacks. By limiting the type of food entering the school, we will be better able to provide a safer environment for our students with nut food allergies.

Criteria: Snacks listed in this guide were selected based on the following criteria:

- they do not contain peanuts and tree nuts;
- their packaging lists no warning that these allergens may have been introduced during manufacturing; and
- the product is available locally.

Understandably, product availability is continually changing; manufacturers are always introducing new items, reformulating current products and discontinuing selected items. Therefore, ***a product's inclusion on this list is not a guarantee that the product is nut-free.*** The district relies on the listed ingredients and information found on the manufacturer’s website to develop this list. Because each product may have multiple product lines and producers, contacting each individual manufacturing plant for each product is not feasible. This list is specific for nut allergies – some of the items listed will not be safe for other food allergies.

Patrons may make recommendations of products for committee review and possible inclusion in future school year listings. To do so, please complete and submit a “Recommended Permitted Food Item Request” form to:

Blue Valley School District
Assistant Superintendent of Special Education
15020 Metcalf
Overland Park, KS 66223



Branded List of Permitted Food Items (Including Student Birthday/Holiday Party Treats or Daily Snacks)

2019- 2020

In the interest of supporting healthy schools, we have separated snacks with more nutritional value under “Daily Snacks” and products with less nutritional value under “special occasions.”

Items to consider for *Daily Snack*

Any healthy snack which is (1) a packaged product that (2) includes an ingredient label, and (3) clearly displays a “No Nuts,” or “Made in a nut-free facility,” label is also allowed in the nut-safer classroom.

If the product is not included on this list, a parent must show the label to the office before taking the snack to the classroom.

Approved Brands

Increasingly companies are manufacturing products specifically for individuals with life-threatening allergies. In addition to being nut-safer, these products frequently are also safe for other food-based allergies. Based on packaging claims, all products from the following brands are approved for nut-safer classrooms:

Enjoy Life Foods: “Free from the “top eight” allergens: Wheat/gluten, dairy, peanuts, tree nuts, egg, soy, fish and shellfish.

(enjoylifefoods.com)

Lucy’s: “Gluten free and made without milk, eggs, peanuts, or tree nuts.”

(westminstercrackers.com)

Home Free: “Made in a dedicated bakery free of peanuts, tree nuts, eggs, dairy, wheat, and gluten.”

(homefreetreats.com)

Don’t Go Nuts: “Our nut-free ingredients are processed using only nut-free equipment.”

(dontgonuts.com)

Mama Resch’s: “No gluten, wheat, corn, soy, casein, dairy, peanuts, tree nuts, all natural.”

(mamareschs.com)

Safely Delicious: “SAFELY DELICIOUS® snacks are Gluten Free, Dairy Free, Peanut Free, Tree Nut Free, Soy Free and Egg Free and are made in a dedicated commercial facility containing none of these food allergens”.

(safelydelicious.com)

FRESH FRUITS & VEGETABLES

- Organic or conventional

DRIED & CANNED FRUIT

- Raisins - **NOT** yogurt covered (*Best Choice, Sunmaid, Sunmaid Organic*)
- Craisins (*Ocean spray*)
- Sunsweet Prunes (*Sunsweet*)
- Canned fruit - small individual containers (*Del Monte*)
- Canned fruit (*Native Forest edwardsandsons.com/native_shop_fruit*)
- Applesauce-small individual containers (*Best Choice, Mott's, Musselman's, Kirkland's Organic Pouch*)
- Applesauce on the go: apple, apple cinnamon and apple strawberry, apple banana (*Materne GoGo squeeze, Motts*)

CEREAL

- Apple Zings (*Malt-O-Meal*)
- Autumn Wheat (*Kashi*)
- Berry Colossal Crunch (*Malt-O-Meal*)
- Chex: Corn, Rice, Wheat, Cinnamon, Blueberry, Vanilla (*General Mills*)
- Cascadian Farms: cinnamon crunch, oats & honey granola, apple cinnamon, strawberry, fruit O's, berry vanilla puffs (*Cascadian Farms*)
- Cinnamon Toast Crunch (*General Mills*)
- Alpha-Bits (*Post*)
- Cinnamon Toasters (*Malt-O-Meal*)
- Cheerios: cinnamon, peach, chocolate, frosted, fruity, multi grain, regular (*General Mills*)
- Cocoa Roo's (*Malt-O-Meal*)
- Crispy Rice (*Malt-O-Meal*)
- Fruity Dyno Bites (*Malt-O-Meal*)
- Golden Grahams (*General Mills*)
- Graham Crunch (*Cascadian Farms*)
- Sugar Crisps (*Post*)
- Golden Puffs (*Malt-O-Meal*)
- Honey Graham Toasters (*Malt-O-Meal*)
- Heart to Heart Cereal: Honey Toasted (*Kashi*)
- Honeycomb (*Post*)
- Honey Buzzers (*Malt-O-Meal*)
- Kix: Honey, Berry-Berry, or Original (*General Mills*)
- Lucky Charms (*General Mills*)
- Marshmallow Matey's (*Malt-O-Meal*)
- Mini Wheats: Chocolate, Original and Strawberry (*Kellogg's*)
- Purely Os (*Cascadian Farms*)
- Shredded Wheat spoon size: Original (*Post*)

