

L. P. COLLINS SCHOOL HANDBOOK

2018-2019

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

Steve Woo, Principal

Cupertino Union School District

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 **2018-2019** 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 child's classroom and by participating in school activities, the PTA, School Site Council, Project Cornerstone, or as a parent volunteer. Your active participation helps make our school a more productive and enjoyable experience for both you and your child. Please consult your **Collins Communique** (found on-line twice a month at www.cusdk8.org/collins) 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,
Steve Woo,
Principal

SCHOOL CALENDAR 2018-2019

August 16, 2018	Students Return
September 3, 2018	Labor Day
September 21, 2018	Staff Learning Day
October 4-12, 2018	Parent/Teacher conferences
October 15, 2018	Staff Learning Day
November 12, 2018	Veteran's Day
November 21-25, 2018	Thanksgiving Recess
December 24, 2018-	Winter Recess
January 4, 2019	
January 7, 2019	Students Return
January 21, 2019	Martin Luther King Day
February 18-22, 2019	Mid-Year Recess
April 15-19, 2019	Spring Recess
May 27, 2019	Memorial Day
June 7, 2019	Last Day of School

DAILY SCHEDULE

Monday, Wednesday, Thursday, Friday

Kindergarten	8:40 to 2:45
Grades: 1, 2, 3	8:40 to 2:45
Grades: 4, 5	8:40 to 3:15

Tuesday

Kindergarten	8:40 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>
Steve Woo	Principal	Office	63110
Arathi Sreeram	Secretary	Office	63103
Lisa Laguna	Secretary	Office	63104
Adela Arevalo	Custodian		
Dorothy Baisie	Nurse	Office	63120
Lauren Barker	Psychologist	21	63121
Maria Bednar	4	22	63222
Steve Bentley	Upper P.E.		
Erika Bruce	1-2	12	63212
Debbie Calcany	5	25	63225
Katie Camilleri	K	2	63202
Kyle Cayce	4	27	63227
Shara Carder	2	18	63218
Courtney Cheadle	K	1	63201
Shawn Davis	2	15	63215
Maruska DeSousa	Librarian	Library	63150
Novita Dewi	Upper Music	Music Room	63235
Anna Fankhauser	Art	Art	63250
Tricia Grantham	1/2	13	63213
Tanuja Hegade	V. I. IA Splzd	32	63232
Kimberly Johnson	K	7	63207
June Karaborni	R.S. Aide	21	63221
Joanne Kim	Speech	17	63217
Marchele Kowalski	K	3	63203
Staci Koyanagi	1	4	63204
Lynn McBride	Resource	21	63221
Patricia Leader	V. I.	32	63145
Kathy Mastrini	Hearing	19	63219
Beth Maxwell	1	5	63205
Lynn McBride	Resource	21	63221
Jamie Min	3	20	63220
Michelle Momii	3	10	63210
Yoko Noda	R.S. Aide	21	63221
Christopher Nutter	3	16	63216
Christine Ogi	1	31	63231
Genie Olsen	1	14	63214
Kejun Song	Tech Specialist	Computer Lab	63156
Karen Soundararajan	2	11	63211
John Souza	Custodian		
Christina Stein	Primary Music	Music Room	63235
Bailey Summers	4	30	63230
Mari Tapeç	3	8	63208
Aaron Thompson	5	29	63229
Faye Tsai	Nutrition	Cafeteria	63132
Shree Vadodkar	2	6	63206
Danielle Walton	4	28	63228
Beth Wichmann	5	26	63226
Julia Wong	3	9	63209
Wayne Yeung	5	24	63224

P.T.A. BOARD MEMBERS

<u>Name</u>	<u>Position</u>
Vinay Mysore	President
TBD	V.P. Communications
Chanden Moya	V.P Fundraising
TBD	V.P. Membership
Payal Mehta	V.P. Programs
Sonia Maini	Recording Secretary
Sikta Khastagir	Financial Secretary
Syed Babar	Treasurer
TBD	Auditor
TBD	Historian
Priyanca Rajan	Parliamentarian

ARRIVAL AND DISMISSAL

Children are not to arrive to school **BEFORE** 8:25 a.m. There is no supervision until this time. Students are to wait outside their classroom quietly between 8:25 and 8:40.

