

# Collegewood Elementary School

## Parent & Student Handbook (Updated June 2018)

### A MESSAGE FROM THE PRINCIPAL

Welcome to Collegewood Elementary School! This Parent & Student Handbook is designed to provide helpful information about the school for both parents and students. By providing this information, our hope is for parents and school personnel to work closely to ensure a rewarding educational experience for every child.

Collegewood Elementary School faculty and staff believe that excellence in education is found in an environment that nurtures the whole child. We believe that an effective school is one that holds high expectations for academic achievement, personal responsibility, social interaction, and service to the community. Our commitment to students, parents and school community is to create a safe place to learn, to explore, to self-discover, and to laugh and have fun.

Our goal is to help our students discover their gifts and the gifts of others, to appreciate differences in people and ideas and to work together as contributing members of a group. In addition, we expect students to work for their personal best in their individual work. We believe in encouraging excellence in our staff and our students while providing continuous support.

It is our hope that this Handbook will foster positive and effective communication among parents, teachers, and students. Please read this Handbook very carefully, then review it with your child(ren).

If you have any questions or comments, please feel free to talk with your child's teacher or call me directly at the school office.

Thank you,

Dr. Mary Wendland  
Principal

### **SCHOOL HOURS**

#### **Daily Schedule**

GRADE	SCHOOL DAY
TK/Kinder M-TH	8:30 AM-1:30 PM
1-5 M-TH	8:30 AM-3:10 PM

#### **Fridays are Early Out Days**

GRADE	SCHOOL DAY
TK/Kinder M-TH	8:30 AM-1:10 PM
1-5 M-TH	8:30 AM-1:20 PM

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### Modified (Minimum) Day Schedule

GRADE	SCHOOL DAY
TK/Kinder	8:30 AM-12:00 PM
1-5	8:30 AM-12:10 PM

### OFFICE HOURS

The school office is open daily during the school year from 8:00 AM - 3:30 PM. Please watch for posted signs in the door window regarding periodic times the office will be closed for meetings.

### Absences

Call the school office prior to 9:00 AM on the day when your child is absent. Use the absence phone line: (909)598-5308 #1

Providing a reason for the absence is a legal requirement by the State for its verification report. If the absence is verified by phone, a note is appreciated but not necessary.

If your child will be out of school for an extended time, please notify the school so arrangements can be made in advance for possible independent study or home instruction.

### Tardiness

Being on time to school every day is important for several reasons. Punctuality for your child ensures he/she is not missing any part of the instructional day. Furthermore, when all students are on time in the morning, classroom interruptions are minimized thereby maximizing the best possible learning environment for all students.

Please help your child be on time for school every day. Plan your family's morning routine to allow your child to arrive on campus between **8:00 and 8:30 AM**

A student is considered tardy if he/she is not inside the entrance gate when the bell rings at **8:30 AM**. The front gate will close promptly at **8:30 AM**. Every late student must report to the office to get an admittance slip from the office staff before entering the classroom. Excessive tardies will be reported to the Principal and a SART referral will be made. Tardies and absences are reported on student report cards.

**Excessive absences and tardies** will be referred to the School Attendance Review Team (SART) for further action. If tardies and/or attendance do not improve, a referral to the School Attendance Review Board (SARB) will be made. This step may involve the District Attorney's Office.

- Allow 2 days of absence before making a request for homework when your child misses school due to illness.
- Missed homework from an excused absence of 1-2 days may be made up for each respective day your child missed school. When requesting homework after 2 days of absence, call by 9:00 AM of the third day; homework will be ready for pick-up at 3:00 PM

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### Truancy

It is unlawful for any minor, who has not graduated from high school, to loiter in public between the hours of 8:30 AM and 3:10 PM on days when school is in session. Any student found in violation of this truancy law will be issued a citation and the student's parents will be expected to pay a fine and/or appear in court.

### LEAVING THE CAMPUS DURING SCHOOL HOURS

It is necessary for the students' protection that he/she be accounted for and on school grounds at all times during school hours. For this reason, the following rules are enforced:

1. Students are not dismissed during regular school hours without release from the office staff. This applies to mid-day releases to go to doctor's appointments, home for lunch, or personal family business.
2. If a parent needs to take a child out of school during regular instructional hours, the parent must sign the child out at the office and show a photo ID. The child will only be called to the office once identification has been checked.
  - a. **Parents can not take students directly from the classroom.**
  - b. **A student will be called from class ONLY after a parent is present in the school office with their Driver's License and signs out the student.**
  - c. **If someone other than the parent is picking up the student, this person must be listed on the Emergency Card, be at least 18 years old and present their Driver's License. \*Most importantly, the Parent must notify the office in advance that the person, who is not the parent, is authorized to pick up the student during school hours. A student may NOT be released without parental authorization despite being on the Emergency Card.**
3. In the event of illness or emergency, a child can only be released to the parents or those individuals listed on the emergency card or contact list. For this reason, please keep this card/list current.
4. A child returning to school during the instructional day must first be signed into the office for an admittance slip before returning to class.

### LATE PICK-UP

If you are late picking up your child, you will need to come inside the office with a photo ID and sign your child out. **Students who have not been picked up prior to the end of the work day for the office staff will be released into the care of local law enforcement.**

### BIRTHDAY POLICY

We would like to celebrate with every child and be part of special milestones in their lives. This helps us to better know and teach each child. However, this is not always possible due to time constraints. Please be advised of our birthday policy at Collegewood School:

- If a teacher chooses to recognize students' birthdays, it will be done so with minimal

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disruption to the instructional program.

- Many teachers appreciate the donation of a book to the class library in honor of your child's birthday celebration
- Any food items brought to school must have prior approval of the teacher and meet the district **Wellness Guidelines**. Food provided to students must be purchased and cannot be homemade.
- Please do not bring balloons or flowers on birthdays or awards assemblies.

If you have questions regarding this policy, please feel free to talk with your child's teacher.

### CLIMATE

In an effort to build a sense of community and a school climate in which all members feel a sense of belonging, ownership, pride and contribution to the goals of the group, various programs are implemented by teachers and support staff. For example, the Collegewood Values Program, which is implemented schoolwide, is a wellness program that teaches students the values of "Be Respectful, Be Responsible, Be Resourceful, Be Ready to Learn."