- Frosted Mini Spooners: Original, Bran, dark chocolate, and Strawberry Crème (*Malt-O-Meal*)
- Tootie Fruities (*Malt-O-Meal*)
- Trix (*General Mills*)

DAIRY PRODUCTS

- Cottage Cheese: Fat Free, Low fat and Old Fashion (*Anderson/Erickson Dairy*)
- Cottage Cheese: (*Good Culture*)
- Mozzarella Snacking Cheese (*BelGioioso*)
- Skinny Cow: (Little Dippers & Cheese Wedges) Original, Swiss garlic, creamy Swiss, white cheddar, asiago, mozzarella (*Laughing Cow*)
- String Cheese (*Crystal Farms, Frigo and Sargento*)
- Stringles (*Organic Valley*)

YOGURTS

- Yogurt: Blueberry, Vanilla (*Anderson/Erickson Dairy*)
- Yogurt Greek: Plain, Strawberry, Vanilla, Blueberry (*Dannon*)
- Yogurt Blends, Fruit on the Bottom, Yo Baby, YoTot, YoKids (*Stoneyfield*)
- Yogurt: 6 oz: Light and Fit (*Dannon*)
- Yogurt: Gogurt: original, mixed berry, strawberry, French vanilla (*Yoplait*)
- Yogurt: Trix, Danimals (*Dannon*)
- Yogurt: Goat Milk Option: Vanilla, Blueberry Strawberry, Plain (Redwood Hill Farm)

BOXED JUICES & DRINKS

- Fruit/box drinks (*Minute Maid Juice, Capri Sun, Hi-C, Kool-Aid Jammers; Honest Juice*)
- Apple juice (*Martinellis*)
- Hot Chocolate: Rich Milk Chocolate (*Nestle*)

CRACKERS

- Cheddar Bunnies: Organic, Sour Cream and Onion, White Cheddar, Whole Wheat (*Annie's Homegrown*)
- Cheez-it: original, Snap'd: double cheese (*Sunshine*)
- Goldfish: original, cheddar, colors, parmesan, pizza, pretzels, mix, princess, hot coco, S'mores, vanilla, cupcake, fudge, brownie, cookies & cream, honey, cinnamon, and whole grain cheddar. Flavor Blasted. (*Pepperidge Farm*)
- Organic Honey Graham Crackers (*Annie's Homegrown*)
- Grahams Crackers: Original (*Keebler*), Cinnamon Honey (*Skeeter Nut Free*)
- Graham Crackers: Honey, Cinnamon, Chocolate (*Honey Maid*)
- Premium Saltine Crackers: Original (*Nabisco*)
- Ritz Cracker: Original, Whole Wheat (*Nabisco*)
- Organic Saltine Classics (*Annie's Homegrown*)
- S'moreables (*Kinnikinnick Foods*)
- Special K Cracker Chips: Sea Salt (*Kellogg's*)
- Triscuit: Original, reduced fat. Hint of salt (*Nabisco*)
- Wheat Thins: Original (*Nabisco*)

- Zesta Saltine Crackers: Original and Whole Wheat (*Keebler*)

POPCORN

- Healthy Pop Popcorn: Kettle Corn, White and yellow kernels (*Jolly Time*)
- 100 Calorie Mini Bags: Butter (*Act II*)
- Natural and Butter Flavor (*Newman's own*)
- Popcorn (*Act II, Best Choice, Pop Secret*)
- Popcorn: Original, Sea Salt & Black Pepper, Ultra-Light, White Cheddar, Naturally Sweet (*Skinny Pop*)
- Popcorn Kernels (*Arrowhead Mills*)

PUDDING & GELATIN

- Handi Snack Pudding Cups: Regular and Sugar Free: Chocolate, Vanilla (*Kraft*)
- Snack Pack Pudding Cups/ Jello: Regular, Chocolate, Vanilla, Juicy Gels (*Hunt's/ConAgra Foods*) • Gelatin Cups: Regular and Sugar-Free (*Jello*)

MISC. FOODS

- Beef Jerky: Original (*Jack's, Slim Jim*)
- Dakota Style Sun Flower Seed Kernels: original, no salt, and honey roasted (*Dakota Style*)
- Popped Rice Snacks: apple cinnamon, white cheddar, chocolate, caramel (*Quaker*)
- Organic Guacamole minis and Classic Guacamole (*Wholly Guacamole*)
- Salsa (*Pace, Tostito's, Taco Bell, Amy's*)
- Wowbutter, Sunbutter

Additional Items to consider for *Special Occasions*

Any snack which is (1) a packaged product that (2) includes an ingredient label and (3) clearly displays a “No Nuts,” “made in a nut-free facility” or “Allergy Free” labels are also allowed in the nut-safer classroom. ***If this product not included on this list, the parent must show this label to the office before taking the snack to the classroom.***

Approved Brands

Increasingly companies are manufacturing products specifically for individuals with life threatening allergies. In addition to being nut-safer, these products frequently are also safe for other food-based allergies. Based on packaging claims, all products from the following brands are approved for nut-safer classrooms:

Don't Go Nuts: “Our nut-free ingredients are processed using only nut-free equipment.”

Enjoy Life Foods: “Free from the “top eight” allergens: Wheat/gluten, dairy, peanuts, tree nuts, egg, soy, fish and shellfish.

Home Free: “Made in a dedicated bakery free of peanuts, tree nuts, eggs, dairy, wheat, and gluten.”

