

L. P. COLLINS SCHOOL HANDBOOK 2008-2009

10300 N. Blaney Avenue
Cupertino, CA 95014
(408) 252-6002
Attendance line: ext. 6

Jones Wong, Principal

Cupertino Union School District
Phil Quon, Superintendent

The mission of the Cupertino Union School District is to provide a child-centered environment that cultivates character, fosters academic excellence, and embraces diversity. District families, community, and staff join as partners to develop creative, exemplary learners with the skills and enthusiasm to contribute to a constantly changing global society.

Dear Parents and Students:

Welcome to Collins Elementary School and the **2008-2009** school year!

This handbook has been designed to give you information about Collins School and to answer any questions you may have about its schedules, procedures, and policies. You will want to keep it for reference throughout the year.

We invite you to become an active member of Collins School by visiting your student's classroom and by participating in school projects, the PTA, School Site Council, or as a parent volunteer. Your active participation helps make our school a more productive and enjoyable experience for both you and your student. Please consult your weekly **Collins Communique** (found on-line every Thursday at www.collinselementary.com) to keep abreast of changes and additions to this handbook.

We hope your student will have a pleasant and rewarding experience each day of this school year!

Sincerely,
Jones Wong, Principal

SCHOOL CALENDAR 2008-2009

August 21	Students Return
September 1	Labor Day
September 4	Back-to-School Night
September 19	Staff Learning Day
October 6-14	Conference Schedule
October 27	Staff Learning Day
November 11	Veterans Day
November 26, 27 & 28	Thanksgiving Recess
December 22-January 2, 2009	Winter Recess
January 19	MLK Jr. Day – No School
February 16-20	Mid-Year Recess
March 16	Staff Learning Day
April 9	Open House
April 13-17	Spring Recess
May 22	Staff Learning Day
May 25	Memorial Day
June 12	Last Day of School

DAILY SCHEDULE

Monday, Wednesday, Thursday, Friday

Kindergarten - AM session	8:40 to 12:05
Kindergarten - PM session	10:35 to 2:45
Grades: 1, 2, 3	8:40 to 2:45
Grades: 4, 5	8:40 to 3:15

Tuesday

Kindergarten - AM session	8:40 to 11:50
Kindergarten - PM session	10:15 to 2:10
Grades: 1, 2, 3, 4, 5	8:40 to 2:10

STAFF MEMBERS AND PHONE EXTENSIONS

<u>Name</u>	<u>Title/Grade</u>	<u>Room #</u>	<u>Ext.</u>
Jones Wong	Principal	Office	110
Karen Furuta	Secretary	Office	103
June Shiles	Secretary	Office	104
Cynthia Allen	Instructional Assistant	11	211
Angela Arisawa	2 nd /3 rd grade	8	208
Lakshmi Auroprem	Media Clerk	GLC	150
Laura Austin	1 st grade	32	232
Maria Bednar	4 th grade	22	222
Kathy Berger	Hearing Impaired Specialist	19	219
Tami Blatter	Kindergarten	1	201
Stephanie Tao Bodnaruk	Kindergarten	31	231
Debbie Calcany	5 th grade	25	225
Paul Chung	Art	Art Room	250
Alison Chao	2 nd grade	10	210
Courtney Cheadle	Kinder/1 st grade	2	202
Erin Eckland	2nd grade	12	212
Asheley Frogner	3rd grade	17	217
Kimberly Fuentes	1 st grade	7	207
Laura Goorvitch	4 th grade	23	223
Stephania Higdon	Nurse	Health Office	120
Barbara Jones	Upper Music	Music Room	235
Jane Kelley	Resource	21	221
Marchele Kowalski	Kindergarten	3	203
Staci Koyanagi	1 st grade	4	204
Katy Kronenwetter	Speech Therapist	21	221
Diane LaVerne	Primary Music	Music Room	235
Katherine Lau	1 st grade	9	209
Karen Li	2 nd grade	30	230
Shirley Liao	Kindergarten	5	205
Lynn Membreno	SDC	20	220
Michelle Momii	2 nd grade	10	210
Christopher Nutter	4 th grade	27	227
Genie Olsen	1 st grade	14	214
Hector Parada	Custodian		
Shoba Ratnasamy	Instructional Assistant	11	211
Rebecca Roberts	SDC	11	211
Brenda Rousseau	3 rd grade	15	215
Arathi Shankaranarayan	Instructional Assistant	21	221
Christine Shepherd	Technology Media Clerk	Tech Lab	251
Joyce Shinozaki	3 rd grade	13	213
Mari Tapeç	3 rd grade	16	216
Adeline Teo	2 nd grade	29	229
Andrea Thompson	2 nd grade	18	218
Faye Tsai	Student Nutrition	Cafeteria	132
Marianne Walters	1 st grade	6	206
Beth Wichmann	5 th grade	26	226
Lael Wojno	3 rd grade	28	228
Wayne Yeung	5 th grade	24	224

