

STUDENT HANDBOOK  
2011 – 2012

COLLET PARK ELEMENTARY

“Home of the Roadrunners”

2100 Morris NE  
Albuquerque, NM 87112

School Office	298.3010
Office FAX	291.6868
Special Ed FAX	294.4143
Café	298.0991
Durham Bus Co.	298.6831

Office & Operations

Deborah Henwood– Principal  
Deanna Chavez – Secretary  
Dominic Chavez – Clerk  
Linda Foster – Head Custodian

Support Specialists

Gloria Olds – Counselor  
Deb Smith–Instructional Coach  
Susan Davis – Head Special Ed. Teacher  
Dina Ward – Nurse  
Nancy Lopez – Health Assistant  
Gwen Lowrey – Cafeteria Manager  
Kari Krebsbach – Library Assistant  
Stacye Simpson – Computer Lab

WELCOME, BIEN VENIDOS, YA-TA-HEY, WILKOMMEN, KONICHIWA, CHIAO, SHALOM, NEE HOW & NAMASTE!!

Welcome to Collet Park Elementary. We are embarking on a new adventure. The 2011 – 2012 school year will be exciting and full of learning. Please stop by and visit, my door is open and you are welcome. If you cannot come to school please contact me at 505-298-3010 ext. 11 or [henwood@aps.edu](mailto:henwood@aps.edu). I am here to support your child’s education, safety and well being.

Sincerely

Deborah Henwood  
Principal, Collet Park

ACCEPTABLE & ENCOURAGED BEHAVIORS

Respect all adults, children and property  
Follow the rules of designated areas  
Walk indoors and in the patio areas  
Be courteous to everyone  
Use good manners at all times  
Take turns and share  
Be a good listener  
Keep your hands and feet to yourself

The Six Character Counts Pillars; Caring  
Respect  
Responsibility  
Trustworthiness  
Fairness  
Citizenship

## UNACCEPTABLE BEHAVIORS

Fighting

Bullying

Disrespect of individuals and property

Using playground equipment

inappropriately

Arguing

Defiance

Any and all gang related activity

(tagging, signing, showing colors)

Use of foul language

Teasing or harassment of any kind

(sexual, gender, physical differences)

Bringing weapons or firearms to school

Bringing toys and electronic devices to

school

False Fire Alarms

In the event that any of these behaviors are exhibited by students at Collet Park the classroom teacher, principal or designee will use professional judgment in determining appropriate interventions and consequences. The APS Student Handbook will be used to decide consequences.

## ROADRUNNER AWARDS

Roadrunner Awards may be given by any staff member to any child for exhibiting any of the six pillars of Character Counts (caring, respect, fairness, trustworthiness, responsibility and citizenship). The awards should be placed in the principal's basket for recognition.

## PLAYGROUND RULES

As per teacher, educational assistant and parental input, the following playground rules were created in order to encourage a safe playground environment

- Carry all balls to the playground

- Eat lunch in the cafeteria and do not bring food to the playground after lunch
- Food on playground during morning recess is allowed, but students are expected to throw trash in trash cans
- Swings are for sitting, no standing
- Slides are to be used feet first only
- Rainbow bridge – no climbing, chicken fights or jumping off
- Jump ropes – to be used for jumping only
- Use only one hand for tag
- Soccer – on grass only. Only the goalie can use hands
- Football – on grass only. Two hand touch or flag  
The game is over when the bell rings
- No toys from home or electronic devices allowed on school grounds
- No throwing rocks, sticks or snow.

All of the APS policies and Procedural Directives may be view on the APS Website.

## ARRIVAL & DISMISSAL TIMES

Collet Park begins and dismisses at the same time everyday, Monday through Friday.

First Bell – 7:50

Instruction Begins – 7:55

Dismissal Time – 2:10

Children should not come to school before 7:40 am, as we have no staff on duty until that time.

If your child eats breakfast at school, he / she may arrive at 7:30 but must be in the café.

If your child is tardy, you must sign him or her in at the front office.

If you need to pick up your child before the end of the school day (2:10), please go to the office to sign them out. Someone at the office will call for your child. Staff will not release children directly from the room.

Please keep in mind that the office staff will not release a child to an adult who is not on the registration or dismissal forms. This is for the safety of all the children. The person picking up a student may be required to show a photo ID.

### CHILDREN WHO WALK, RIDE BIKES, OR WHO COME BY CAR

If your child walks to and from school, please review with your child the rules for safety while crossing streets. Also, please remind your child to only cross at the designated crosswalk area (on the corner on Morris & Snow Heights NE). A crossing guard will assist your children in crossing safely to the school.

If your child rides a bike (wear a helmet) to school, please remind him / her to cross at Morris NE with the crossing guard. Children must walk their bikes while on the school grounds. We also encourage your child to bring a lock and secure their bikes at designated bike racks (located on campus).