Lucy's: “Gluten free and made without milk, eggs, peanuts, or tree nuts.”

Mama Resch's: "No gluten, wheat, corn, soy, casein, dairy, peanuts, tree nuts, all natural."

Surf Sweets: "Free of the 10 Most Common Allergens. Made in Nut-Free Facility."

Safely Delicious: "SAFELY DELICIOUS® snacks are Gluten Free, Dairy Free, Peanut Free, Tree Nut Free, Soy Free and Egg

Free and are made in a dedicated commercial facility containing none of these food allergens".
(safelydelicious.com)

CANDY

- Andes Mints (*Tootsie Roll*)
- Blow Pops (*Charms*)
- Candy Canes (Spangler Candy, Bob's Red & White Mint Canes)
- Child's Play (Tootsie)
- Chocolate Chips- Semi sweet and Dark Chocolate (*Enjoy Life*)
- Dots (*Tootsie Roll*)
- Double Bubble (Tootsie)
- Dum Dum Pops (*Spangler Candy*)
- Jolly Rancher Hard Candy (*Hershey's*)
- Junior Mints (*Tootsie Roll*)
- Lifesaver: Hard Candies (*Wrigley*)
- Life Saver Gummies (*Wrigley*)
- Lollipops, organic (*Yum Earth*)
- Marshmallows: Regular (*Kraft*)
- Organic jelly beans, Gummy Bears, Gummy Worms (*Surf Sweets*)
- Pez Candy (*Pez*)
- Red Vines: original twists, mixed berry, grape, strawberry, black twists (*American Licorice Co.*) • Skittles: Original (*Wrigley*)
- Smarties: original & giant (*Smarties*)
- Sweet Tarts: chewy, gummies, rope bites, mini chewy, whipped & tangy, soft bits, original, jelly beans (*Nestle*)
- Starburst Fruit Chews: Original, FavReds and Tropical, Jelly Beans (*Wrigley*)
- Tootsie Pops (*Tootsie Roll*)
- Tootsie Roll: Midgee, Fruit, Fruities (*Tootsie Roll*)
- Twizzlers: Cherry and Strawberry Twists, Rainbow Twists, Cherry Peel and Pull, Cherry Bites (*Hershey*)

FRUIT SNACKS

- Fruit by the Foot (*General Mills*)
- Fruit Rollups (*General Mills*)
- Fruit Crisps: (*Brothers All Natural*)
- Fruit Snacks (Motts)
- Gusher's (General Foods)
- Organic Bunny Fruit Snacks – sunny citrus, really peely, berry patch, tropical treat (*Annie's Homegrown*)

CHIPS

- Bugles: Original (*General Mills*)

- Cheetos: Baked, Crunchy and Puffs (*Frito Lay*)
- Doritos: Cool Ranch, Taco flavor, and Nacho Cheese (*Frito Lay*)
- Fritos: Chili Cheese, Original, Twisted Honey BBQ, and Scoops (*Frito Lay*)
- Funyuns (*Frito Lay*)
- Mission Tortilla Chips: Rounds, Strips and Triangles (*Mission*)
- Multigrain Tortilla Chips: Sea Salt, Sub-lime, How Sweet Potato it is, Summertime Blues (*Late July*)
- Organic Snack Mix (*Annie's Homegrown*)
- Pirate's Bounty: White Cheddar (*Pirate Brands*)
- Popcorners Chips: sweet & salty kettle corn, sea salt, spicy queso, sweet chili, cinema style butter, jalapeno cheddar
- Potato Chips: Baked, Baked BBQ, BBQ, Cheddar and Sour Cream, Classic and Sour Cream and Onion (*Frito Lay*) • Potato Chip (*Kettle*)
- Pretzels: Sticks, Mini, Snaps (*Snyder's of Hanover*)
- Pringles: Cheddar, Original, Snack Stack and Sour Cream and Onion & Sticks (*Pringles*)
- Pretzels: Rods, Tiny Twist, Cheddar, Sticks (*Rold Gold*)
- Ruffles: Baked, Original, Reduced Fat, Cheddar and Sour Cream, and Sour Cream and Onion (*Frito Lay*)
- Smart Puffs: Wisconsin Cheddar (*Pirate Brands*)
- Sun Chips: Cheddar, French Onion, Garden Salsa and Original (*Frito Lay*)
- Tostito Tortilla Chips: Baked, Bite Size, Hint of Lime, Multigrain, Restaurant Style/Scoops (*Frito Lay*)
- Way Better Snacks Tortilla Chips; Sweet Potato, Multi Grain, Blue Corn, and Black Bean (*Simply Sprouted*)
- Wavy Potato Chips: Original, Hickory BBQ and Ranch (*Frito Lay*)