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 inside the office until parents can be contacted.

Parents who pick up primary students are asked to wait in front of the office. This keeps classroom areas quiet until the end of the day. Those parents who wait for older children must wait behind the yellow lines that surround the campus, and 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 in the office and their parents will be contacted.

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 child 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
- Contact your child's teacher to request homework for your child be left in the office at the end of the school day for you to pick up

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

If your child is late because of a doctor or dental appointment, **YOU MUST BRING A NOTE FROM THE DOCTOR OR DENTIST OFFICE**. If a note is not brought in, the delay/tardy will be unexcused.

ATTENDANCE IS MANDATORY

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.

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. The Sheriff's Department has asked us to remind everyone that there is no parking or stopping in the bicycle lane next to the entrance and exit of our parking lot on Blaney Ave.

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 at the loading zone for up to 15 minutes after dismissal. Any student not picked up during that time will need to wait in 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 between 8:30 and 8:40, 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

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 and/or scooter on campus. Bicycles and scooters are never to be ridden on school grounds.
- Riding through the school 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 skateboards, scooters, 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.
- 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.

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**

(A copy of this form is available at the bottom of the last page of this handbook.)

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** _____

CELL PHONES

Students may possess cell phones under specific conditions. Cell phones 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 cell phone 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, or on the telephone. 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 posting the Collins Communique on our website. Please keep Thursday in mind and twice a month, check for the Communique with all CUSD notices and PTA newsletters. The Communique is only available on-line at www.cusdk8.org/collins. We will not be sending home a paper copy with your child. 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 Friday 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 (SSC).

DRESS STANDARDS

District policy stipulates that students wear “clean and safe clothes that are not a distraction and 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
- underwear is not to be showing
- skate tennis shoes are not to be worn at school (Wheelies)

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@cusdk8.org

EMERGENCIES

It is imperative to keep current all information on the student enrollments cards: home and business telephone numbers, and names of 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 goes to school. If, for some reason, that’s not possible, do not take the lunch directly to the classroom. Be sure that your child’s name and room number is written clearly on the lunch. Leave the lunch on the lunch cart located in front of the office. **WE WILL NOT CALL ANY STUDENT!** The cart will be pushed to the lunch tables at 12:00 each day. Remind your child to check the lunch cart for their lunch!

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.

If a student does not have a lunch, we will direct them to the school lunch line to get a hot lunch. The student will be given a blue lunch envelope to take home to you to pay for the lunch.

FORGOTTEN ITEMS - Drop Off Procedure

The office staff will not interrupt classroom instruction to notify students of forgotten items. **Parents may email the student’s teacher directly** regarding any forgotten items brought to the office and left for the student.

*Help your student make an evening and morning checklist and post it by the door they use each morning so the student can double check that they have everything needed for the day. Remember to add water bottle, eyeglasses, homework, special projects to the list! Beginning the day as stress free as possible is a positive way to start the day. School age

children are able to help fill their water bottle, pack their lunch, pack their backpack, and organize their schoolwork. Developing these important life skills will help them to be prepared and organized throughout their lifetime!

HEALTH SERVICES - 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 SERVICES – 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 daily time allotments:

- | | |
|----------------|---------------|
| •Kindergarten | 10 minutes |
| •Primary (1-3) | 15-40 minutes |
| •Upper (4-5) | 45-60 minutes |

Kindergarten, 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, fourth, and fifth 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 nightly routine 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.

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 and take home all materials required to complete your assignment.
- We are not able to open any classrooms after school if your child 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 must be completed and returned by the stated date to permit the school to receive state funds as if the student were present at school. Not turning in the work and contract by the agreed date will result in the time away being marked as unexcused. 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 are 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

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."

LCFF—LOCAL CONTROL FUNDING FORMULA **LCAP—LOCAL CONTROL and ACCOUNTABILITY PLAN**

LCFF is state funding 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 an LCAP school plan jointly. The School Site Council (SSC) monitors the objectives and activities of this plan. The SSC is comprised of parents and staff elected by their peers. LCFF funds enable us to purchase instructional materials, to provide staff development, and to add an hour of library time and computer tech time.