P.T.A. BOARD MEMBERS

<u>Name</u>	<u>Position</u>
Bhagyashree Vadodkar	President
Kalpana Kakade	V.P Fundraising
Josie Zamarian	V.P. Programs
Judy Miyamoto	V.P. Membership
Niti Motwani	V.P. Health and Welfare
Kunal Kundu	Secretary
Jeanne Conner	Treasurer
Hong Yao	Auditor
Yoshiko Barthell	Historian
Tete Endo	Parliamentarian
Snehal Mohile	Reflections Chair
Chris Jacobs	Destination Imagination Chair

ARRIVAL AND DISMISSAL

Children are not to arrive at school **BEFORE** 8:25 a.m. There is no supervision until this time. Students are to wait outside their classroom quietly before school.

Students are not permitted to leave the school grounds unless signed out from the office by the parent or legal guardian. If a parent cannot pick up a child, a person the parent has listed on the health/emergency card may do so with verbal or written permission from the parent or guardian.

After dismissal, there is supervision for 15 minutes at the loading zone. Children who are not picked up in that time frame will be asked to sit outside the office by the flag pole until parents can be contacted.

Parents who pick up primary students are asked to wait in the main outside hallway for them. This keeps classroom areas quiet until the end of the day. Those parents who wait for older children must keep the younger children with them. Running and playing during this time creates problems for older children who are still in class. Children are not allowed on the playground during this time.

Primary students are not to wait for older brothers or sisters unsupervised. Any student who is not picked up within 15 minutes of dismissal must wait by the office and their parents will be contacted.

The Santa Clara County Sheriff's department has advised us, that if any child has not been picked up after 30 minutes of dismissal, we are to contact them. Please make arrangements to have your child/ren picked up promptly after school. Parents will be notified with a letter when we notice that your child is not being picked up promptly. After the third letter is received, you will be contacted to meet with the principal.

Supervision is provided after school through the Collins School Child Development Center (408-446-5428.)

ATTENDANCE

State law requires that absences be verified. Please call the school each day that your student is absent. The number to call is: 408-252-6002, ext. 6. This is a 24-hour voice mail extension.

When calling in an absence, please **TALK SLOWLY AND CLEARLY** and state the following:

- Name of the student (with spelling), room number, teacher
- Nature of illness or reason for absence
- Indicate if you would like homework for your student to be picked up in the office at the end of the school day

Regular attendance is necessary if a student is to progress satisfactorily in school. It is important, however, to keep your student home at the first sign of illness as this often can prevent longer absences and the spread of an illness to other students.

ATTENDANCE IS MANDATED

The Board of Education believes regular attendance is critical to student success in school and recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to eighteen are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use all legal means to correct the problems of excessive absence or truancy.

- (A) Students who have an unexcused absence on the first day of school in August will be dropped from the school roster (**vacations are unexcused**). If space is available at his or her school when the student returns, the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available. If the student is ill, parents must notify the school of the absence and provide documentation (in the form of a doctor's note).
- (B) Students must be in attendance on the last day of school to guarantee their place in the district for the following school year. As with the first day of school policy, when the student returns, if space is available at his or her school the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available. If the student is ill, parents must notify the school of the absence and provide documentation.
- (C) Long Term Absences. The district is experiencing a large increase in students traveling for long periods of time, and spaces can no longer be held for students with extended absences. **Students who are absent for more than ten (10) consecutive days will be dropped from the roster of their school. (This includes Independent Study).**

AUTOMOBILES AND SAFETY

Safety around the school and neighborhood is everybody's responsibility. Speed limits in school zones are 25 MPH. Drive slowly and carefully at all times and abide by the safety regulations. Report the license numbers of violators to the office. The Sheriff's Department can ticket violators in the parking lot or around the school.

Children are never to cross the parking lot unaccompanied by an adult. Walkers are to use the sidewalks and cross at the crosswalks. Adults, as well as students are to use crosswalks.

Students will wait near the loading zone for up to 15 minutes after dismissal. Any student not picked up during that time will need to wait by the office and the parent will be contacted. Please do not ask children to wait for rides away from the supervised loading zone area.

Avoid jaywalking. Always use crosswalks. Model good pedestrian safety!