COOKIES/BARS

- Animal Crackers (Keebler & Barnums-Nabisco)
- Bunny Cookies: Cocoa and Vanilla (*Annie's Homegrown*)
- Bunny Grahams: Chocolate, Chocolate chip, Cinnamon, Honey (*Annie's Homegrown*)
- Chips Ahoy: Chewy, Original and Reduced Fat (*Nabisco*)
- Chocolate Chip Mini Cookies (*Skeeter Nut Free*)
- Chocolate Chip Cookies & Chocolate Sandwich Cookies (*Annie's Homegrown*)
- Dick & Jane Educational Snacks: Cookies
- Enjoy Life Soft Baked Chewy Bars: caramel blonde, lemon blueberry poppy seed, caramel apple, coco loco (*Enjoy Life*)
- Vegan Granola Bars, Crispy Light Granola & Mini Bars: Apple Cinnamon, Chocolate Banana, Chocolate Chip, Mixed Berry, Cocoa Crunch, and Strawberry (*Made Good*)
- Crispy Squares: Vanilla, Chocolate Chip, Strawberry, and Caramel (*Made Good*)
- Soft Baked Mini Cookies: Apple Cinnamon, Double Chocolate, Chocolate Chip, and Chocolate Banana (*Made Good*) • Fudge Shoppe: Fudge Stripes (*Keebler*)
- Oreo: Original, Chocolate Cream, Golden, Chocolate Mint, Double-Stuff (*Nabisco*)
- Ginger Snaps (*Nabisco*)
- Grahams: Cinnamon and Honey (*Skeeter Nut Free*)
- KinniToos: Chocolate Sandwich and Vanilla Sandwich (*Kinnikinnick Foods*)

- Lorna Doone (Nabisco)
- Montana’s Chocolate Chips Cookies (*Kinnikinnick Foods*)
- Newtons: Fig, Triple Berry, Blueberry (*Nabisco*)
- Rice Krispies Marshmallow Treat: Original (*Kellogg*)
- Scooby Doo Graham Cracker Sticks: Honey and Cinnamon (*Keebler*)
- Snackwell’s: Crème Sandwich (*Kraft*)
- Teddy Grahams: Chocolate, Chocolate Chip, Cinnamon, and Honey (*Nabisco*)
- Vanilla Wafers: Mini, or Original (*Keebler*)

ICE CREAM

- Popsicles & Creamsicle (*Popsicle*)
- Minute Maid: juice Bars, frozen lemonade, lemonade raspberry, limeade, limeade cherry (Minute Maid)
- Welch’s 100% Juice Ice Bars
- Philly Swirl: Cups, ICEE Mix it up, Jungle Swirls, Swirls, and Poppers.
- Fudgesicles (*Fudgesicle*)

SNACK CAKES & DONUTS

- Donuts: Cinnamon Sugar, Chocolate Dipped, Chocolate Chip, Maple and Vanilla Glazed (*Kinnikinnick Foods*)
- Muffins: Lemon Blue Berry, Quinoa Spice (*Kinnikinnick Foods*)
- Garden Lite Muffins: double chocolate, super food veggie, banana chocolate chip, blueberry oat, ninja power, SpongeBob chocolate krabby square, carrot berry, and cranberry orange (*Garden lite*)
- Rich & Creamy Vanilla Frosting (*Betty Crocker*)

The preceding list will be reviewed annually. Please note that the district is reliant on the listed ingredients and information found on the manufacturer’s websites. This list is specific for nut allergies – some of the items listed will not be safe for other food allergies. If in any doubt, student should not consume the food in question.



Blue Valley School District Student Birthday/Holiday Party Treats or Daily Snacks Request Form

*This Request Form is to be used when recommending a food item be added to the
"Branded List of Permitted Food Items for Special Events"*

Name: _____

Date: _____

School: _____

Email: _____

What grocery store(s) stocks this product?

Food

Item: _____

—

Flavor or Version, if applicable: (for example, Original, Nacho, Chocolate,
etc.) _____

Brand: _____

Rationale for adding this item to the permitted food item
list: _____

The following information must be attached and found to be nut-free for consideration:

1. Copy of the product's ingredient statement

2. Ingredient list from manufacturer's website

All recommended products are reviewed annually for potential inclusion in the next school year's permitted food list.

Submit completed request form to:
Blue Valley School District
Assistant Superintendent of Special Education
15020 Metcalf
Overland Park, KS 66223

Please send napkins for everyone.

We ask that birthday party invitations be distributed outside of school. We don't want to have any hurt feelings. It is better to either deliver party invitations in person to the homes or mail them. Most of the addresses can be found in the school directory. We also ask that if a special treat, such as a limousine ride, is being arranged for a small group of students that this occur at the home rather than at the school so as to avoid hurt feelings of students not included.

Occasionally parents wish to have flowers or balloons delivered to their child at school. In order to minimize disruption of instructional time in the classroom, we will call the child down to the office to see his/her flowers, and then hold the flowers in the front office until the end of the school day when the child may pick up the flowers to take them home.

Bullying:

In accordance with Kansas law, bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe,

persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: 1) harming a student or staff member, whether physically or mentally; 2) damaging a student s or staff member s property; 3) placing a student or staff member in reasonable fear of harm to the student or staff member; 4) placing a student or staff member in reasonable fear of damage to the student s or staff member s property; or 5) any other form of intimidation or harassment prohibited by the Board of Education of the school district.

Likewise, Kansas law defines cyberbullying as bullying by the use of any electronic communication device or means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Bullying is addressed swiftly and is not tolerated.

Bus Information: Students must live at least 2.5 miles from their school in order to receive free transportation. For a fee, services are available to students who live within 2.5 miles from their school. Contact Durham Bus Company at 913-681-2492 for route availability and rates.

If your child will be riding the bus, the following guidelines are provided by the bus company. Following them will increase the chances for a safe ride to and from school.