### VISITORS

For the safety of the children, all parents, guests and visitors are required to sign in at the office. We now have an electronic sign-in process and you will be given a "visitor pass". Upon the completion of your visit, please return the pass to the office and sign out.

### TELEPHONE USE

The office team has been instructed not to take any personal messages (unless it is an emergency) and have them forwarded to your child, to include children making plans for after school. This causes a disruption in the educational process and confusion when it is time to dismiss from school. You are encouraged to make plans in advance with your child or to write a note to the teacher.

If you should have an emergency, please contact the office first.

Only adults, such as the teacher, office staff, or the nurse, will contact families if a child is ill or important information needs to be communicated to the families.

Most teachers now have a telephone in their classroom. To avoid disruption in the class, these phones are set to ring only once and then go to the teacher's voice mailbox. If you would like to leave a voice mail for a teacher please call the office and we will transfer your call. Teachers should check voice mail daily.

Classroom telephones are intended for teacher use, not for students. It is at the discretion of the classroom teacher if a student is allowed to use the phone. If 911 is dialed from a classroom phone it will set off an alarm in the office and at the APD dispatcher's post. A false 911 call by a student is a serious offense, similar to a false fire alarm.

### PHOTOGRAPHY OR VIDEO TAPING ON SCHOOL GROUNDS

The photography or video taping of students and staff on school grounds is not allowed unless the principal has given prior approval. If children are to be photographed or video taped for any purpose, a permission form will be sent

to the family and written authorization must be given in advance.

#### INTERNET USE POLICY

The internet is a privilege given to all students at school in order to learn and to complete research for academic purposes. Technology is a tool that is encouraged for learning. Visiting, browsing or logging on to any inappropriate websites will be discouraged. Students are NOT ALLOWED TO BE IN CHAT ROOMS while at school for any reason. If a student visits an inappropriate website, he or she may lose internet privileges for an entire trimester (12 week period). Parents will be notified immediately if the student has violated this policy.

#### SKATEBOARDS, ROLLER SKATES & “HEELIES”

Due to safety concerns, children are not to bring skateboards, roller skates or “heelies” on school grounds at any time.

#### STUDENTS WHO RIDE THE BUS

Transportation by school bus will be provided to all children who live within the Collet Park’s district. Please check with the office to find out which bus stop is closest to your place of residence. Children riding the school bus are expected to follow all APS safety rules while at the bus stop and while the bus is en route to and from school. Children should be at the scheduled pick up time at least 5 -10 minutes before the bus arrives.

The bus zone is located along the back of our campus (along Gretta NE). We ask that you help keep our children safe by not parking in the bus zone. Instead, parking is available along Snowheights and on Morris NE.

#### FIRE LANES

There should be no parking at any time in any of the designated fire lanes on the campus. The designated fire lanes are located along Morris NE (the front of the school), in front of the gym and on the south loop (on Snowheights NE).

#### PARENT PICK UP AND DROP OFF ZONE (Prospect NE)

**Parents are to pick up and drop off their children in loop adjacent to Prospect NE (north side of the campus), east of the Gym and portables.** In the afternoon if your child is not present when you enter the loop, please drive through and enter the loop again or park on the street side of the loop and get out of the vehicle to walk your child across the loop.

#### LUNCH TIMES

Students will have a 30-minute lunch period; eating lunch in a well-mannered environment will be the focus for this time. After lunch has been eaten and tables cleared, any remaining time will be used for recess as weather permits.

- Kindergarten and 1<sup>st</sup> Grade  
11:20 – 11:50
- 2<sup>nd</sup> and 3<sup>rd</sup> Grade  
11:45 – 12:15
- 4<sup>th</sup> and 5<sup>th</sup> Grade  
12:05 – 12:35

#### MEALS

You may purchase up to a year’s worth of meals for your child in the cafeteria. This system enables students to buy meals without bringing money to school every day. Students may bring a check between 7:45 and 7:55 daily. Please pay directly to the cafeteria manager. Families also have the option of bringing their child food or packing a lunch for them every day.

Effective 2011-2012 school year, meal prices are as follows.

<u>Full Price</u>	<u>Reduced Price</u>
Breakfast \$1.15	\$0.30
Lunch \$1.85	\$0.40
Milk \$0.40	\$0.40

### ATTENDANCE POLICY

APS students are allowed no more than five (5) unexcused absences per semester, and no more than ten (10) unexcused absences per school year. The parent or guardian must inform the school each day that the child is absent. Letters from the APS attendance office will be generated as a means of informing the parent of the total count of unexcused days absent. Parents are encouraged to contact the principal once a letter has been received to discuss attendance issues and ways that the school may encourage your children to attend school regularly. Again, truancy notices may be forwarded to the Children's Court Division if a child is to have more than ten (10) full days of unexcused absences.

In addition, the automated system will call families in the event of a student absence. Teachers will record absences and tardies on the district attendance tracking system as soon as school starts. The system will send a 'Safety Call' to alert families that students are not in class. If the absence is unexcused, the system will send additional calls throughout the day.