There are a tremendous number of automobiles making the trip to and from Collins School each day. It is highly recommended that parents form carpools or walk their children to school. Particularly difficult times are mornings and Tuesday afternoons when all students are dismissed at 2:10 p.m. The staff will assist with traffic when possible to ease the congestion, however, the congestion is still very heavy. We ask that drivers help with the traffic problem by following the guidelines and being patient.

BACKPACKS

Due to limited space in the classrooms and narrow walking space in the hallways, rolling backpacks are strongly discouraged.

BACK TO SCHOOL NIGHT: CURRICULUM NIGHT - THURSDAY, SEPTEMBER 4, 2008

This is a night for parents only. This is an opportunity for you to meet with your child's teacher and see what curriculum will be covered, hear about the homework policy and understand more about what goes on during your child's day.

BICYCLE/ROLLERBLADE/SKATEBOARD/SCOOTER RULES

Students in grades 4-5 may ride a bicycle to school if the parent feels that the child is able to ride it safely. Please review the safety and procedural rules with your child. Permission slips are available in the office. **REMEMBER!** You must have a current permission slip on file with the office. This must be done every school year!

EVERY STUDENT MUST WEAR A HELMET WHEN RIDING A BICYCLE, ROLLERBLADING, SKATEBOARDING OR SCOOTER TO SCHOOL. NO EXCEPTIONS!!

Bicycle Guidelines: Riders must have a signed permission slip on file in the office to ride a bicycle to school.

Your bicycle must be in good working order so it is safe to ride. Regular bicycle maintenance is important to keep your bicycle safe.

You must wear a safety bicycle helmet as required by law.

You may not ride on the sidewalk unless you are under 10 years of age. You must walk your bicycle if someone is walking on the sidewalk.

Walk your bicycle across streets at crosswalks. Do not ride across streets.

Bicycle riders must ride in the bicycle lanes going the direction of traffic.

You must walk your bicycle on campus. Bicycles are never to be ridden on school grounds.

Riding through the school parking lot or the district office parking lot is not allowed.

Bicycles must be locked at the bike rack during school hours. Do not leave bicycles locked to the fence.

Be sure you have a good lock for your bicycle.

Skateboard, Roller Blades and Scooter Guidelines: Riding to school on a skateboard, scooter or roller blades is restricted to students over 10 years old. Like bicycle riders, skateboard, scooter and roller blade users will be required to have a signed permission slip on file in the office.

Safety gear is a must! Helmets are required. Knee, elbow and wrist guards are recommended.

Roller blades must be removed at the lunch tables closest to the staff parking lot.

Skateboards, roller blades and scooters are never to be ridden on campus.

Due to limited space on campus, storage of skateboards, roller blades and scooters are the responsibility of the student.

Riding through the school parking lot or the district office parking lot is not allowed.

VIOLATIONS OF THESE RULES WILL RESULT IN A DISCIPLINE LETTER HOME. IF VIOLATIONS CONTINUE, YOU WILL LOSE THE PRIVILEGE OF RIDING A BICYCLE, SKATEBOARD, ROLLER BLADES OR SCOOTER TO SCHOOL.

Skateboard, Roller Blades and Scooter Guidelines: continued

FIRST OFFENSE: Warning note sent home.

SECOND OFFENSE: The office will confiscate your ride and you will not be able to ride for a week.

THIRD OFFENSE: The office will confiscate your ride and you will not be able to ride for a trimester.

EXTREME OR PERSISTENT VIOLATIONS OF BICYCLE, SKATEBOARD, ROLLER BLADES OR SCOOTER RULES WILL RESULT IN THE CANCELLATION OF ALL RIDING PRIVILEGES.

BICYCLE/SKATEBOARD/ROLLER BLADES/SCOOTER PERMISSION FORM

My child and I have reviewed the rules stated in the Collins School Handbook. My child agrees to abide by the City of Cupertino rules and school rules for safety to and from school.

Student Name _____ Room # _____

Teacher Name _____ Grade _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

CELLULAR PHONES AND PAGERS

Students may possess cellular phones and pagers under specific conditions. Cellular phones and pagers must be turned off during the school day, including recess and lunch (prohibition on ringing or vibrating) and must be kept in the student's backpack at all times. Failure to abide by this policy may result in the cellular phone and/or pager being confiscated and the loss of cell phone possession privileges at the discretion of the site administrator.

CHANGE OF ADDRESS, TELEPHONE AND AUTHORIZED PICKUP

Always remember to report changes of your address, telephone number, place of work, work phone numbers, etc. Let the school know if you have changed those authorized to pick up your child. **Children cannot be released to anyone without parental permission.** Permission is given in person, in writing, on the telephone, and through names of people listed as eligible to pick up on the Health/Emergency card. Please keep this current.