**All adults on campus are expected to demonstrate respectful language, tone, and voice levels. Failure to do so will result in being prohibited from being on campus.**

### PBIS

Collegewood is a gold recipient of the PBIS award. We provide **Positive Behavior Intervention Support**. We believe in supporting the academic, emotional, and behavioral needs of all students through positive, strategic intervention. We have four expectations (**Be Respectful, Be Responsible, Be Resourceful, and Be Ready to Learn**) that serve as pillars for character traits: We emphasize character traits: resiliency, acceptance, empathy, goal-setting, self control, fairness, conscience, creativity, and perseverance.

### POSITIVE CONSEQUENCES

Collegewood students may earn tokens when they demonstrate positive behaviors identified by the 4 Rs of PBIS: **Responsibility, Resourcefulness, Readiness to Learn, and Respect**. The tokens are a way for adults on campus to show their appreciation for positive behaviors. These tokens are not used to reward academic achievement.

Students may also be provided with a "Shout Out" and have their name called during morning broadcasts.

### SPIRIT DAY ASSEMBLIES

Students participate in monthly Spirit Day assemblies and activities which allow us to celebrate good behavior, positive achievements, and school spirit. Students are encouraged to show their school spirit by wearing their Collegewood t-shirt.

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### SCHOOLWIDE DISCIPLINE PLAN

Collegewood has developed a schoolwide discipline plan to ensure student safety and compliance with school rules. This plan, which is detailed in the following pages, is supported by Board of Education Policy and the Education Code.

### EXPECTATIONS

People tend to work best when they understand what is expected of them. This is especially true in a school setting. The development of self-discipline is essential to the building of a good self-image and successful school experiences. At the elementary school level, students are expected to understand the importance of following school and classroom rules and procedures in order to help themselves and others become responsible citizens. Good sportsmanship, manners, and proper respect for fellow students, and those in authority will be insisted upon at all times.

All students are expected to follow the school rules. At the beginning of each year, teachers review and discuss rules with all students. Rules and behavior expectations are posted and reviewed throughout the year.

#### EXPECTED BEHAVIORS

1. Follow directions the first time they are given
2. Use words that are polite, kind, and respectful
3. Remove hats/hoodies in buildings
4. Keep hands, feet, and objects to yourself
5. Pass things hand to hand
6. Respect the space and rights of others
7. Remain on school grounds until permission to leave is granted

#### PLAYGROUND EXPECTATIONS

1. Include everyone
2. Take turns and share
3. Follow playground and game rules
4. Line up when signal is given
5. Stay in designated areas
6. Walk on the blacktop
7. Use words that are polite, kind, and respectful

#### HALLWAY EXPECTATIONS

1. Keep hands to your sides
2. Walk
3. Use respectful tone and voice level
4. Stay with the group
5. Walk outside yellow doorway circles
6. Use words that are polite, kind, and respectful

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### LUNCH AREA EXPECTATIONS

1. Be polite to others
2. Eat your own food properly
3. Use appropriate tone and voice levels
4. Listen and obey adults

### **DETAILED PLAYGROUND AND SCHOOL-WIDE RULES**

1. Students are not to arrive at school or be on the playground before 8:15 AM. **Supervision begins at 8:00 AM.**
2. Students must either walk home promptly or be picked up promptly at their dismissal times. **There is no after-school supervision.**
3. All playing stops when the bell rings at the end of recess. Students are to stop playing and line up promptly. Drinks and visits to the restroom are to be done before the bell rings.
4. Playground balls should be hit, not kicked, against the ball walls.
5. No kicking balls on the blacktop. No bouncing of balls against the buildings or in the hallways. No running on the blacktop.
6. No students are to be in the hallways or around buildings during recess or lunch except to place lunch pails and get playground equipment.
7. No running or sliding in the hallways.
8. No loitering in restrooms or other areas of the school grounds at any time.
9. During recesses, all students are expected to safely and productively involved in an activity or game.
10. No drinks or use of the restroom after the bell rings without teacher or playground supervisor permission.
11. All games remain open until they exceed the maximum number for safe play as determined by the playground supervisors or teachers.
12. No games which involve tackling, wiping out, shoving, keep-away, riding on another's back or chasing are allowed.
13. No climbing on backstops, fences, or in trees.
14. Students must remain where they can be seen by staff members at all times.
15. Students are not permitted to bring toys or personal belongings to school.
16. Students are to play in assigned areas.
17. Throwing rocks, sticks, or any object other than playground balls is not permitted.
18. Scissors, knives, sharp objects, weapons, glass containers, are not permitted on Campus.
19. Students must obey regulations as described in the State Education Code and School Board Policy regarding the use of tobacco, drugs, and alcohol on campus. These codes and policies state that tobacco, drugs, and/or alcohol are not permitted for use or carry on campus at any time.

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### BICYCLES, SCOOTERS, SKATEBOARDS, SKATES, AND ROLLERBLADES

No students or members of the public are allowed to ride bicycles, scooters, skateboards, skates, or rollerblades on school property at any time. Violation of this school rule is also a violation of the Walnut City Municipal Code and may result in a citation from the Sheriff's Department. Parents are urged to monitor the after-school and weekend activities of their children to insure that this municipal code is not being violated. Your assistance in this regard is greatly appreciated.

### DISCIPLINE

Classroom teachers develop individual classroom discipline plans that are age appropriate and effective in assisting students to develop individual responsibility. Rewards for good behavior and consequences for inappropriate behavior are included as part of each plan. We firmly believe that education is a partnership; therefore, teachers take a proactive approach in contacting and communicating with parents regarding discipline issues.

Teacher/student conferences, phone calls, requiring the parent to stay at school with the child, after-school conferences, in-house suspension, or suspension to home are interventions used when educational codes are violated and/or to help students take responsibility for his or her behavior.