1. Pupils must be on time. The bus will not wait beyond the regular schedule for those who are tardy.
2. Pupils must obey the driver promptly and respectfully.
3. Students must never stand in the roadway to wait for the bus.
4. Conversation with the driver is unnecessary,
5. Ordinary conversation with classmates is permitted. Classroom conduct is to be observed.
6. Riders may not extend arms, legs, or head out the window of the bus.
7. Riders may not move about or stand in the aisles while the bus is in motion.
8. Damages to a bus will be the responsibility of the parents of any child who defaces or damages a bus.
9. Animals and pets are not permitted on the bus.
10. Fighting on buses is not permitted and will be considered a serious offense.

Communication with Teachers: The Cottonwood Point faculty attempts to communicate openly and frequently with parents about the welfare and academic progress of students. Communication occurs through e-mail, phone calls, weekly newsletters, progress reports, and conferences.

Parents are most welcome to call the child's teacher anytime more information is needed. Unless it's an emergency, teachers are not called from class to take a phone call. You may leave a message with the school secretaries or in the teacher's voice mailbox. The teacher or staff member will return your call at the earliest possible time. Likewise,

teachers are not able to check e-mail often throughout the day when teaching. Teachers do check e-mail during their planning time which varies from teacher to teacher. Please do not leave dismissal changes on the school voice mail system or expect a teacher will see an e-mail of this nature late in the school day. It is very possible those messages may not be picked up in time for dismissal.

Day Care Program: The YMCA does offer a convenient child care program in our cafeteria area for parents who need to have children at school before 8:25 A.M. and after 3:40 P.M. School staff will not be available for child supervision either in or outside of the building before 8:25 A.M. or after 3:40 P.M. There is a reasonable charge for this service. The hours for this program are 7:00 A.M. until students go to their classrooms at 8:25 A.M. and after school at 3:40 until 6:00 P.M. YMCA telephone numbers are: Main Office: 345-YMCA or CPE: 897-3829

Delivery of Items to Students: It is natural that students may occasionally forget items which they need at school such as lunches, lunch money, musical instruments, homework, textbooks, or articles of clothing. We do respect your judgment in such matters, and should you feel it most appropriate to have an item delivered to your child, we ask that you bring the item to the office. Our school secretaries will determine the most appropriate time to deliver the item to the classroom in order to minimize classroom interruptions or will put the item in the teacher's mailbox for pickup.

Discipline: The Board of Education of Unified School District No. 229 will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or attempt to close the schools. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits any of the following acts may be subject to disciplinary action:

- Violation of school rules
- Failure to comply with reasonable request(s), defiance, and/or insubordination
- Making threats, harassment, bullying, intimidation, extortion, and/or bodily harm
- Disrespect for others
- Obscenity, profanity, or indecency
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages
- Possession, transfer, use, consumption or sale of narcotics, drugs, paraphernalia, other restricted substances, or being under the influence of same
- Possession or use of weapon
- Smoking and/or possession of tobacco products

- Theft
- Violation of compulsory attendance laws, excessive tardies, and/or absences
- Unruly conduct which disrupts school
- Possession of pepper spray or mace
- Forgery
- Trespassing
- Arson
- Vandalism
- Violation of Board Policy
- Use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promote academic dishonesty; and
- Other unacceptable behavior

Corrective measures for those students who commit acts of unacceptable behavior or violations of school rules and regulations should be described to the students. Those measures may include, but are not limited to: Counseling, conferencing, parent involvement, referral to specialists/agencies, detention periods, work sessions, exclusions from class, in-school and out-of-school suspension, and expulsion.

B.O.E. Adopted 8/9/82

B.O.E. Amended 12/11/00

B.O.E. Amended 2/13/89

B.O.E. Amended 3/8/04

B.O.E. Amended 4/13/94

B.O.E. Amended 9/13/99

B.O.E. Amended 7/10/00

That said, positive behavior and teaching positive behaviors at CPE are the focus. All parents receive this information at Back-to-School Night and, again, we included it in this handbook as we feel it is vital to engage students in learning and feeling the positive feedback of positive choices.

At Cottonwood Point, we teach life skills, reinforce positive behaviors, and redirect negative student behaviors with a balance of grace and accountability. Students are taught clear expectations with the foundation of those being: it is never okay to be hurtful or disruptive in our building. We understand that when a child has made a poor decision sometimes it was simply that – a poor choice on one day that is easily solved. In other circumstances, the behavior repeats itself. In these cases, we know that children typically act out for one or more of the following reasons:

1. **They don't know any better.**
(They need information.)
2. **They test limits.**
(They need consistency.)
3. **They can't manage their feelings.**

(They need to have personal needs met.)

Children are taught skills that keep them “out of trouble” not just in school, but in life. These skills help children make good choices and are reinforced in classrooms throughout the building.

- 1. I can take good care of myself even when I’m mad.**
- 2. I can be productive and follow directions even when I don’t want to or even if it feels hard.**
- 3. I can be okay even when others are not okay.**

When students are struggling with these skills, it is our commitment to teach them how to solve problems and how to stay away from situations that might create a problem. When a child needs redirection or help with one of these skills, the child is asked to think about and consider solutions. This is not a punitive activity. It is a teaching moment. An adult will talk through the problem with the child after the child has spent time seeking a solution. The adult then kindly reinforces one or more of the skills (noted above) that can be practiced.