CLASSROOM PROCEDURES

All classroom teachers have developed guidelines and practices agreed upon by the students and teachers.

Procedures are shared with students the first week of school.

Guidelines and procedures are posted in the classroom.

Parents are given a copy of all classroom rules and procedures during Back to School night in September.

COMMUNICATION NOTICES

We attempt to keep parents informed about our school programs, special events, and other newsworthy items.

Thursday is set aside for receiving the Collins Communique. Please keep Thursday in mind and check for the Communique, CUSD notices and PTA newsletters. This year, the Communique will only be available on-line at www.collinselementary.com. We will not be sending home a paper copy with your student. Your interest will help your student know you care about what is happening at school. After receiving information, if it is not clear, or if you have questions, please do not hesitate to contact us.

Classroom newsletters will go home on the last day of each month or with your child's report card.

DISCIPLINE POLICY

The staff, parents, and students are proud of the good behavior that is maintained by our students at Collins School. This is the result of the consistent emphasis placed on students to be responsible for taking care of their own behavior and for considering the rights of others. The school rules and procedures have been developed by the staff, students and parents, and reviewed and approved by the School Site Council.

DRESS STANDARDS

District policy stipulates that students wear “clean and safe clothes appropriate for all school activities.” High-heeled shoes, backless shoes or flip-flops are not considered safe for school or appropriate for physical education activities. Research has indicated there is a direct correlation between student’s attire and their classroom behavior, attitude, and achievement. A dress standard is enforced. Children are to come to school neat, clean, wearing shoes, and with their hair out of their eyes. Current styles are accepted, but clothing should be appropriate to the school situation. Light leather or tennis shoes are appropriate footwear for P.E.

Examples of inappropriate attire include:

short shorts

bare midriffs or low cut tops

shirts with inappropriate wording or pictures (i.e. beer ads, suggestive slogans)

hats are to be worn outdoors

makeup is not to be worn at school

bra straps and underwear are not to be showing

skate tennis shoes are not to be worn at school

E-MAIL ADDRESSES

E-mail is a wonderful way to communicate with your child’s teacher. The district wide e-mail address is:

last name_first name@cupertino.k12.ca.us

EMERGENCIES

It is imperative to keep current all information on the student enrollments cards: home and business telephone numbers, other persons to whom your child can be released. In the event of an emergency, your child will not be sent anywhere until a parent or designee is located.

FORGOTTEN LUNCHES

If your child is bringing lunch to school, make it a good habit of having it ready in the morning when he/she comes to school. If, for some reason, that’s not possible, do not take it directly to the classroom. Be sure that your child’s name is written clearly on the lunch. Be sure to inform your child to come to the office to pick up their lunch. Due to the large volume of lunches left in the office, **we will not call any student.**

For safety reasons, do not ask your child to meet you in the loading zone at lunchtime to pick up their lunch. There is no supervision. We are a closed campus.

GIFTED AND TALENTED EDUCATION (GATE)

Students in grades 3-5 may be recommended by parents or teachers for testing provided by the school district. Notices of testing dates will be published in school newsletters and posted in the office. Parents are encouraged to discuss possible giftedness with the classroom teacher before proposing a child for testing. Gifted students comprise about 2% of the population.

Students who qualify for the GATE program will be offered opportunities to participate in school programs such as Math Olympiads, short courses, Odyssey of the Mind, Junior Great Books, etc. Trained volunteers handle most GATE programs. Parent participation is vital. In addition, each teacher develops a classroom plan to enrich and extend the program for GATE students and for other students who might benefit.

Funding for GATE is quite low, so parent support is vital. A GATE newsletter is sent home quarterly. News includes community programs available to families, opportunities at local colleges, and ideas for learning materials a parent might want to purchase. GATE parents are surveyed and invited to meet each spring to evaluate the program and to discuss the next year's plans.

Under the State Consolidated Application, GATE activities can be further supported by School Improvement Program funds. This arrangement also entitles the school to include students who do not have the GATE designation in GATE and enrichment activities. Therefore, at Collins you will see many students participating in GATE/enrichment programs.

HEALTH SCREENING - VISION

All students in first, third, ELD and SDC will have a vision screening. Parents of students who should be referred for a medical follow-up will be notified.

HEALTH SCREENING - HEARING

All students in first, second, and fifth grades have a hearing screening in the spring. Parents of students who should be referred for a medical follow-up will be notified.

HOMEWORK POLICY

As part of a student's education, homework is important for learning responsibility, good work habits and study skills. We believe homework should be defined as an assignment, related to class work that will be turned in at a specific time.