### CONSEQUENCES FOR STUDENTS WHO CHOOSE TO NOT FOLLOW SCHOOL EXPECTATIONS

As indicated above, each student is responsible for his/her own actions. Parents and teachers both have an important role in helping a student develop responsibility. Discipline is necessary in any group if the goals of the group are to be realized. Orderly conduct is both a necessary condition and an important goal of learning. Since all individuals are unique, no one procedure or method for a given situation is appropriate in every case. In light of this, listed below are steps that are **typically** taken as:

#### INTERVENTION

When a student chooses to break a school rule, a conference will be held between the student(s) and a staff member. This may or may not be the child's classroom teacher, playground supervisor, instructional aide, support staff, or principal. Parents who are volunteering on campus are not to intervene in disciplinary matters.

The staff member will determine how to address the student's behavior in any of the following ways: consider the matter as handled, refer the matter to the student's teacher, refer the matter to the Principal or School Counselor.

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### RESTORATIVE DISCIPLINE

Following an intervention as described above, one or more of the following positive discipline steps may be taken:

- The teacher may decide to conduct a **class meeting** for the purpose of seeking group solutions to problems
- The teacher may assign an appropriate consequence
- The teacher may decide to make a referral to the principal

### OTHER POSSIBLE INTERVENTIONS

Recognizing that the aforementioned strategies may not be an effective deterrent to misbehavior of students, the following options may be used as needed:

- Provide a service to the teacher or school
- Behavior Contract
- Alternative setting in office
- In-house suspension
- Suspension to home
- Expulsion

Please be advised that a student may be detained after school for 15 minutes without parental notification and up to one hour when parents have been notified.

### REFERRAL TO THE PRINCIPAL'S OR COUNSELOR'S OFFICE

When a student is sent to the office as a consequence of the classroom teacher's established discipline plan or in the event of a severe infraction (e.g., intentionally harming another student, foul language, stealing, destroying property, defiance, etc.), the Principal, Elementary Learning Specialist, or Counselor will contact the parent by phone or in writing when a student has been counseled by the Principal more than once or in the case of a severe infraction.

If a student must visit the Principal, Elementary Learning Specialist, or Counselor again, parents will be contacted and the student will face the appropriate consequence(s) of his/her actions.

In the case of suspension, the parent will be notified in writing indicating the offense and length of suspension. A telephone conference or in-person conference will be conducted.

### **DRESS CODE**

All students are expected to dress sensibly for school. Student's attitudes, conduct, and safety during school hours can be affected by the clothing they wear. In accordance with the California Administrative Code, Title 5, Section 302, students shall be neat, clean, and properly attired for school. It is the parent's responsibility to see that their child is dressed for school in a safe, appropriate manner for learning. Please use the following guidelines as you plan your child(ren)'s attire for school:



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### Standards of Dress for Students

- Students must wear close-toed shoes that fit securely and have non-skid soles. Backless shoes, sandals of any kind, shoes with a high heel, and shoes with wheels are not permitted.
- Half-shirts, crop tops, spaghetti straps, tube tops, see-through shirts, shirts that show the abdomen, or short-shorts are not permitted.
- Bandanas over the head or neck are not permitted
- Hats and caps must have appropriate logos and be worn facing forward. Hats and caps are not permitted inside buildings.
- Attire, accessories, or grooming worn or displayed in such a way as to identify students with gangs/hate groups is not permitted (e.g; t-shirts with gang symbols, wallet chains, baggy pants, racial slurs, profanity etc...)

WVUSD takes a strong stance against gang-affiliated clothing and/or styles of dress or grooming affiliated with gangs/hate groups, due to safety concerns for students while at school or going to and from school. Because of changing trends in such attire, specific clothing, jewelry, accessories, and/or grooming style restrictions may change during the school year. Notice will be given to students and parents/guardians as soon as it is reasonably possible once these trends have been identified through the assistance of local law authorities and/or school personnel.

It is our hope that this information will not offend, but rather, assist you in determining clothing that will positively influence your child's school experience. Teachers may use their discretion in determining if a student's dress is appropriate. Any time a staff member believes a student is disrupting the learning process by his/her appearance, or believes the student's safety is in jeopardy, the student can be sent to the office until the attire is corrected.

### Related Issues

- Brushes, combs, cosmetics, and/or mirrors may not be brought to school as they pose a safety issue, cause students to be distracted from classroom activities, and/or cause problems on the playground at recess times.
- Please label all jackets, sweaters, backpacks, etc. with the student's name for easy identification.

## FOOD SERVICES AND OTHER RELATED INFORMATION

### The District Lunch Program

The National Lunch Program provides our students with a hot, nutritious lunch daily. It is served with 8 oz. of milk. Lunch costs **\$3.00** per day. Students who bring a lunch from home may purchase milk for **\$0.35** or juice for **\$0.50**. New menus are available online at the beginning of each month at <http://walnutnutrition.org/index.php?sid=2208072141584182&page=menus> and are also posted in office.

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All students eat at the lunch tables in the covered lunch area. During rainy weather and extreme heat, the students eat in the MPR or classrooms. The noon aides direct students regarding lunch procedures and reinforce positive behavior expectations.

### Lunch Box Point of Sale

Walnut Valley Unified School District Nutrition Services Department has implemented a computerized system for the school lunch program, LunchBox Systems. The LunchBox system will enable the district to better focus on child nutrition and providing healthy lunch choices for the students.

All students have a personal account that they will access when buying lunch or brunch by entering their 5 digit code using a PIN pad. Students will be given their school lunch PIN number in their classrooms. We ask that parents help their students learn this PIN number. Deposits to your student's account can be made in the school office deposit box by filling out the appropriate deposit form and attaching the money. **This must be done by 9:00 AM** for that day's lunch. Deposits can also be made online <http://walnutnutrition.org/index.php?sid=2208072141584182&page=prepaidacct>

### Brunch on Minimum Days

On modified school days when students are dismissed early, breakfast will be provided during morning recess times. Student breakfasts on modified days are **\$3.00**. Which also includes 8oz. of milk.

### Free and Reduced Price Meals

Provisions are made for free and reduced price meals for qualifying students. An application is sent with first day of school papers and is also available in the office. This form must be completed to determine if a family qualifies for free and reduced meals each school year.