We appreciate that parents do not want their children to exhibit a negative behavior which requires solving a problem. Yet, all of us make mistakes. Teaching children the way to avoid the same mistake and to problem-solve is much better than teaching them mistakes are forbidden. We teach that mistakes are okay, and we learn from them no matter what age we are.

This model balances grace with accountability and when used consistently, creates success for children. However, students who are physically hurtful to another or show an inability to solve their problems using this model work directly with the principal and parents. All students at Cottonwood Point are expected to follow the foundation of our expectations: it is never okay to be hurtful or disruptive at school.

Disruptive Items: When students bring items that belong to them that cause any type of disturbance in the classroom, the teacher should pick up that item and turn it in to the office. *Cell phones may only be used before and after school. We understand parents may desire their children carry a phone for safety before and after school.

Dress: Dress and grooming should be neat and in good taste so as not to interfere with the teaching/learning process or create a risk to health or safety. We do request that a T-shirt logo or other labels be appropriate for the elementary school environment. Comfortable play clothes are fine for most school activities. Spirit days may be integrated into the school calendar at which time students will be encouraged to wear

certain themed attire, such as, hats, Hawaiian shirts, sports jerseys, etc. On non-themed days, students are asked to refrain from wearing hats in the building. Please refer to Parent District Handbook for further dress code guidelines.

Tennis shoes are required for safety in P.E. classes. Shoes with wheels should not be worn to school due to safety issues.

Please be sure students wear hats, gloves, and boots during winter months. We do go out for recess unless the temperature or conditions are too harsh. **It is very helpful to place name labels in these items.** Each year our lost and found box fills to overflowing with unlabeled items and that are never claimed by owners.

Emergency School Closings: Should school need to be canceled because of inclement weather or an emergency, this information will be relayed to the television and radio stations. You may also call the district's help line at 239-4600. School closing decisions are made on a district-wide basis, and announcements are usually made before 6:30 a.m.

In the 2019-2020 school year, a late start schedule will be an option for the school district to implement on inclement weather days.

In the event that road conditions or inclement weather exists which cause you as a parent to be concerned about the health and safety of your child, we respect your choice to keep your child at home. We ask that you contact the school office so that we can record this as an excused absence. Parents always have permission to pick children up early, and should come in to the office to sign the student out.

In the event school is dismissed early during the day, an announcement will be made via district website, social media, and e-mail. This is very rare.

Enrollment: New students may be enrolled when they arrive in the district. This will be done in the school office. There is a regular enrollment date for the registration of all returning students early in the month of August. Most registrations are completed on-line. Call the school or the district offices to determine the exact date of the summer enrollment in person.

Be sure to bring the following information with you when you enroll your child: a state certified birth certificate; your child's immunization record; proof of residency (utility bill); an emergency telephone number other than parent; documentation showing your child's legal name; and new students grades 1-5 should bring their most recent report cards. By state law, new students must also have a recent physical.

Each year, Blue Valley Schools require a learning resource fee of and a technology fee of for each student. The money collected goes into school funds and is used for textbooks and consumables. Students who register later in the year will pay a pro-rated fee set by the district.

Field Trips: Each grade level routinely takes field trips each school year. There are many opportunities for you to volunteer to go with a class on one of the trips. Occasionally, a trip does not include volunteers.

A signed permission slip from home is always required for your student to participate in a field trip. No student will be allowed to go without permission. If a field trip cost is prohibitive for your family, please contact your child’s teacher or principal for other financial sources.

Fire, Tornado and Lock-Down Drills: All drills are conducted in accordance with the requirements of the State of Kansas and the district guidelines. Emergency procedures are practiced at least once a month and often, more than one drill occurs within a month’s time. On the off chance a tornado warning occurs as school is being let out and you are waiting or on your way, plan to stay inside the school with your child. Bus drivers have been trained in tornado procedures.

Handicapped Accessibility: The handicap ramp leading to the main entrance to the building is designed to make it easier for wheelchairs or people needing support while walking. The rails and concrete retaining wall could cause a safety concern for anyone biking or running on the ramp; therefore, we ask that the ramp be reserved for handicap use only. Please adhere to the expectation of saving handicapped parking for those who truly need it.

HOMEWORK PLAN

Homework: The purpose of homework is to reinforce skills and concepts being emphasized in the school curriculum. It is not and should never be “busy work” as life is too busy for that. Children have activities outside of school and should also have some downtime in their days for just rest and relaxation. Therefore, homework assigned is very purposeful. If your child is challenged to keep up with work to complete for reinforcement or practice at home, please talk to your child’s teacher quickly. According to research the following range of times can be used as a starting point for study time.

| | |
|-----------------------|---------------|
| Kdg. | 10-15 minutes |
| 1 st Grade | 15-20 minutes |
| 2 nd Grade | 20-30 minutes |
| 3 rd Grade | 30-45 minutes |
| 4 th Grade | 40-50 minutes |
| 5 th Grade | 50-60 minutes |

We want to work in partnership with parents to help children learn the lifelong skill of learning and the commitment to it during school hours. This commitment may also lead to less practice needed at home as homework.

Extended Absence: When you know you will not be in school for an extended period, please contact your classroom teacher may have an opportunity to gather assignments for completion during your absence. Since this requires preparation by the teacher, we ask that sufficient notice be given to ensure all the work is included.