For each grade level, the homework policy may differ as to types of homework activities. Included in the CUSD Board Policy are the following recommended weekly time allotments:

- | | |
|----------------|----------------|
| •Kindergarten | 10 minutes |
| •Primary (1-3) | 15-40 minutes |
| •Upper (4-5) | 60-240 minutes |

First and second grade students may receive the following homework assignments:

- Independent reading
- Activities needed to master addition and subtraction facts
- Long term project
- Sharing
- Gathering information for social studies and science
- Notes to take home and share with parents
- Work folders to take home and share with parents
- Parents can read to the student daily and ask questions about the story
- Spelling practice

Homework for the third and fourth grades will include the following types of activities:

- Mastering math facts
- Completing assignments not finished in class
- Studying words for spelling tests
- Current events
- Long term projects
- Oral report in reading and language

Most students in grades 4-5 will have some homework nightly, Monday through Thursday. Parents are urged to set up a routine of approximately 30-90 minutes a night for students to do their homework or read a book if they have no assignments.

Homework may include the following activities:

- Completion of class work
- Practice weak skills areas
- Work on long and short term projects
- Recopying of class notes and studying of these notes
- Studying for spelling tests and any other tests
- Reading library books

Parents have a responsibility to their child to provide the correct atmosphere at home by making sure the child has the necessary material available such as pencils, paper, pens, a dictionary, etc., by helping the child set aside a regular time for homework, by making sure the student has a quiet study area with proper lighting, by following up on suggestions from the child's teacher, and by assisting in developing a strategy for returning homework to school.

If, for some reason, your child is spending an inordinate amount of time doing homework, please let the classroom teacher know.

HOMEWORK POLICY - continued

Not only do the teachers and parents have a responsibility towards homework, but the student also has a responsibility. The student's responsibilities are as follows:

- Write down all assignments. Do not trust to memory.
- Ask questions about any confusing parts of the assignment. Be sure you understand what your teacher expects from you.
- Before leaving class, make sure you understand the purpose of the assignment.
- Before leaving school, make sure you have all materials you need to take home for the assignment. We are not able to open any classrooms after school if your student has forgotten something.

Please keep in mind that your student may sometimes prefer to do a homework assignment during recess or lunchtime to avoid having to bring it home.

INDEPENDENT STUDY CONTRACTS

A contract will be given to your child if you know ahead of time that your student will be out of town for at least five days, but not more than 10 days. The contract is signed by the teacher, parent, and student and permits the school to receive state funds as if the student were present at school. Parents are required to contact the teacher or office staff preferably two weeks or more in advance. This contract will help your child maintain skills learned while they were gone.

INJURIES OR ILLNESS

Students injured while at school are cared for in the following ways:

An injury may be inspected by the teacher, who may keep the student under observation in the classroom.

For a more serious injury, the student is sent to the office for first aid. The student's name is recorded, and the action taken is noted.

The home is routinely notified of a student receiving a blow to the head, whether it appears serious or not. The parent will also be notified and asked to come for the student if he or she exhibits any of the following:

- Temperature above or below normal
- Nausea or vomiting
- Severe headache
- Spasm or convulsion
- Evidence of a communicable disease
- Any severe accident, including a deep cut, possible fracture or dislocation
- Any accident requiring immediate medical attention
- Complaints from the student of feeling ill when the student was home the day before or felt ill before coming to school
- Presence of lice or nits
- Bee/insect bite or sting
- Any head injury

INJURIES OR ILLNESS - continued

No student is sent home until the parent is contacted and plans made for transportation. Transportation is the responsibility of the parent.

Children should not come to school with the following conditions:

- A severe headache, continuous coughing or sneezing
- A temperature of 100 degrees or higher
- If a child has had a fever, he/she should remain home until the temperature is normal (98.6 degrees) for 24 hours without the use of a fever reducer such as Tylenol.
- Diarrhea (remain at home until free of symptoms for 24 hours)
- Nausea or vomiting or has vomited during the night (remain at home until free of symptoms for 24 hours)
- Evidence of a communicable disease such as a rash
- Conjunctivitis (pink eye)
- Swelling or unusual sore throat

If your child is seen by a medical doctor and determined to **not** be contagious, please submit a doctor's note that the child "is not contagious and may return to school."

LEAVING CAMPUS

Students can only leave school if signed out from the office by a parent/guardian or person authorized by the parent/guardian on the Health Emergency card kept in the office.

Students are to come directly to school from home and return directly to home from school when they are dismissed. During school hours, they are to remain on the school grounds.

LIBRARY USE

Every student has the opportunity to check out books from the Collins Library. It is the responsibility of the students to return the books in a timely fashion. If the book is lost, the student will be charged for the book.

