

**WELCOME TO COLLETT**  
***A California Distinguished School***

***Our Mission:***

***“Collett is a Learning Community that motivates and assists all students to meet or exceed academic standards in a safe environment while promoting honesty, integrity, and responsibility.”***

Dear Parents,

Welcome to Collett Elementary School! As a California Distinguished School, we are proud of our school and its educational program. We look forward to working with you and community members as we educate your children, our most valuable and cherished asset.

The goal we all share is that all children receive an education which prepares them for their future education and career, and prepares them to be productive citizens. We believe that all students can learn the skills and concepts they need to go to college and succeed in life. We ask for your support in meeting and exceeding these goals.

We challenge you as Collett parents, to be sure that your child attends school each day and arrives on time, and stays for the entire day. Please remember that when your child is tardy, released early, or absent s/he misses out on important instructional time. Subsequently, as school funding is attached to student attendance, and all students in the school lose if we have poor attendance rates. Whenever possible, please arrange medical and other appointments after school so your child will not miss any school time. Also, if your child is ill, please call the school office the same day or send a note to the office upon your child's return to school.

Home-school communication is encouraged. If you have a question, please call the school at (951) 358-1605. If you wish to discuss a matter with the teacher, you can leave the teacher a message through the office or via the teacher's voice mail. Conferences with teachers are by appointment only. Due to the ongoing financial crisis in California, Collett does not currently have an assistant principal. If you have a concern regarding your child, please contact your child's teacher first before contacting the principal.

Please keep this handbook to which you may refer throughout the 2011-12 school year. We look forward to meeting you and working together to ensure your child's success.

Sincerely,

William Mynster

Principal, Collett

## **SCHOOL SCHEDULE**

Breakfast Program students ONLY	8:10 - 8:40
Campus Open to students	8:30
Go to classroom bell	8:40
Kinder Student Day	8:45 – 1:40 (Minimum Day Dismissal – 1:40)
Gr. 1-3 Student Day	8:45 – 3:05 (Minimum Day Dismissal - 1:40)
Gr. 4-5 Student Day	8:45 – 3:10 (Minimum Day Dismissal - 1:40)
Early Student Release Days <b>every Tuesday</b>	8:45 – 1:40
Office Hours	7:30 – 4:30
Teacher Work Day	8:00 - 3:30

## **COLLETT CODE OF CONDUCT**

Our goal at Collett Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. This year we will focus our efforts around four key character qualities: **honesty, kindness, respect, and responsibility**. This forms the **Collett Code of Conduct**. We urge parents and guardians to be actively involved in supporting our efforts in teaching and discipline.

### **Code of Conduct Collett Cougars' Character Pledge**

Character is doing the right thing, even when no one is watching.

#### **Collett Cougars are honest**

We are truthful and trustworthy. We have integrity.

#### **Collett Cougars are kind**

We show we care. We express gratitude and forgive others.

#### **Collett Cougars are respectful**

We treat everyone with courtesy and use good manners. We take care of school property and materials.

#### **Collett Cougars are responsible**

We do what we are supposed to do. We think before we act and are accountable for our choices.

## **CONSEQUENCES FOR MISBEHAVIOR**

Students that choose to break the Code of Conduct may receive any of the following consequences.

1. Warning
2. Record infraction in class discipline book
3. Loss of recess
4. Parent notification
5. Time out in another classroom
6. Detention
7. Loss of privileges or activity, including end-of-the-year activities
8. Damage or replacement fees
9. Suspension, Expulsion, or Police action for major infractions (see list on page 4)

## **EXPECTED CAMPUS BEHAVIOR**

In addition to the expectation that students will demonstrate honesty, kindness, respect and responsibility, some specific issues relating to campus behavior are listed below...

1. Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
2. Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
3. Running and playing in the hallways is not permitted.
4. Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers. Electronic games and devices, iPods, MP3 players, radios, laser light pointers and toys are not permitted. Inappropriate items will be confiscated. Students are strongly discouraged from bringing cell phones to school. Phones should be turned off until dismissal. If they are used during the school day, they will be confiscated.
5. School property, facilities, and equipment must be used properly and safely.
6. Bicycles, skateboards, and skates may not be ridden on campus.
7. Chewing gum is not permitted at school.
8. Hats are not recommended and need to be removed while indoors (polite etiquette).
9. All state and federal laws must be followed at all times.

## **SUPER 8 RULES FOR SOLVING PROBLEMS**

Students are encouraged to be peacemakers by using the following guidelines to solve problems:

1. Talk it over ... listen
2. Ignore it
3. Walk away
4. Say "I'm Sorry" or "Please stop that"
5. Take turns
6. Share
7. Find something else to do
8. Ask for help

## **COLLETT DETENTION POLICY**

**The Collett Detention Policy is presented with these basic premises. They are:**

1. Every parent and child clearly understands the expected code of conduct.
2. The consequences for failure to follow the standards will be applied consistently.
3. Children will be held responsible for their behavior by consequences established in this discipline plan.

It is imperative that students and parents understand and support the following standards. These standards create a safe and effective learning environment, and promote the students' academic, social, and emotional development. All students are expected to adhere to the standards and accept the consequences for each infraction they choose to make.

### **Consequences for Misbehavior:**

<b><u>1st Trimester</u></b>	<b><u>2<sup>nd</sup>/3rd Trimester</u></b>
1 <sup>st</sup> Citation = Warning	1 <sup>st</sup> Citation = Warning
2 <sup>nd</sup> Citation = Warning	2 <sup>nd</sup> Citation = Detention
3 <sup>rd</sup> Citation = Detention	3 <sup>rd</sup> Citation = Detention
4 <sup>th</sup> Citation = Detention	4 <sup>th</sup> Citation = Detention
5 <sup>th</sup> Citation = Detention	5 <sup>th</sup> Citation = Possible Suspension
6 <sup>th</sup> Citation = Possible Suspension	

### **Example:**

During the first trimester students will be given two warnings (citations) without penalty except for severe infractions such as fighting, foul language, ditching class or school, and defacing property.

ALL teachers and school personnel will report any warnings to the child's homeroom teacher who will keep track of his/her students' infractions. Copies of behavior notices will be sent home for signature on all infractions and detention if applicable, will be marked. During detention, the child may not do anything but sit at his/her assigned seat. Students may not do homework or talk. If a student fails to properly serve his/her detention, that day's detention will not count and the detention must be served again.

**Suspension from school will be utilized after repeated offenses or in the case of severe infractions.**

**Note:** No detention will be served on the day of the last warning. Parents will be notified by letter or phone first. Detention is defined as the time served outside the school day.

Detention is held on **Monday, Wednesday, and Thursday** of each week. It is from 3:15 – 3:45 pm.

### **DUE PROCESS**

Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the principal/designee. At this time the pupil will be afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested.

### **A STUDENT MAY BE SUSPENDED AND/OR REFERRED FOR EXPULSION FOR THE FOLLOWING ACTIONS:**

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or any intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stolen or attempted to steal school or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities, or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged or attempted to engage in hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in Education Code 32261 subdivisions (f) and (g), directed specifically toward a pupil or school personnel.
- (t) Aid or abet the infliction or attempted infliction of physical injury.
- (.2) Students in grades 4 through 12: engaged in sexual harassment against school personnel or other pupils.
- (.3) Students in grades 4 through 12: caused, attempted to cause, threatened to cause or participated in an act of hate violence.
- (.4) Students in grades 4 through 12: intentionally engaged in harassment, threats, or intimidation which is (a) directed against one or more students; (b) severe or pervasive; and (c) has the actual and expected effect of materially disrupting classes, creating substantial disorder, and creates an intimidating or hostile education environment.
- (.7) Terroristic threats against school officials, school property, or both.