Lost and Found: A bin for lost articles is kept in the stairwell of the cafe. Students or parents may check this table at any time. A box is kept in the office for more valuable items found. Students or parents may ask the office staff to check this box for lost items. Marking your child's clothes and personal items is the best way to help us locate your child's belongings. Lost and found items are placed on a table in the entry hall during conferences. Unclaimed items are donated to charity organizations at the end of the year.

Lunch:

Students may purchase a hot lunch or bring a sack lunch from home. Milk or juice may also be purchased separately. Cups are available for water as an alternative drink choice. The yearly menu is distributed in August to all families as well as being available on the BV Website. Students will be given a choice of 2 hot entrees.

Lunch records are kept by the cafeteria manager. Notices will be sent home via students to notify parents of their expiration. All lunch purchases and records are handled by the school's cafeteria Manager. If you have any questions about your child's account, please call 239-6103. Checks should be made payable to the **Blue Valley and Food Nutrition Services**

| | |
|----------------------------------|--------------------------------|
| 1 day breakfast (student) \$1.45 | 1 day breakfast (adult) \$1.85 |
| 1 day lunch (student) \$2.70 | 1 day lunch (adult) \$3.75 |
| Single entrée \$1.85 | |
| Single day milk or juice \$.55 | |

Free and Reduced Lunch Program: This program is offered by the State of Kansas. If your family qualifies, your child(ren) can receive free or reduced lunches and breakfasts. The information gathered is kept confidential. Please see the office staff for the appropriate forms.

Bringing in food from outside restaurants is **strongly discouraged** as recommended by Blue Valley Food and Nutrition Services. If you do decide to bring in outside vendor food, and to prevent hurt student feelings, only bring in enough to provide lunch for **your** child. If outside vendor food is brought in we encourage a healthy food option.

Lunchroom Expectations:

Enjoy your lunch and allow others to enjoy theirs by engaging with them as if you were at your own dining room table or in a restaurant. The following actions generally result in this enjoyment of lunchtime:

- Walk! Walk! Walk! No fast walking, skipping, or running allowed.

- Use inside voices when walking and talking.
Keep your hands to yourself. Touch only your tray and food.
- Take food portions you know you will eat. You can go back for more.
- Raise your hand if you need to leave your seat for any reason.
- Always turn off your voices when lights go out, even at dismissal times.
- Use both hands when carrying your tray. Utensils go in the black bin.
- Help pick up all your trash and leave your table and floor space clean.

Lunchroom guests: We enjoy having parents, grandparents, etc., join the students for lunch. Please stop at the office and sign in and get your badge before going to the cafeteria. Feel free to sit at the table with your child and enjoy lunch with their friends. If you do decide to bring in outside vendor food, and to prevent hurt student feelings, only bring in enough to provide lunch for **your** child. Please do not use the fire exit door near the ramp to enter the cafeteria. Anyone visiting CPE during school hours must sign in and out of the office.

Parent Volunteers: Cottonwood Point has many opportunities for parents to volunteer in the building. Your participation is most welcome and appreciated. If interested, please contact your child's teacher, the school office, or the PTA chairperson in charge of the areas of your interest.

Pictures and Yearbook: School pictures are taken of students each year in early fall. Reminders are sent home before that day and you will be asked to order one of several pre-set packages and return the money to school. If you choose not to order one of the packages, your child will still be photographed for the yearbook. There is no fee to have the yearbook photo taken. Retakes are offered several weeks later for students who were absent on Picture Day and for new students. Retakes will also be taken of students whose picture was unacceptable due to photographer error.

Class pictures are generally taken in the spring. A single copy of the class picture will be sent home with each student and parents may purchase or return the picture to the school.

Yearbooks may be ordered and paid for at registration. They are delivered to the school and distributed to each student who ordered one in his/her classroom during the last day of school. There will be time set aside for an all school yearbook signing session.

Pets: For the safety of all the children and due to an increase in allergies, we ask that dogs not be brought on school grounds at arrival and dismissal times. This is expected on all BV campuses.

PTA: We are very fortunate to have an active and wonderful PTA made up of caring, energetic parents who help in many ways at Cottonwood Point. We have volunteers in classrooms, the library, for field days, etc., and many events throughout the year. Membership forms and additional information about PTA projects are located in the front office. We invite and appreciate all parents and teachers considering membership in our PTA.

Report Cards and Parent Conferences: Parent/Teacher conferences are held in October and February. Conference sign-ups are electronic via a link which is sent weeks prior to conference time.

Recess/Physical Education Temperature Guidelines:

Heat Guidelines:

- If the heat index reaches 100 degrees, recess and physical education should be held inside.
- If the heat index reaches the 95-100 degree range, outdoor recess and outdoor physical education should be limited (as practical). Water should be available and breaks should be provided as needed.

Cold Guidelines:

- If the wind chill is at 10 degrees or below, no physical education, recess or fitness breaks should occur outside.
- If the wind chill is between 10-20 degrees, outdoor recess and outdoor physical education should be limited (as practical).

Rollerblades, Scooters, Wheel Shoes and Skateboards: The Blue Valley district policy does not allow rollerblades, scooters, or skateboards on school grounds at any time. Shoes with wheels should not be worn to school due to safety issues.

Room Parties: There will be three room parties during the year. The parties will be held between 2:45 and 3:30. Room parents and their helpers plan these parties.