LOST AND FOUND

All articles found on the school grounds are hanging by the hand wall in the main corridor. Nametags in clothing and lunch boxes help the staff return lost articles. Lost valuables, such as keys, money, watches, etc. are kept in the school office. All articles left at the end of each trimester will be donated to charity.

MEDICAL/DENTAL APPOINTMENTS

Please make appointments before or after school hours. When this is not possible, please come to the school office and sign your child out. We will call your student's classroom and ask that they be sent to the office. **All students must be signed out by a parent in the office before being released during the school day.**

MEDICATION

School personnel may not administer medication unless a physician has given approval. Most medication can be timed so that it can be taken at home. **A teacher, nurse, or secretary never administers aspirin to a student.** If it is necessary for the child to have medication at school, the required permission form can be requested from the office. Medication includes all over the counter medication, such as aspirin, cough medicine, throat lozenges, inhalers and eye drops.

NUTRITION SERVICES

A hot lunch program is available to all students at a cost of \$2.75 per day. Milk and/or juice are available for 75 cents. Lunch envelopes are provided for the parents to send prepayment checks or cash for their student lunch account. Envelopes and menus are available in the school office. Each student is assigned a Personal Identification Number (PIN) and keys his/her PIN to purchase a lunch.

If your child does not have a lunch, we will call home. If you are not available, your student will be allowed to charge a lunch once.

Free or reduced price lunches are available to those students who qualify. Applications may be picked up in the school office or in Student Nutrition at the district office.

In recent years, we have had a few students with serious food allergies, especially to peanuts and other tree nuts. If your child is one of these students, please let the school and teacher know so we can take the proper steps to ensure your child's safety.

Due to food allergies that many students at Collins School experience, students are not allowed to share food of any kind.

OUTDOOR EDUCATION PROGRAM

The fifth grade students and their teachers have the opportunity to attend outdoor school for 4 days and 3 nights. Concentrated learning experiences in ecology, science and conservation are provided in this outdoor setting. The parents pay for tuition for the program. More information will be shared during Back To School night. Please notify the school office for information on financial support.

PEDESTRIAN GUIDELINES

Cross only at corners and crosswalks. Adults, remember to follow these rules; your modeling will help promote safe practices by students.

Parents must escort students across the parking lot.

PHONE USE

Children may use the office telephone for emergency calls only. Children may not use the phone to make arrangements to go to another house or to get homework.

PLAYGROUND SAFETY

Your student may arrive at school AFTER 8:25 a.m. and must be picked up immediately after dismissal in the afternoon. There is no supervision on the school grounds before or after school.

Both playgrounds, which includes the kindergarten playground, are closed to students with or without parental supervision, until the upper grades are dismissed at 3:15 p.m. The blacktop area must be kept clear for upper grade P.E. classes. Children who are dismissed at 2:45 may not wait unsupervised until the 3:15 p.m. dismissal to leave the school grounds.

REPORT CARDS/CONFERENCES

Report cards are issued three times a year at the end of each trimester. A conference is scheduled with each parent 6-8 weeks after the start of school to set goals for the student. Conferences will be held in October this year. Please contact your student's teacher if a conference is needed at any time during the school year. If you think there may be a problem or you have some information that may help the teacher to be more effective in working with your student, please let the teacher know immediately. Teachers are not available for conferences or phone calls during class hours.

SCHOOL IMPROVEMENT PROGRAM (SIP)

SIP is a state funded program intended to provide schools with funds for planning and implementing significant educational improvements. It provides resources to supplement the basic school program. Parents and staff develop a school plan jointly. The School Site Council monitors the objectives and activities of this plan. SSC is comprised of parents and staff elected by their peers. SIP funds enable us to hire instructional assistants, to purchase instructional materials and to provide staff development.

SCHOOL WIDE RULES

- Be respectful to other students and adults
- Walk from place to place
- Be responsible for your own actions and belongings
- Keep all body parts and objects to yourself
- Use appropriate language

SPECIAL EDUCATION

If you feel that your child is exhibiting major learning or other problems, contact your child's teacher to set up a meeting to discuss concerns. The District provides a wide range of programs for students with challenging conditions. The resource specialist is trained in the diagnosis and prescription of learning problems and coordinates the special education programs within the school. The speech and language program is designed to meet the needs of students diagnosed as having articulation difficulties. The speech therapist conducts small group classes for designated students. The psychologist is assigned to Collins School to assess students for learning problems that may interfere with their ability to learn. The psychologist assists in developing the Individual Educational Plan (IEP) for students.