### Late Lunch Deliveries

Parents are expected to provide their children with a lunch or lunch money before the student comes to school; however, if an emergency occurs and the lunch/lunch money is forgotten, please follow the procedures below:

- Lunches furnished by parents/guardians must be **delivered to the school office prior to 9:30 AM (Board Policy 5030)**.
- Parents who deliver late lunches are to label them with the student's name and room number, and place them on the lunch cart in the office. Students can pick up their lunch on the way to eat. We do not interrupt instructional time to deliver lunches.
- Place lunch money in an envelope marked with the student's name and lunch number in the deposit box marked for school lunches.

**The office does not assume responsibility for forgotten lunches, lunch money, or late lunch deliveries.**

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### Mid-Morning Nutrition

Students may bring a snack to school to be eaten at morning recess. They must finish their snacks and dispose of wrappers before going onto the playground. Parents are expected to provide healthy snacks and lunches for their children. **Snacks will not be delivered to students. If you want your child to have a snack for morning recess, you must send it with them to school.**

### STUDENT WELLNESS

The governing board of WVUSD recognizes the link between student health and learning. We believe in providing a comprehensive program promoting healthy eating and physical fitness for our students. There is a coordinated school health system that supports and reinforces health literacy through education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe school environment, and parent/guardian and community involvement.

Nutritional quality will be considered when selecting snacks which may be donated for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties will be held after the lunch period (**BP 5030**).

If teachers allow snacks to be brought in and served during the school day, the snack must be nutritional. On Halloween, Valentine's Day, and other special events held during the school day, candy will not be passed out at school. This includes candy from students to other students. Official class parties at Collegewood are Winter Break, Valentine's Day, and End of year. Limit one non-nutritional snack at these parties.

### LOST AND FOUND

A Lost and Found box is maintained in the multipurpose room at all times. If your child has misplaced an article of clothing or a lunch box, he/she is encouraged to check the office, classroom, and Lost and Found box. In an effort to avoid loss of personal belongings at school, please write your child's name on all belongings. **The school cannot assume responsibility for any personal property.** Items not claimed from the Lost and Found are donated to charity periodically.

### MEDICAL ATTENTION

A WHITE emergency card or a list of emergency contacts provided on Aeries must be filed in the office at the start of each school year for every child. Please call the school if any information on your child's card changes during the year. These cards serve as the only authorization the school has to care for your child in the event of an emergency. Consequently, if the information is incorrect or incomplete, your child's health and wellness may be at risk. We

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request that local names, and addresses (neighbors, friends, or family) be provided on the card in case the parent is unavailable. **Please be sure the phone numbers listed on the card are current.** You may update the card as the need arises.

In the event of injury or illness, the procedure is as follows:

1. Basic first aid is given to minor injuries. The child is allowed to rest in the office if complaining of a slight illness (Stomach-ache, headache, etc.) The child's temperature will be taken.
2. If there is any question as to the seriousness of the injury or illness, the parent will be called and asked to come for the child.
3. If a child has a fever of 100 degrees or greater, the child cannot be in school and must be picked up. A child cannot return to school until he/she is fever free without medication for 24 hours.
4. If a parent cannot be reached or is unavailable, a person designated on the WHITE emergency card or Aeries emergency contacts will be contacted. **The school will not release a child to anyone who is not listed on the white emergency card.**
5. In the event of an extremely serious or life threatening accident, the Emergency Medical System (911) will be called and the parent will be contacted immediately. If the child needs to be transported to the hospital by an emergency vehicle, neither the school nor the school district is financially responsible for this action or related costs.
6. If a child has a head injury at school, the parent will be notified. The parent will need to determine if the child will be picked up from school for further care or return back to class.

### Medication at School

Education Code Section 49423, allows school personnel to administer medication only if the following steps are taken:

- The WVUSD Authorization for Medication Form is completed, signed by the child's doctor, parent and/or legal guardian and is on file in the office. **No medication will be dispensed unless this completed form is on file.** The form is available in the school office.
- Medication must be kept in the original container and must be checked in at the office by the parent/legal guardian. It will be dispensed by office personnel.
- Under no circumstance are students to bring medication to school. This includes cough drops, tylenol, aspirin, inhalers, or creams/ointments.

### HEALTH SERVICES

Health services for students at Collegewood are coordinated through the efforts of the district nurse. Vision, hearing, and pediculosis screening tests are administered annually to students in kindergarten, special day classes, and students in grades 1,2, and 5. **All of the above screenings will be conducted annually at the grade levels designated unless the parent**

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**requests in writing that his/her child be excluded from the screening.**

Vision and hearing tests are administered to students in other grades upon teacher referral or to meet special program requirements. Scoliosis screening is provided for students in grade 5 and the upper grade special day class students.

### STUDENT ACCIDENT INSURANCE

The Walnut Valley Unified School District does not have accident or medical insurance coverage. Parents may purchase optional accident insurance for their children. Forms for independent coverage are sent home with students on the first day of school.

### PARENTS AND VISITORS ON CAMPUS

**After the first day of school, parents will be expected to drop students off at the entrance gates in front of the school. For safety reasons, non-school personnel will not be allowed to be in front of the classrooms, in student restrooms, or on the playground, during the school day, 8:00 AM-3:15 PM.** Visitors and volunteers are welcome, but it is imperative for parents and all visitors to the campus check in at the office first and wear a visible pass. If you would like to meet with your child's teacher, please call or visit the office to make an appointment.

**All adults on campus are expected to demonstrate respectful language, tone, and voice levels. Failure to do so will result in being prohibited from being on campus.**

### PARENT VOLUNTEERS

Parents are encouraged to volunteer in classrooms at Collegewood. Teachers appreciate parental support in a variety of areas, such as listening to a child or small group read, writing young children's dictated stories, artistic pursuits such as helping with bulletin boards and special projects, etc. Your help, periodically or on a regular basis, is greatly appreciated and enriches the educational experiences of the students.

Prior to being a volunteer on campus or on field trips you need to abide by the following procedures:

- Complete a district volunteer form and submit it to the office prior to volunteering. For the safety of our students, it is imperative that all people on campus be authorized to be here.
- Complete TB verification and bring documentation to the front office with a photo ID
- Attend school training offered several times throughout the year.
- Maintain the confidentiality of all students. Volunteers are not permitted to discuss academic and behavioral needs of students other than their own child.
- Arrange specific days and times with the classroom teacher so he/she will be ready for your assistance by having plans or materials ready for you.
- Check-in at the front office and sign volunteer log and wear your sticker in a visible location while on campus.