### **PLAYGROUND PROCEDURES**

1. School rules must be followed at all times.
2. Play equipment for use on school grounds must be provided by the school. Items brought from home are not to be used unless approved in advance by a teacher and marked with the student's full name.
3. Students must stay within boundaries of the playground.
4. Eating and drinking are only permitted in designated areas.
5. Students should not walk through a game in progress or disrupt games.
6. Softball and football (tag football included) may only be played during physical education periods under the supervision of a teacher unless special arrangements have been made in advance with the principal.
7. Playing in or around restrooms is not permitted. Students who observe vandalism and fail to report the problem are as

- guilty as those who cause damage.
8. Drinking fountains and restrooms are to be used BEFORE the bell rings.
  9. When the freeze bell rings, students must immediately freeze until the Campus Supervisor blows the whistle. Students are to WALK to their assigned place.
  10. **ANY** behavior resembling fighting or wrestling is forbidden (i.e. play fighting)

#### **EXPECTED BICYCLE RIDING BEHAVIOR**

1. **Only students in grades 4-5**, with a signed bike contract, may ride bicycles to school.
2. Bicycles must be walked to the bicycle rack both to and from the school gate.
3. All bicycles must be locked to the bicycle rack.
4. All students are expected to obey the traffic laws, including wearing a bike helmet while riding their bicycle and to use the crosswalk with the crossing guard, and not double riding.
5. Students may not bring skateboards, skates, roller blades, scooters or the like to school.
6. No bicycles may be ridden on campus at anytime. Bicycles must be walked while on campus.

**Failure to follow these rules may result in the loss of bike riding privileges. Other items will be confiscated if school rules are not followed.**

#### **EXPECTED BUS BEHAVIOR**

Bus service is available only to students in Collett's Special Day Classes. Students may on occasion attend a study trip where they will ride a bus. In those circumstances the following rules apply:

1. All students must obey the bus driver and follow his or her directions. NO arguing with the bus driver.
2. All students must remain seated, facing the front of the bus at all times with hands, keeping feet and objects INSIDE the bus at all times.
3. All students must speak quietly and not make loud noises on the bus.
4. Students must keep their feet and hands to themselves.
5. Students may not throw any item in or out of the bus.
6. No food, candy or drinks may be eaten on the bus.

**Failure to follow the above rules may result in detention or loss of privilege (such as missing next study trip).**

#### **EXPECTED LUNCH TIME BEHAVIOR**

1. Students are to be escorted to lunch area by their teacher in an orderly manner. Running or loud talking is not permitted.
2. Students are expected to line up single file in the cafeteria area in front of the serving counter and out the MPR doorway. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
3. Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. No throwing of food, yelling, running, selling or trading of food is permitted.
4. Student respect of campus supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
5. Campus supervisors have the responsibility and authority to discipline students in accordance with school and district guidelines and the California Education Code.
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
7. At the conclusion of an eating period of at least ten minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a campus supervisor to release them to the playground.
8. Students are not allowed to leave school during lunch or recess unless authorized through the office.
9. At the conclusion of the lunch period, all students are to line up in an orderly manner and quietly await their teacher's prompt arrival

#### **EXPECTED BEHAVIOR AT ASSEMBLIES**

Audiences should:

1. Keep hands, feet and objects to themselves.
2. Respect program personnel. Listen carefully and respectfully to the presenter(s). No booing or whistling.
3. Sit quietly and do not talk during presentation.
4. Follow dismissal instructions.

## **COLLETT DRESS CODE**

Student clothing should be comfortable, age appropriate, and of the correct type for the climate and season.

*Students may NOT wear:*

- \* Clothing with words or graphics pertaining to drugs, alcohol, gangs, profanity, sex, racist or demeaning information.
- \* Any gang or gang-like attire
- \* Oversized or ill-fitting clothing
- \* Sleeveless tops with large armholes or with shoulder straps narrower than 2"
- \* Strapless or tube tops
- \* Bare midriffs
- \* Short shorts or cutoffs
- \* Tattered clothing, un-hemmed pants legs, or ripped seams
- \* Undergarments showing
- \* Chains or weapons (including wallet chains)
- \* Lack of undergarments
- \* Shirts, tops or sweaters unbuttoned below the sternum
- \* Bathing suits
- \* Unsafe jewelry or clothing
- \* Oversized belts
- \* Underwear T-shirts
- \* Footwear without a heel strap or footwear with wheels
- \* Skull caps, doo-rags, backwards or sideways hats
- \* Hair dye/color that will distract from the educational process (ie: blue, green, etc..)
- \* Sandals with open toes (due to safety problems on the playground).
- \* Temporary tattoos