TELEPHONES

The telephone number for Collins School is 408-252-6002. Please listen to the prompts carefully if you do not know the correct extension. You are able to directly call your child's teacher on the phone. The telephone will not ring during the school day so as not to interrupt the teaching process. However, you will be able to leave a message, which will be picked up by the teacher at his/her next opportunity. Please note the attendance line is 408-252-6002, extension 6. The telephones at school are to be used by students for emergencies only.

TESTING

Each spring, students in grades 2-5 take the STAR test. This is a nationally normed standardized test taken by all California students. Results of these tests, district tests, curriculum-related tests and daily assessments are used continually by the teachers to evaluate the student's progress, to plan instruction during the year and to help strengthen our program in academic areas. Results are mailed home to parents.

TEXTBOOKS

All students are responsible for using all textbooks and library books with care. If any book is lost or destroyed, the students will be expected to pay for the cost of the book. If the book is not paid for before the end of the school year, the students will not receive his/her report card or yearbook.

TOBACCO-FREE/SMOKE-FREE ENVIRONMENT

Collins School is a tobacco-free facility in accordance with CUSD Board Policy 3515-3 and the State of California.

Please be aware that for students to possess tobacco, or any products containing tobacco or nicotine products is grounds for suspension from school. Tobacco/nicotine products may include but are not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, or snuff. Adults smoking or using tobacco products on campus will be asked to refrain when observed.

To further the purpose of both the Tobacco-Use Prevention Education and the Safe, Drug-Free Schools and Communities grants, programs of prevention, intervention, education, and referral are implemented on the school campus to prevent and reduce the use of tobacco and drug abuse in our youth.

TRAFFIC GUIDELINES

If you drive your children to school, try to bring them between 8:25 and 8:35 a.m. The heaviest traffic time is 8:35 to 8:40 a.m.

Use the loading zone located in the parking lot.

Pull into the loading zone only when cars have moved forward so you don't block the right of way in the parking lot.

Pull forward, as far as possible, in the loading zone before dropping your children off, and leave quickly to make room for other cars.

TRAFFIC GUIDELINES - continued

When picking up a student in the loading zone, wait no more than 1-2 minutes, park on the street and locate the child on foot. Drivers who wait longer hold up the line and everybody suffers. Please do not wait if your child is not there waiting for you.

Never leave your vehicle unattended in the loading zone. The Sheriff's department will ticket your vehicle. Carpool, if possible.

Do not park or unload in the handicapped area. Drivers can be ticketed if reported to the Sheriff.

Do not double-park or make a double line by the cars in the loading zone.

VIEWING YOUR CHILD'S RECORDS

You may view your student's cumulative records by calling the principal for an appointment to do so.

VISITORS ON CAMPUS

Safety and student health are priorities. **All adults must have a tuberculosis test on file.** Parents who visit the lunch tables must sign in at the office, receive a visitor badge and have a TB test on file. Adults are not to sit at lunch tables. Adults are not to be on the yard unless they are part of the Collins supervisory staff.

Parents are always welcome to visit at school. To minimize disruption of the instructional program, maintain an orderly and disciplined campus, and for purpose of school safety and security, **all visitors, including parents, district employees and volunteers, must check into the office first before going into the classroom or onto the playground.** The school keeps a log of visitors' names. **Each visitor is asked to wear a badge at all times during his or her visit.** Our knowledge about which adults are on our campus is important for the protection of the children. We request that students from other schools, whether relatives, friends, or former students, not visit during the regular school day. **This includes toddlers at the lunch tables.**

The school grounds are open for community use during daylight hours when school is not in session. Permits are issued for group use.

All Board of Education policies, the California Education Code, Section 32210, the California Penal Code, Section 626.8, and the California Vehicle Code, Section 21113 are enforced.

The following are prohibited:

- Alcoholic beverages, illegal drugs
- Golf practice, archery, model airplanes
- Climbing on the roof or covered walkways
- Unauthorized vehicles
- Skateboarding, skating
- Smoking
- Firearms, rockets
- Animals (i.e. dogs)
- Parking in unauthorized areas

VOLUNTEERING

Many Collins parents help children in the classrooms, media center, on field trips, as music, art and P.E. docents, and in special programs. They tutor students, work with small groups, assist with cooking lessons, correct papers, run copies, read stories, help with plays, and much, much more. If you can participate as a volunteer, please contact the teacher or the Parent Teacher Association (PTA). We will have a volunteer information meeting in the fall during the Back-to-School principal's opening. **All volunteers must have a current TB test on file at Collins School before assisting at school.**

WALKERS

If your child walks to school, please review the procedure for walking to and from school:

Walk on the sidewalk at all times.
Cross only in the crosswalks.
Never walk across the parking lots.

ZERO TOLERANCE

As part of its commitment to school safety, our district Board of Education adopted in October 1993, a resolution of **Zero Tolerance** for violence and weapons on school campuses or at school activities off campus.