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- Use adult bathrooms only located in the front office

We welcome volunteers across all grade levels. Please understand that these procedures are in place to protect the well-being of our students.

### SAFETY TO AND FROM SCHOOL

At the beginning of each school year and at periodic intervals throughout the year, safety instruction is given to all students. Parents are urged to help their children learn the proper and safe way to travel to and from school. A route should be planned by parents and reviewed with their children with full regard for dismissal, sidewalks, street crossings, bike lanes, parking lot safety, and the property of others.

Student safety before and after school is an ongoing concern. In order to reduce congestion and related safety problems, please use the following guidelines when delivering and retrieving your child from campus:

1. Do not plan to park your car! Use the white loading zone moving westbound along Collegewood Drive. Remain in your car and move forward as the line moves. **DO NOT CUT INTO THE LINE OF TRAFFIC OR DOUBLE PARK AND ASK YOUR CHILD TO PASS THROUGH CARS. PLEASE WAIT PATIENTLY FOR YOUR TURN.** Please pull forward as much as possible to allow for cars behind you to pull in behind you.
2. Students will be loaded from the grassy area near the marquee in front of the school. Please do not honk. Please do not direct your child to come to your car until it is positioned in the front part of the line. Please instruct your child to pay attention and look for your vehicle.
3. If you park across the street from the school, please do not cross or ask your child to cross in the middle of the block. Instead, teach your child to properly use the crosswalk.
4. Help to decrease congestion in the area by walking or joining a carpool. Families are encouraged to form “walking pools” so children do not walk alone.
5. Absolutely **DO NOT PARK IN THE STAFF PARKING LOT** for drop off or pick up. These lanes are reserved for buses and approved child care vehicles only.
6. Child care vehicles wishing to use the bus lane must have a placard showing proof of their affiliation. Child care vehicles may pass through this lane only after buses have come and gone.

### Traffic Etiquette

Due to ongoing concern about student safety during the before and after school periods of high traffic flow, please be reminded of the following safety rules:

- Please do not leave your car or park in the white loading zone or parallel park to other cars in the loading zone
- Please cross only at the crosswalks
- Please drop off and pick up your children quickly and safely
- Please pull all the way forward in the loading zone
- Please do not make U-turns or walk across the street outside of crosswalk areas. These are illegal. The LA Sheriff department does patrol our school and will issue tickets for

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traffic violations to ensure the safety of our children.

- If you are asked to move your car, return to your car, or park your car elsewhere, please do not be offended. We are simply working to ensure the safety of our students.

**Any person causing disruption, using profanity, or making aggressive or threatening comments will be prohibited from campus.**

### **PHONE CALLS BY STUDENTS**

Students are discouraged from using the phone at school, but are allowed to call home under certain circumstances with permission from the teacher or office staff. Frequent calls home for homework, lunches, and after school arrangements are not allowed. Parents are expected to pick students up promptly after school or make other arrangements in advance to avoid excessive after school telephone use in the office.

### **PERSONAL BELONGINGS**

Items that may be needed in the classroom, such as notebook binders in the upper grades, may be brought to school. However, the school is not responsible for lost or missing items. Additionally, students should bring no more money to school than is necessary to buy lunch.

### **Cell Phones and Electronic Devices**

Walnut Valley Unified School District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Moreover, the district recognizes that instructional time is precious and must be protected from unnecessary disruptions. Therefore, Collegewood students are permitted to have in their possession a cell phone on campus during the school day, while attending a school sponsored activity, or while under the direct supervision of a school employee. Cell phones must be deactivated during school hours except: during an emergency affecting the school or community, and/or upon written direction from a licensed physician. The district assumes no liability for the loss of any personal electronic devices or its misuse by another person (EC 48901.5).

Collegewood students may have a cell phone on campus, however, it must be turned off and kept in their backpack during school hours. Students not adhering to this will have cell phones confiscated. Parents will be notified to pick up the phone from the office staff.

Other electronic devices, such as iPads and handheld video games are prohibited except during a school sponsored event under the direct supervision of a staff member (i.e. talent show, special project, etc.). The district assumes no liability for the loss or misuse of these devices.

### **SMOG ALERT INFORMATION**

In the event of a Health Advisory or Smog Alert, everyone, including healthy adults and children, should avoid prolonged vigorous outdoor exercise. Susceptible individuals, especially those with heart or lung disease, should avoid all outdoor activity. If this event should occur during the

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school day, all students, staff, and other adults on campus, will be alerted of the condition and move to an inclement weather schedule during which students have limited exposure to outside elements. We are informed of smog alerts by district personnel.

### **HOMEWORK**

Because of individual differences and needs of students, purposeful homework will vary from day to day and student to student. The teacher will assign homework that will help students develop good study habits and practice learned concepts and skills. Assigned homework may be an extension of the school day or may involve special reports and/or projects.

Parents can help their children with homework by providing a quiet place to study, setting aside a specific time each day for homework, assisting with assignments, and listening to oral reading. Although one goal of homework is to help the child develop a sense of responsibility, your child may initially need help in making sure the work is completed and returned on time.

Use the following increments as a guide in establishing and maintaining appropriate time frames for daily homework completion. If you find that your child is spending significantly more time than this on a consistent basis, please contact your child's teacher.