## **Non-Compliance of Dress Code**

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal or designee. The following progressive interventions will be followed:

- a. Verbal warning - child may be required to turn shirt inside out or borrow school shirt.
- b. Notice sent home with student for return with parent signature
- c. Phone call home. Parents may be expected to bring appropriate clothing
- d. Loss of privileges in classroom or recess
- e. Referral to office:
  - student may be required to change clothes.
  - an appointment may be scheduled with the parent to formulate a compliance plan for the student.

## **LOST AND FOUND**

Lost items, including clothing, may be claimed from the Lost and Found carts in the Multi-purpose room. In order to minimize the number of lost items, please label ALL BELONGINGS on the inside with your child's first and last names. Unclaimed items will be donated to Goodwill at the conclusion of the school year.

## **TRAVEL TO AND FROM SCHOOL**

Safety of our children is very important. The following are suggestions and rules which will help your child be safe.

1. Insist that your child go directly to and from school. We encourage parents never to let students travel alone.
2. Know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find the reason for the delay.
3. **Students should not arrive before 8:30 a.m., unless they are in the Breakfast Program which starts at 8:10 a.m.** Students in the Breakfast program should arrive no earlier than 8:10 am. A parent/guardian should wait with students until they see a staff member arrive to take students to breakfast.
4. Students should depart school as soon as dismissed. **Please pick students up PROMPTLY after school.**
5. Except for general dismissal, you will be asked to show ID in the office whenever picking up your child. This includes when a parent/guardian arrives more than 10-15 minutes after general dismissal. Again, please be on time.
5. Students should stay off private property and travel the recommended routes to and from school.
6. You must send a note if your child is to change his/her regular routine. For instance, if your child is not supposed to ride the bus home as usual, and is to wait for you to pick him/her up, we must have a note! Otherwise, we will put him/her on the bus. Young children, especially, have difficulty remembering what a parent said when it is time to go home. Arrangements need to be made BEFORE school. Children may not use the phone to change plans.
7. Teach your child to walk on the side of the road facing on-coming traffic if there are no sidewalks.
8. Advise your child to avoid strangers, and not get into a car with someone s/he doesn't know. Tell him/her not to accept money, candy or presents from strangers, and not to help a stranger look for lost animals or get directions.

9. Parents picking up and dropping off students are required to comply with all traffic instructions at the front of the school for the safety of all children.

### **PARKING LOT SAFETY AND COURTESY**

Parents and students are asked to follow all traffic and safety rules when dropping off children before school or picking up children after school. Parents are asked to personally walk their children to and from cars. When crossing streets, use crosswalks and corners. Please be courteous of others by not blocking vehicle or pedestrian traffic, and by following requests made by staff and student traffic helpers.

**Parking is permitted only in designated areas.**

Drivers who do not find a parking space are required to park along the street. Safety and courtesy are to be observed - this might save a child's life. **THE BUS LANE MUST BE KEPT FREE OF TRAFFIC AT ALL TIMES.** We also ask that cars not block the entrance to school from Collett Avenue or double-park on the street, this only delays departures and causes confusion for everyone. Your cooperation in this matter will be appreciated.

Note: We strongly encourage you to consider walking your child to and from school, rather than driving. With the exception of some of our Special Education students and transfer students, Collett students all live within walking distance of the school. The more students that walk to school the less congestion we experience in our parking lot. Collett is part of the city's "Walk to School" initiative. Walking your child to school gives you an opportunity for quality time with your child, improves your child's health, and helps the environment with fewer cars on the road in the morning/afternoon.