LEAVING CAMPUS

Students may only leave school if signed out from the office by a parent/guardian or person authorized 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 in two containers by the hand wall in the main corridor. Name tags 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. Remember to bring your doctor/dental excuse upon returning to school.**

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 \$3.25 per day. Milk and/or juice are available for 75 cents. Blue lunch envelopes are provided for the parents to send prepayment checks or cash for their student lunch account. Envelopes and menus are available online and 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 **NOT** call home. Your child will be asked to buy a school lunch.

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

office, online 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 school asks for a donation to cover the program. If the school does not collect enough donations, outdoor school is subject to cancellation. More information will be shared during Curriculum night.

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.

PERSONAL ITEMS BROUGHT TO SCHOOL

Students should not bring personal possessions to school. They may be damaged, lost or stolen. The school is not responsible for students' personal possessions. Examples: electronic games, iPods, Pokemon cards and jewelry. Students should not bring balls, jump ropes or PE equipment. Students may borrow and share this equipment from their classrooms during recess time.

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 include the kindergarten playground, are closed to students with or without parental supervision until 3:30 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. Report cards will not be given to any student who has an overdue library book.

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 3-5 take the CAASPP 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 8:30 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 at the intersection of Blaney and Forest. Once in the loading zone, stay in one line of cars.

Pull forward as far as possible and fill any gaps in the loading zone before dropping your children off, and leave quickly to make room for other cars. Please do not cut into the line in front of other cars.

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, or drive around the block and come through the loading zone again. Drivers may not stop or park in the loading zone. If your child is not there waiting for you please drive around the block and try again. 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.

DO NOT PARK IN DESIGNATED RESERVED SPACES. (Not even for a "minute" to walk your child to class or tend to business in the school office.) Please park in one of the unmarked spaces if you have business in the school office. We have support staff that travels between schools and needs the reserved spaces when on duty here at Collins.

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
- Bicycles
- Scooters
- Smoking
- Firearms, rockets
- Animals (i.e. dogs)
- Parking in unauthorized areas

VOLUNTEERING

Many Collins parents help children in the classrooms, office, 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, the Project Cornerstone Lead, 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 and have cleared fingerprint check 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.**

COLLINS ELEMENTARY—DAILY SCHEDULE

Primary (Grades K-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 - 1:20	10:15 - 10:35	12:10 - 12:40
Intermediate	8:40 - 1:20	10:15 - 10:35	12:10 - 12:40

IMPORTANT DATES

Back to School Night - Parents Only - August 29, 2018:

6:00 p.m.— Kindergarten – 2nd grades

6:50 p.m.—Meet the Principal,

7:15 p.m.— 3rd – 5th grades

Language Testing - TBD

Conference Schedule - October 4 - October 12, 2018

All Students released at 1:20 p.m.

Bud White Individual Pictures taken! - October 23, 2018

Vision Screening - Grades 2 & 5 only October 24, 2018

Science Camp - 5th grade students October 30 – Nov. 2, 2018

Hearing Screening - Grades 1, 2 & 5 - February 5, 2019

Open House - April 8, 2019, 2:15 – 3:15 p.m.

Collins Parking Lot Procedures



- The Yellow Zone is for loading and unloading only.
- Stay in the curb lane and wait until you are in the loading zone. (Please do not cut in front of cars already in the loading zone.)
- Stay in your car ready to move forward.
- Drive forward as far as possible, *fill in the gaps* before dropping off or picking up your child.
- Your child should be ready to get out of the car on the sidewalk only.
- Students will not be allowed to get in or out of cars in the center lane.

After school:

- Please do not enter the parking lot before 2:45 if you are picking up a student.
- Drivers may not wait in the loading zone for more than two minutes.
- If your child is not at the student waiting area, please drive around the block and try again.
- Between 2:45 and 3:15, 4th/5th grade parents may not wait in the loading zone to pick up your child.
- **Please do not park in the designated reserve parking spaces.** Do not park in these spaces for even a minute. We have staff members who work at different schools and need these spaces at different times in the day.
- Right turn only when exiting the parking lot.



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. Students carrying such objects face an expulsion hearing.

Skateboards, scooters, 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 before coming on campus or going to their class.

Bicycles and scooters 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 any time 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, basketballs, 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, 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 _____

BICYCLE/SKATEBOARD/ROLLER BLADES/SCOOTER PERMISSION FORM (4th & 5th Grade only)

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 _____