School law, district policy and regulations of the California Education Code require the immediate suspension and recommendation for expulsion of any student who possesses or furnishes a firearm, knife, explosive or other dangerous object on school grounds or at school events off the school grounds.

IMPORTANT DATES TO PUT ON YOUR CALENDAR

-BACK TO SCHOOL NIGHT SCHEDULE-

Thursday, September 4, 2008
6:00 p.m. to 7:15 p.m.

-CONFERENCE DAYS SCHEDULE-

Monday, October 6 through Tuesday, October 14, 2008

Grades: 1-5
8:40 a.m. to 1:10 p.m.
ALL STUDENTS IN GRADES 1-5 WILL BE RELEASED AT 1:10

Note: All kindergarten students will remain on the regular school day schedule.

**-SCIENCE CAMP SCHEDULE-
(5th grade only)**

Camp Koinonia
Santa Cruz County Office of Education
Tuesday, November 4 - Friday, November 7, 2008

-OPEN HOUSE SCHEDULE-

Thursday, April 9, 2009
6:00 p.m. to 7:00 p.m.

-STAR TESTING-

Monday, May 4 – Friday, May 15, 2009

COLLINS SCHOOL RULES

Dear Students and Parents/Guardians:

SCHOOL WIDE RULES:

- Be respectful to other students and adults
- Walk from place to place
- Be responsible for your own actions and belongings
- Keep all body parts and objects to yourself
- Use appropriate language

These are major guidelines that guide the behavior of all students at all times. Violation of these rules will have serious consequences.

Throwing anything, except balls, can result in a referral to the principal and contact with parents. Dangerous objects and weapons are strictly prohibited. The "Zero Tolerance for Weapons" policy mandates that students carrying such objects face an expulsion hearing.

Skateboards, roller skates, roller blades, etc. are not allowed on school grounds and must be removed and carried before entering the campus. Roller bladers are to remove their skates at the lunch tables before going to their class.

Bicycles are to be walked on school grounds. During the day, bikes are to be locked in the bike racks.

Fighting, rough play, physical contact games are unsafe and are not permitted.

Appropriate language is to be used at school.

Use of profanity at anytime is not allowed.

Only non-breakable containers are to be brought to school.

Verbal personal attacks and ethnic slurs are prohibited.

Sexual harassment is not allowed.

Restitution due to the destruction or defacing of school property or vandalism is the responsibility of the student and the parents.

Toys, PE equipment, i.e. little rubber balls, basketball, electronic games and card games are not permitted except for "sharing" in the primary grades or for a school project (must be kept in the classroom).

Do not chew gum or eat sunflower seeds in shells.

Dress appropriately for school. Wear safe, sensible clothing. Avoid open toed shoes, makeup, chains, etc.

Hats are for outdoor wear only.

Lost library or text books will result in the student being charged accordingly.

My child and I have reviewed and discussed the school wide rules and major guidelines. (Please sign below and return to your child's teacher as soon as possible.)

Child _____ Room # _____

Parent/Guardian Signature _____

COLLINS SCHOOL DAILY SCHEDULE
2008-2009

AM Kindergarten

	<u>School Day</u>	<u>Recess</u>	<u>Lunch</u>
Regular	8:40 - 12:05	10:15 - 10:35	N/A
Tuesday	8:40 - 11:50	10:15 - 10:35	N/A

PM Kindergarten

	<u>School Day</u>	<u>Recess</u>	<u>Lunch</u>
Regular	10:35 - 2:45	1:40 - 2:00	12:10 - 12:55
Tuesday	10:15 - 2:10	10:15 - 10:35	12:10 - 12:55

Primary (Grades 1-3)

	<u>School Day</u>	<u>Recess</u>	<u>Lunch</u>
Regular	8:40 - 2:45	10:15 - 10:35	12:10 - 12:55
Tuesday	8:40 - 2:10	10:15 - 10:35	12:10 - 12:55

Intermediate (Grades 4-5)

	<u>School Day</u>	<u>Recess</u>	<u>Lunch</u>
Regular	8:40 - 3:15	10:15 - 10:35	12:10 - 12:55
Tuesday	8:40 - 2:10	10:15 - 10:35	12:10 - 12:55

CONFERENCE DAYS - 20 minute recess / 30 minute lunch

	<u>School Day</u>	<u>Recess</u>	<u>Lunch</u>
Primary	8:40 - 1:10	10:15 - 10:35	12:10 - 12:40
Intermediate	8:40 - 1:10	10:15 - 10:35	12:10 - 12:40

AM/PM Kindergarten - Normal Schedule