### **ATTENDANCE POLICY**

Students are expected, by law, to attend school every day unless they are ill. Doctor and dentist appointments should be scheduled after school and on time. Daily attendance allows for the student to obtain the necessary instruction in the classroom.

Students must not only attend school daily but arrive on time. On time means a student must be lined up outside, or inside their classroom when the bell rings at 8:45 a.m. Arrival any time after 8:45 is considered a TARDY. **PARENTS MUST SEND A NOTE OR PHONE CALL WITH THE REASON FOR THE ABSENCE OR TARDY THE DAY OF OR DAY AFTER THE ABSENCE.** If you can provide a doctor/dentist's clearance for your child, the absence will be excused.

Attendance awards: Students are rewarded for perfect attendance monthly, at each trimester, and at the end of the year. Students who have no absences and two or fewer tardies receive perfect attendance trophies.

### **TRANSFERS**

Whenever a child leaves to go to another school, parents need to obtain a transfer from the school office. Please let us know a few days ahead and specify the last day of attendance to both the office and the teacher.

### **SCHOOL VISITATION**

The school office is open Monday through Friday, 7:30 – 4:30. Being a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. All visitors including parents must sign in at the office and receive a visitor's sticker. **If you wish to visit a classroom, please make an appointment by calling the school or contacting the teacher at least one day ahead of your visit.**

The above procedures have been established to ensure student safety and to minimize disruption of the instructional program. The following may not be taken on campus during visits (too disruptive): radios; tape recorders; electronic devices; any other item making noise. Cell phones should be turned off or turned to vibrate.

On occasion there may be special days set aside for parents to join their child(ren) for lunch. However, as a general rule, we ask that parents refrain from visiting their children at breakfast, recess or lunch times. Students need to become comfortable and confident at school. This can be accomplished with minimal interruptions in their daily school routine.

### **PHONE CALLS**

Students will be allowed to use the phone at the discretion of staff in cases of special need or emergency only.

### **STUDY TRIPS**

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. STUDENTS MAY NOT GO on a study trip without a permission slip signed by a parent. If student's behavior and discipline prior to the study trip calls into question the safety or successfulness of a study trip, that student may not be allowed to attend.

Parents may be asked to chaperone. However, any student, including siblings, not enrolled in the participating class may not accompany chaperones on field trips.

### **LEAVING THE SCHOOL GROUNDS**

Children may not leave campus during the school day without special permission. If you need to take your child out of school for the day, please check in at the office. Your child will be called and you must sign him/her out.

### **SMOG ALERTS & HOT WEATHER**

During high risk days, the district office will notify the school of smog alert conditions. At this time physical activity will be limited until the end of the alert. During periods of extreme heat, physical activities will be curtailed or moved to the multipurpose room.

### **SCHOOL BREAKFASTS & LUNCHES**

Parents are encouraged to provide the best opportunity for their child(ren) to learn by sending students to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative effect on child development, behavior, and learning.

Students may purchase pre-packaged breakfasts for \$1.25 and lunches for \$1.50 daily, including milk. Milk alone is \$.50. Lunch and breakfast cards may be purchased through the office. Applications for free or reduced breakfasts and lunches are also available through the office. Applications must receive approval before beginning the program. (Costs are subject to change.)

### **EMERGENCY CONTACTS**

When your child is registered, you are required to provide phone numbers of contacts to reach in case you are unavailable. In the case of an emergency, we will always call home first. Many times we cannot reach parents, therefore, IT IS VERY IMPORTANT THAT YOU KEEP UP-TO-DATE EMERGENCY NUMBERS ON FILE IN THE SCHOOL OFFICE. The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. Please notify the office of any changes in your address or phone number.

REMEMBER, WE WILL NOT RELEASE YOUR CHILD TO PEOPLE NOT LISTED AS CONTACTS IN THE REGISTRATION INFORMATION.