Grades K-1: 0-20 minutes

Grades 2-3: 20-40 minutes

Grades 4-5: 20-60 minutes

On days that your child is not assigned homework by the teacher but you would like your child to do some home study, the following assignments are suggested:

- READ!
- Write in a journal
- Practice math facts with flash cards
- Write a creative story or thank you note
- Play a board game
- Measure items you find around your home
- Memorize a poem
- Play an instrument
- Take a walk
- Make your favorite recipe

### **INSTRUCTIONAL PROGRAM INFORMATION**

#### **CORE CURRICULUM**

Walnut Valley Unified School District is committed to providing a high quality education for all students. In an effort to implement educational programs that are of the highest quality for all



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students, we at Collegewood are committed to the following:

- Alignment of our school's instructional program to Common Core Standards
- Ongoing professional development which focuses on the 21st century learning themes and skills in conjunction with the Common Core Standards and their related Curriculum Frameworks as well as research-based, effective instructional strategies
- Effective use of State-approved textbooks and other State-approved instructional resources in all of the required curricular areas: language arts, mathematics, science, history/social science, health education, physical education, and visual and performing arts
- Use and integration of technology to support the core curriculum and to familiarize students with real-world tools
- Articulation of essential learning and expected student outcomes from one grade level to the next, including the transition from elementary school to middle school
- Differentiation of the instructional program to meet the needs of all students, including students who are considered *at-risk* due to learning disabilities, limited English proficiency, and/or social/emotional challenges
- A high degree of parental involvement through the provision of parent education about the core curriculum and effective ways to help their children at home, volunteerism in the classroom, and through assuming leadership roles such as those that are encouraged through the Community Club.

### English Language Learner Support

All students at Collegewood Elementary receive instruction in English. Instructional support is provided for English Language Learners through highly qualified teachers, instructional aides that may pull students out of class for brief language support, and specialized materials and strategies. Quarterly meetings for parents of students who speak English as a second language are held. Parents with questions are encouraged to contact Mrs. Jenny Hata, ELD Specialist at (909)595-1261.

### EVALUATION OF STUDENT PROGRESS

Teachers evaluate the progress of their students in a variety of ways. The following list includes some of the many strategies and/or tools teachers use to assess student progress: observation, checklists, teacher-made tests, publisher's tests, skills-based tests, quizzes, conceptual tests, running record of students' reading progress, standardized tests, and portfolios of student work samples. Etc..

### Parent-Teacher Conferences

Parent-teacher conferences are usually held in November. The conferences focuses on discussing student progress, identifying areas of strength and weakness, and planning new goals. Additional conferences may be requested by the teacher or the parent at anytime during the school year.

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### **Report Cards**

Report cards are issued each trimester to all students in TK through fifth grade. The purpose of the report card is to report student progress to parents and to identify students' strengths and areas of needed improvement. The report card should function as a tool to: assist parents in better understanding their child's academic progress, and pinpoint areas for parents to support their child's progress at school. If a student is achieving at an unsatisfactory level with respect to attitudes/citizenship and/or academic progress, a progress report will be mailed to parents in the middle of the trimester. The report card is sent home with the student at the end of each trimester (November, March, and May).

### **Testing Skills**

During the school year, students are engaged in a variety of testing situations. Generally, the purpose of testing is to assess student progress in order to most effectively plan strategies and instruction which will motivate, challenge, and prepare students for the learning of new concepts and information. At school, we also teach the students to effectively take tests by presenting them with many strategies that will help them now in elementary school as well as later as they progress through their academic experience. You can help your child to do his/her best on tests by being aware of when tests are scheduled and by ensuring that he/she gets plenty of rest, eats a healthy breakfast, and gets to school on time on the day of the test.

### **Standardized Testing**

Each spring, students in grades 3-5 are administered the Smarter Balance Assessment Test, a state mandated standardized test which is normed to age appropriate achievement levels of students throughout the nation and which is aligned to the Common Core Standards. This test provides a snapshot perspective of student achievement in the areas of reading, written language, and mathematics. Parents will receive a report for their child's scores and are encouraged to confer with the teacher about the report, as desired.

### **Portfolios and Rubrics**

In addition to standardized and objective/factual tests, students at Collegewood participate with their teachers in the development of student portfolios. The portfolio is a collection of work over a period of time which marks progress in a very vivid and visual manner. Each year, teachers at Collegewood utilize portfolios as a way to involve both students and parents in the evaluation process. Writing is the area of emphasis for portfolio use. A writing rubric is used as an evaluative tool; teachers and students use rubrics to score writing pieces.

### **Technology**

Collegewood's staff continues to emphasize meaningful technology integration across content areas for all students. We understand that in order for our students to be prepared for the future and achieve academic excellence, they must be technologically literate. Therefore, we are

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committed to the ongoing acquisition and use of hardware and software for students and staff use, related professional development, and the ongoing revision and implementation of our multi-year technology use plan which is tailored specifically to the needs of our students.

Grades 3-5 are 1-1 allowing every single student in these grade levels to have a device assigned to them for use during school. Students in grades TK-2 have access to a computer lab in addition to 2 class sets of Chromebooks and iPads. All classrooms are equipped with PC computers with internet connectivity. Teachers attend technology development and related conferences to return to the school site and utilize instructional strategies that expand the use of technology.

Parent support and involvement has been critical to the ongoing success of our technology efforts. The Community Club has been very generous in recent years and is responsible for the purchase of several class sets of Chromebooks purchased for student use.

In our ongoing effort to increase the professional capacity of all teachers, ongoing professional development is provided. Fundraisers, district support, and Community Club donations have enabled us to attain our goals thus far. We anticipate that future fundraising efforts, in collaboration with the Community Club, and ongoing support from the district will further ensure the development and attainment of our technology goals.

### **Textbooks**

Textbooks are expected to last for several years. Students typically receive textbooks that are kept in class and taken home based on assignment needs. Lost or damaged textbooks are the financial responsibility of the student and parents.

Textbooks are adopted in a rotation cycle set by the state of California. In the last three years, WVUSD has adopted new Math and English Language Arts textbooks. We are beginning the process for adopting new textbooks for Social Science.

### **Physical Education**

Physical Education is required by state law and it is included as an integral part of the instructional program for all students. With the assistance of the District's itinerant PE team, our teachers plan and implement a physical education program for their students that is developmentally, age-appropriate, and frequently integrated with other aspects of the curriculum. All PE lessons align with the Physical Education Framework for the State of California.

The physical education program for students in grades 1-5 is significantly augmented by the District's itinerant PE team. All students are expected to participate in the program. The focus of our physical education program is to provide opportunities to develop sportsmanship, flexibility, agility, aerobic endurance, fine and gross motor skills used in competitive sports, and learning rules associated with common games and sports.