School Hours: Children should arrive at school after 8:25 a.m. **Children arriving between 8:15 - 8:25 a.m. are to report to the gym.** Students arriving after 8:35 are counted tardy and should report to the office before going to class. Please allow your child to walk independently to class. This has a tendency to foster independence. If your child arrives after 8:35, please come in to the office to sign your child in.

Dismissal of Students During School Hours: The safety of our students is of utmost importance to us. Therefore, we do monitor who enters the building and do not release students to anyone except parents or those authorized by parents to pick up a child. Parents and other authorized adults must come to the office to sign students out for appointments, etc. If someone other than a parent is sent to pick up a child, we must have advance notice from the parent or we will not release the child. It's best to send a note to the teacher or call that day. Students will be called to the office when parents arrive. Students may only be released by the Principal, secretary, or her designee. Students who are ill may be picked up at the nurse's office after being signed out at the main office.

Students bringing things to School: The only time students should bring things to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school.

School Health and Medical Requirements: The following health information must be completed and returned before your child may attend school. Please contact the school nurse, if you have questions or need assistance related to these issues.

State law requires that all new students must present an immunization form signed by their physician or county health department. The present immunization law in Kansas requires that your child have at least 4 DPT's (Tetanus, Whooping cough, and Diphtheria), the last one given after their fourth birthday, and two MMR's one given after their first birthday and one given before entering kindergarten (or 1st grade if they did not attend kindergarten during the previous year).

Kansas law provides the following alternatives to immunization: An annual written statement signed by a licensed physician stating that the physical condition of the child be such that the tests or inoculations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denominations whose religious teachers are opposed to such tests of inoculations.

All kindergarten, or first grade pupils who have not attended kindergarten, and all new students to our district are also required to have a physical examination by a physician. It is also required that all new students present a copy of an official birth certificate for school personnel. A copy will be made and kept on file.

Health screenings are done for all students periodically. Those screenings consist of vision tests, and hearing tests with an audiometer. Parents may request these tests be done for their child at any time. These tests may also be given upon parent request in the spring before the child enters kindergarten.

If your child requires medication at school, a doctor's note is necessary for prescription medication and that medication must be sent in the prescription bottle. When you have the prescription filled just ask your pharmacist to label an extra bottle. Over-the-counter medication such as Tylenol, cough suppressants, or decongestants must be in the original container and accompanied by a permission slip from the parent giving permission for this medication to be given at school. This medication must also be in the original container and will be given according to dosage on the label.

If children are sent home from school with a fever, they must be fever-free for 24 hours before re-entering school. Please refer to the parent District Handbook for other Johnson County Health Department Exclusion Recommendations.

Please contact the school nurse if your child has an exceptional health problem on entrance to school or at any time during the school year.

Student Insurance: A student accident insurance policy is made available to all Blue Valley students upon request from parents. Additional accident insurance is also available when students take field trips. The policy is very inexpensive and would cover medical costs not covered by the primary family insurance.

Technology Use:

Equipment will be used with care.

- Work area will remain neat and orderly
- Food and beverages are not allowed near computer area
- Computer equipment will be left ready for next user

Appropriate behavior will be used.

- Respectfulness and courtesy to others is expected
- Appropriate language, graphics, and other data are to be used

Computers have settings which may not be changed.

Individual passwords are not to be shared with anyone.

Copyright laws protecting programs, data, books and pictures will be followed.

Guidelines for Internet Use:

Use of the Internet requires the teacher's permission and supervision.

Teachers must be present in the classroom or Internet lab whenever students are on the Internet. Only approved search engines or teacher bookmarked sites will be used to locate information.

No personal information will be given out over the Internet (example: last name, address, phone number, charge account numbers).

Consequences of Unacceptable Use

Students violating these guidelines or other administrative guidelines Board policies, relating to acceptable use of communication technologies will be subject to any and all applicable disciplinary measures. Possible disciplinary measures may include, but are not limited to, temporary or permanent loss of use. (Blue Valley District Technology Policy)

Note: The complete Blue Valley School District Technology Policy is available upon request. The more complicated language of the policy would be difficult for elementary aged students to understand. The above guidelines, adapted from the District Policy, are student friendly.

Traffic Tips: The safety of children at Cottonwood Point is a top priority for the school. Please adhere to the following traffic patterns, no parking zones and areas to drop-off and pick up your children.

Visitor Badge and Employee Badge Guidelines: In an effort to improve safety and security in all buildings of the school district the Blue Valley School District has implemented an employee and visitor badge program. All employees of the school district will be required to wear a badge when on duty in any building. Likewise, all visitors to buildings will be expected to report to the building's main office, sign-in on a register, and receive a visitor's badge. School volunteers, including parents, should also receive a badge. Contractors or other vendors who need to complete work on school grounds will also be required to wear a badge in the building prior to proceeding.

Visitors to the Building: Cottonwood Point welcomes visitors to our school. Any visitor must have a state issued ID to enter our locked building during the school day. This is true even for families of CPE students. Please be ready at the door with your ID. By District Policy and for the safety of students and staff, all parents and visitors in the building for any reason **MUST** check in at the office upon entering the building, and pick up a visitors badge. Uninterrupted class time maximizes learning opportunities for all students. Your cooperation will be greatly appreciated.

Website: As a way to minimize paper costs of publications, we will be placing important school information on the CPE website, www.bluevalleyk12.org. This website can be accessed for the monthly Friday Flash newsletter, community resources, PTA agenda/minutes/budget information, District approved flyers for possible outside school activities, etc.