#### **It is essential that the information include:**

1. A home and /or business phone number, and cell phone number.
2. Emergency contact phone numbers of those you have authorized to pick up and care for your child in your absence. Emergency contacts should be persons who live locally and can come to the school quickly in case of emergency.
3. The name, address, and phone number of your child's doctor.
4. Your signature, giving or refusing permission for the school to seek emergency medical attention for your child.

### **IMMUNIZATIONS**

Polio:	4 doses; 3 are OK as long as one was given on or after 4 <sup>th</sup> birthday
DPT:	5 doses; 4 are OK as long as one was given on or after 4 <sup>th</sup> birthday
MMR:	2 doses; must be given on or after 1 <sup>st</sup> birthday
Hepatitis B:	3 doses; if documented "2-Dose formulation" – then 2 are OK
Varicella (chickenpox)	1 dose – or disease documented by doctor/clinic

Not only are these state requirements, but your child's, and other children's protection from certain diseases is dependent upon getting these immunizations. The state requires that entering Kindergarten students must have had a physical examination within 6 months prior to entry. Proof of this is required before registering the student. **Parents are urged to**

**keep accurate health records from birth on. It is frequently necessary to research a child's health history.**

### **DRUGS AND MEDICATION**

If your child needs to take a prescription drug at school, it must be brought to the office. Do not put them in your child's lunch box. The medicine is kept in the nurse's office and dispensed by the school nurse or secretary. Parents are required to sign an authorization for the school personnel to give the medication and to file signed directions from the doctor about dispensing the medication. These forms are available from the school secretary. If you have any questions regarding this procedure, call the school nurse or secretary at 358-1605. **Non-prescription drugs (including aspirin and cough lozenges) are not allowed at school.**

### **ILLNESS AND CONTAGIOUS DISEASES**

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomach ache, cough, or a headache may indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered.

If your child has a contagious disease, please notify the school immediately. Following quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the teacher. To provide this clearance, there is a nurse available MONDAY THROUGH FRIDAY, 7:30 A.M. – 8:30 A.M. ONLY AT STUDENT SERVICES CENTER (CORNER OF CAMPBELL ST. AND JONES ST.). During these hours you may also call the Health Hotline for answers to any health-related questions: 509-5033. The child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a school district nurse before a student returns to school.

### **VISION AND HEARING SCREENING CLINIC**

Each year, hearing and vision screening are conducted by the school district which seeks to identify those students who may have either vision or hearing disorders. All students in grades kindergarten, second and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher.

### **RESTROOM USE**

Proper use of restroom facilities is expected from all children at all times. Children should learn to use the restrooms during scheduled recess time which includes before school, morning recess, lunch recess, and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability.

### **INSURANCE**

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. **THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN.** You may wish to check policies you already have to see if your child is covered.

### **HOME TEACHER**

If your child, due to illness or injury, will be out of school for a prolonged period of time, please notify the school office. S/he may be eligible to receive instruction from a home teacher so that s/he does not fall behind in learning. A doctor's prescription is required for Home Teaching.

### **HOMEWORK**

Homework assignments are teacher planned learning activities which take place outside of the student's regular school hours. Homework should allow your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the district's course of study and relate to individual student needs and abilities.

Homework guidelines are explained to parents during Back-to-School Night and in a written notice from each teacher. Ordinarily, assignments will not exceed one half hour per day for grades K-3, and not more than three hours per week for grades 4-5. Homework may be assigned a grade and/or general development mark on the student's report card.

We urge you to establish regular "homework times" and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems. Also, with at least 3 days notice, teachers will provide assignments in case of lengthy absence.

## **REPORT CARDS**

Report cards are issued three times during the year for grades K-5. Deficiency Notices are sent home prior to report cards for students in danger of failing a subject or subjects.

## **RETENTION POLICY**

Students failing to meet grade level standards must be considered for retention. Parents will be notified in advance so that they can work together with the school to assist their child to come up to standard, and thereby prevent retention. Parents are encouraged to be active participants in this process.