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PE with the District's itinerant PE team is scheduled for every Wednesday. It is important for students to be dressed appropriately on PE days and ready to actively participate in the lessons provided.

### **Excusal from PE**

If a student is unable to participate in PE, a written excuse must be sent to the office and teacher by the parent or guardian. If a student must be excused from three or more days of limited or restricted physical activity, a written statement from a physician is required. The note should be addressed directly to the PE teacher to insure clear communication. It is important to note that the school office cannot excuse students from participation in the PE program.

### **Vocal and Instrumental Music**

Students in grades TK-3 are taught standards-based music, movement, and performing arts program by the regular classroom teacher. Students in grades 4-5 participate in the District's standards-based music program during the regular school day. Fourth grade students learn a variety of music concepts and skills including playing the recorder. Fifth grade students participate in weekly vocal or instrumental music classes with a trained music teacher.

When a fifth grade student decides to take instrumental music, he/she is also assuming responsibility for being prepared for class. This includes the commitment to practice and to bring the instrument to school for class. Students are not permitted to call home when instruments are forgotten. Students who forget instruments, will still attend class. If a student continuously forgets his/her instrument, the student will receive a lower grade.

If a parent notices that his/her child forgot the instrument and the parent chooses to bring the instrument to school, the parent will be asked to leave the instrument in the office for the student to retrieve. It is important to note that office staff will not interrupt classes to inform students that instruments are in the office, however, students are encouraged to check the office on the way to music class.

### **Gifted and Talented Education (GATE)**

Students in grades 4-5 have access to integrated educational experiences during their regular school day. In the fall, testing scores are reviewed and recommendations for GATE identification are made. Identified students are provided an appropriate education that promotes critical thinking, rigor, and enrichment activities that expand literature, the use of problem solving, and complex texts.

### **Title 1 Program**

Title 1 is a federally mandated program designed to support students who are performing below standard in reading and/or mathematics. The school receives additional funds to plan a standards-based, research-based, intervention program provided by highly qualified teachers and paraprofessionals. This intervention may happen in the classroom or outside the classroom

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in a small group. Students must meet eligibility to be part of this intervention program based on criteria set forth by the district.

At Collegewood, our Title 1 program includes the following aspects:

- A Title 1 Coordinator who plans, facilitates, and oversees the intervention programs.
- A highly trained intervention teacher who has been hired and trained to work 1:1 and in small groups with students
- Before and after-school intervention opportunities
- Specialized instructional materials and technology are purchased to support student learning
- Parent education is provided to assist parents in supporting the education of their children.

### **Special Education Services**

A variety of special education programs are provided for students with identified special needs. These programs are made available through the coordinated efforts of the support staff at the district office and the Collegewood team of professionals. We firmly believe that all students can learn; therefore, we strive to provide the appropriate learning environment for all students.

Currently, we provide a full day Specialized Academic Instructional Program all day and a Specialized Academic Instructional Program with pull-out and push-in services. We also have one Speech and Language program for students who meet eligibility for these programs. Other special education programs are available to our students who qualify for them. Some of these services are available at school sites within and beyond our school site and district.

Generally, it is the classroom teacher who recognizes special needs of students related to learning and/or speech difficulties. Learning disabilities can stem from a variety of sources, such as a delay in visual and/or auditory processing. Learning disabilities must be assessed and identified by a trained professional. While teachers may notice specific symptoms, they cannot diagnose or label such disabilities. After recognizing social, academic, or behavioral difficulty, the teacher will contact parents and seek advice from the Student Study Team which is comprised of teachers.

The SST team will work in partnership with the teacher and parent to outline appropriate general education interventions to measure student progress. Follow up meetings will be convened to allow the team to consider the needs of the student. After several meetings, the SST may or may not make a referral to the school Guidance Team for a more in-depth look at the student's needs.

The Guidance Team consists of the Principal, School Psychologist, Speech/Language Pathologist, and counselor. Additional interventions will be recommended. If the Guidance Team feels more information is needed through academic assessment, the parent will be notified and asked for consent to do so. Parental written consent is required for formal assessment. Upon completion of the testing, a meeting with school personnel and parents will be held to review findings and determine appropriate next steps.

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### Social Promotion/Retention

In 1996, the Legislature passed legislation requiring schools to identify students at-risk of being retained in the same grade level. This identification is based upon state standards and criteria stipulated in WVUSD Board Policy. Students who are at-risk of retention are identified by the end of the first reporting period or trimester and offered intervention to assist them in achieving academic goals. The classroom teacher will communicate a student's response to intervention to the parent at the first reporting period and will solicit parent help in supporting the student's academic progress. If retention is still seriously being considered by the end of the second reporting period, a meeting will be held with parents, teacher, and principal to determine the appropriate next steps.

### Library

Our updated Digital Media Center/Library is designed to be the hub of the school in an effort to promote literacy and support the instructional program for students at Collegewood. All students visit the library on a weekly basis to check out books for independent reading and class projects. The school library is also used as a reference/research center under the direction of the Digital Media Specialist and/or the teacher during class time. Students assume responsibility for books when checking them out. Please help your child take proper care of books as will expect reimbursement for lost or badly damaged books and materials at the end of the school year.

### Field Trips

Field trips reinforce classroom lessons and enhance a child's educational experience. Every effort is made to arrange field trips so that they occur during regular school hours. Information regarding these trips is sent home prior to the day of the trip. Some field trips may require special arrangements regarding lunches and/or clothing. Please read all information and return necessary forms so that your child can be properly prepared. Permission to attend field trips are not tied to a student's academic performance. **Please note that if the school does not have a signed field trip authorization form on file, the child will not be permitted to attend the trip. Permission cannot be given over the phone.**

Field trips are costly due in part to entrance fees and transportation fees. The Community Club gives a portion of the proceeds from our fall Cougar Booster campaign to alleviate these costs. The amount collect directly impacts the amount allocated to decrease the cost of field trips.

Occasionally, parents are asked to act as chaperones on their child's field trips. If you would like to attend a field trip with your child's class, you must:

- Attend volunteer training beforehand
- Submit appropriate volunteer paperwork
- Abide by volunteer and chaperone guidelines to include
  - Acting as a chaperone for all students, not just your own child

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- You are not permitted to post pictures of other people's children on social media
- You may not carry or consume tobacco, e-cigarettes, marijuana, or alcohol.
- Siblings, friends, and family members are not permitted to join the school group

### **AFTER-SCHOOL PROGRAMS**

Currently, there are several after-school programs for students. These include:

- After and/or before school learning labs that are designed to support students who are not meeting grade level standards in reading, writing, and/or math
- English Language Acquisition support for students whose first language is not English

Additional extra-curricular programs periodically offered include:

- Golf
- Chess
- Music
- Art
- Foreign Language
- Science Exploration

### **Child Care Program**

The Child Care Program is coordinated at the district level and is housed at various elementary schools. The program provides quality before- and after- school care and serves as an extension of the school day. Day care is available before and after school from 6:00 AM until 6:30 PM for students in grades K-5. If you are interested in this program for your child(ren), please contact the Child Care office at (909)444-3460.

### **DISASTER PREPAREDNESS**

Collegewood school has an emergency preparedness plan which we will use in the event of a disaster that might occur during school hours. Periodic safety drills are held to comply with state law and district policies. These drills include fire drills, duck and cover drills, evacuation drills, and lock-down drills.

A committee consisting of staff and parents exists to analyze and improve the plan on a regular basis. Each year, significant progress is made with respect to plan improvements, training for staff, and restocking materials. Our safety plan is designed to ensure the welfare and safety of the students and staff during school hours.

As part of the plan, each classroom is equipped with an emergency sack with needed materials. The school maintains a large bin that is stocked with food and water supplies in addition to medical supplies in the event of a disaster.

It is important to note that your child may be required to remain in the care of the school in the event of a major disaster until it is considered safe for the children to be released. Your child

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can only be released to you or someone you designate on the emergency card. Please be sure to notify anyone you identify on the card.

Our Community Club contributes to disaster preparedness through supplies, and resources gathered via parent donation in the Cougar Booster Drive.

To ensure safety for all students, a student release procedure is in place and has been practiced by the school staff. **You will be required to show identification and sign your child out** through school staff who will be posted at the gate.

**IN THE EVENT OF AN EMERGENCY DURING SCHOOL HOURS, PLEASE REPORT TO THE FAR EAST GATE NEAR THE KINDERGARTEN DISMISSAL GATE TO RETRIEVE YOUR CHILD**

### PARENT INVOLVEMENT

Collegewood welcomes partnership between school staff and parents. There are many opportunities to serve our school community. Some of these opportunities include, but are not limited to: serving as room parent to organize class parties, assistance in classrooms for small group learning, help with organizing fundraisers, family dine-out nights, family movie nights, walk-a-thon, school carnival set up and clean up, working in the book fair etc...

It is our belief that the tone amongst our community and enriching learning and family experiences supported by our school is the responsibility of all staff and parents. There is no act of kindness and volunteerism too small and we enjoy working together to ensure our students learn in a caring, challenging, and enriching environment.

### Community Club

The Community Club is comprised of parents whose children attend Collegewood Elementary. This phenomenal group of people volunteer their time to serve our school community in the best interest of students.. The Community Club at Collegewood actively supports the educational process for all students. They are committed to promoting the welfare of children in home, school, and community. They are committed to fostering strong home-school partnerships and work in partnership with parents, community organizations and school staff.

Among the activities and programs the Community Club has helped to sponsor recently are: purchase of Chromebooks to develop our 1-1 technology program, class parties, reduction in field trip costs, father-daughter dance, mother-son laser tag, family movie night, assemblies and fundraising activities such as the Cougar Booster Drive, Walk-a-Thon, and Carnival.

Administrative and procedural decisions concerning Community Club are handled by an elected board. Budget approval and major policy decisions are made by a vote of those in attendance of monthly meetings. All Collegewood parents are invited and encouraged to attend monthly meetings and volunteer in any way that is possible.



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Membership in the Collegewood Community Club is open to any adult in the school community who would like to contribute to the educational well-being of students and participate in the planning and implementation of enrichment activities for students. Joining the Community Club does not obligate you to attend monthly meetings, work in classrooms, serve on committees, or hold an office. It does enable you to support the objectives and programs offered by Community Club and become involved in our school community.

If you would like to join Community Club or assist with any school activity, please feel free to reach out to our front office or visit our school website at [www.collegewood.org](http://www.collegewood.org)

### Fundraisers

Fundraisers are done throughout the year to provide students access to technology, enrichment assemblies, and reduced costs of field trips. All money fundraised is used to promote student learning. All fundraisers are direct contributions designed to benefit students. Some fundraisers we do to fund activities listed above include:

- Cougar Booster Drive
- See's Candy sales
- Walk-a-Thon
- Family Dining Nights
- School Carnival

Funds derived from these fundraisers help pay for the following:

1. Busses for field trips
2. Reduction in cost for field trip entrance fees
3. Donations towards class parties
4. Assemblies
5. Books for classroom libraries
6. Chromebook devices
7. Playground equipment

Participation in fundraisers are voluntarily and funds will be distributed throughout the school.

### School Site Council

The purpose of School Site Council is to recommend to the Board of Education a plan for our Title 1 program which is consistent with and supportive of the goals of the district, review annual budget allocations, review and develop safety plans.

The membership of the School Site Council consists of parents, staff who are elected by their peers to serve in this capacity. If you have an interest in being elected to the School Site Council, please watch for the nomination form sent with your child at the start of the school year (a parent can nominate him/herself or another Collegewood parent who agrees to the nomination). Meetings are held throughout the year. All official meetings are open to the public and agendas are posted in advance of the meetings.

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### **ELAC**

English Learner Advisory Committee meets quarterly. This group is open to all parents of students whose first language is not English. During these meetings, parents are informed of strategies to assist in language acquisition, building partnership with the school, and services available to our students. Moreover, a parent from this group joins the district ELAC committee to support the school and share information that fosters language acquisition and learning for all of our students.

### **Closing**

The staff of Collegewood Elementary consider it our fortunate opportunity to be part of your child's educational journey. We encourage you to join us in partnership as we strive to provide engaging, rigorous, thoughtful, well-balanced learning opportunities for the children in our care.