## **LIBRARY BOOKS AND TEXTBOOKS**

Students and parents will be held accountable for all library books and textbooks checked out to the student. If books or barcodes are damaged or lost, replacement or repair fees will be charged, and students will be required to pay before they are allowed to continue using the Library. In addition, participation in activities, including study trips, may be restricted until outstanding fees are paid.

The children have the opportunity to come to the library once a week with their class. At this time they will be able to check out one book each week. **Books are DUE the day before the class visit.** (EXAMPLE: If the class comes to the library on Tuesday then the books are due on Monday.) If the children bring in their books late to the library they will have to wait for another day to check out a book and will not check out one with their class.

Please read with your child(ren) and help them be responsible for their books. Give them a special place they can put their books.

## **BACK-TO-SCHOOL NIGHT**

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. Classrooms are open to show the work that will be undertaken by the students and their teachers during the school year. This is a time to ask questions regarding the program for that grade level.

Questions or problems about your child should not be discussed at this time. Parent-Teacher Conferences are scheduled for that purpose.

## **PARENT CONFERENCES**

Conferences allow time for the teacher and parent to discuss the child's progress. The staff at Collett Elementary School welcome this opportunity to meet with you. Formal conferences will be held September 26<sup>th</sup> – 30<sup>th</sup>. You may also request a conference with your child's teacher at any time during the year. Conferences may be initiated by either school personnel or parents.

## **OPEN HOUSE**

The springtime Open House is an evening event that is held every year. At this time you will be invited to tour your child's classroom, greet his/her teacher and meet classroom friends. Student's work and/or classroom projects will be displayed.

## **CLASS PARTIES**

Two parties per year are authorized by Alvord Unified School District Board Policy. While birthday parties for students are enjoyable, it is very difficult to celebrate the birthdays of all students. We encourage parents to have parties for their children somewhere other than school. One nice way to honor a child's birthday at school is to donate a special book to the child's classroom. It can be read to the entire class and then entered into the classroom reading materials.

## **WELLNESS POLICY**

Because of the growing epidemic of childhood obesity, the District has adopted a Wellness policy encouraging schools to promote healthy alternatives to sugary, fattening foods and drinks. Teachers are encouraged to use rewards other than candy

or sweets. Parents are encouraged to send students to school with healthy foods for lunch or snacks. This is another reason that parties for birthdays are discouraged, as they are usually accompanied by cupcakes or other treats.

### **PARENT INVOLVEMENT PROGRAM**

Collett's parent and community involvement program focuses on synthesizing a harmonious partnership between the school and its surrounding community. Parents have the opportunity to be involved in decision-making regarding school programs as members of ELAC, SSC, and PTA. Active participation in their children's education is strongly encouraged. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school wide activities. With teacher permission, parents may volunteer time in their child's classroom and as arranged by their child's teacher, serve as chaperones on study trips.

The Collett Parent Handbook is published in both English and Spanish. It is distributed at the beginning of every school year, and provides a comprehensive overview of Collett's programs and services. The objective of involving parents is to assist in the learning and success of each student. The partnership will focus on the commitments stated in the Teacher-Parent-Student Compact

#### **Opportunities for parent involvement include:**

School Site Council	Volunteer in classrooms with teacher permission / coordination
Open House	Volunteer as chaperones for Study Trips
English Learners Advisory Committee	Attend Parent Information Nights
Back-to-School Night	Attend Parent Workshops/Trainings
Parent-Teacher Association (PTA)	Kindergarten Family Literacy program
Parent-Teacher Conferences	

### **SPECIAL PROGRAMS AND SERVICES**

Collett School seeks to provide a quality and equitable educational program for all students. Some of the special programs and services available, based on program criteria, include:

- Adaptive P.E.
- Bilingual Assistants
- Instructional Assistants
- Computer Lab
- English Language Learner Program
- Gifted and Talented Education (GATE) (grades 4-5).
- Library
- Physical Education Program (grades 4-5)
- Resource Specialist Program (RSP)
- Student Study Team (SST)
- Title I Compensatory Education Program
- Speech and Language Services
- School Psychologist
- After school tutoring before STAR testing
- Half Time After School Program
- Read 180 program