School begins at 7:55 and students who enter the classroom after the bell will be entered as 'tardy' on the attendance system. Students with

excessive tardies will be reported just as students with excessive absences.

Students signed out before the end of the day are also missing instruction. Students with numerous early sign outs will also be reported for unexcused absences.

Excused absences include the following with appropriate documentation

1. Doctor's appointment
2. Death in the family
3. Religious commitment
4. Diagnostic testing
5. Family emergency
6. Limited extenuating circumstances as approved by the principal

Family vacations are considered unexcused absences.

NOTE; Notes should be brought directly to the office the first day after the absence.

Excessive excused absences may result in an inquiry by the school principal or counselor and request for additional documentation. The school's Health / Mental Health Team will also work with families to address attendance issues.

Please call 298.3010 before 7:30 on the same day that your child will be absent. Please leave your child's name, his / her teacher and the date of absence. Notes or other documentation should be brought to the office on the following day.

### ABBREVIATED SCHOOL DAY OR TWO HOUR DELAY (9:50am)

An abbreviated school day (or two hour delay) will be called by the superintendent's office in the event of bad or inclement weather. The news media will announce when this plan will go into effect via television, radio and

intranet outlets. Collet Park is a feeder school to Manzano H.S., but is not considered a “mountain school”.

### CANCELLED DAYS

Snow days are usually communicated to all families in advance through television news, radio and Internet outlets. When a snow day is called, school is closed and will be made up at the end of the school year.

### EMERGENCY DISMISSAL

It is sometimes necessary for a school to close early due to an emergency or power failure. Emergency dismissals are also announced through the media and through the APS Community Relations Office. Parents are encouraged to make arrangements with your children in advance.

Furthermore, the school has an emergency dismissal form that every parent is required to fill out during registration or upon your next visit to the school.

### FALSE ALARMS

Pulling the fire alarms other than for reasons of fire is a crime and punishable by the fire department as well as the school. False alarms are very disruptive to the educational process and result in wasted resources by the police and fire departments.

### LOST AND FOUND

Collet Park has a lost and found bin in the café adjacent to the southeast corner. The lost and found will be cleaned out two times a year and any items remaining in the bin will be cleaned and donated to the APS Clothing Bank. Please insure that your child’s backpack,

jackets have their names written on them.

### ELECTRONIC DEVICES

Students who carry a cell phone must have their phone off and in their back- pack during the school day. Cell phones and other electronic devices being used during the school day will be confiscated and turned into the office as per APS policy. Students will be able to retrieve their electronic device the first time it is confiscated. After the first offense families will be called

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity that may be in violation with the Albuquerque Public Schools Bullying Prevention policy and procedural directive.

### CLOTHING & APS DRESS CODE

We expect all students to dress comfortably and appropriately for school.

#### Hats & Headgear

If a child wears a hat to school, we will ask the student to please remove headgear when entering the cafeteria or if requested by a staff member. If a hat

is worn for medical or religious reasons, please provide documentation to the teacher in advance so we may make the appropriate accommodations.

### Other Clothing Items

Children will not be allowed to wear pajamas to school. Footwear such as slippers or flip-flops is not allowed. Spaghetti straps or shirts exposing excessive skin are not allowed. Students are expected to be neat, clean and appropriately dressed for learning in the school setting. Shoes must be worn at all times. The following items are directly from the APS Student Handbook and are prohibited at Collet Park:

- A) Clothing, hairstyle and jewelry that disrupt the educational process, including but not limited to, excessive body piercing, muscle shirts, tank tops, shredded off the shoulder, low cut, see through or minimal clothing are prohibited.
- B) Sagging (pants below the waist) in unacceptable. If the shirt is too long to determine if pants sag below the waist, students may be required to tuck in their shirts.
- C) All attire should be no shorter than the point where extended fingers end when the student is standing up straight. No skin should show between the bottom of the shirt / blouse and the top of the pants / skirt when arms are stretched upward.
- D) Clothing, tattoos or accessories that advertise, display or promote any drug (including tobacco or alcohol), sexual innuendo, violence, weaponry, profanity,

A)

hate or bigotry towards any group or individual is unacceptable.

- E) Clothing and accessories that display insignias which suggest illicit behaviors, gang affiliation or abusive language are not permitted on school grounds.
- F) Banned accessories include, but are not limited to, belt loop or chain wallets and key chains, spiked jewelry and extended belts.
- G) Physical education students will wear attire specified as appropriate to their enrollment as required by the school site.

## STUDENT HEALTH & MEDICATIONS

### Accidents

Should a student be involved in a serious accident the school makes every effort to contact a family member immediately. If a family member cannot be reached, the school will call 911. Accident reports are filled out on every student who has a serious accident on school grounds. Please stress to your student the importance of reporting all school injuries. Please make sure we always have current emergency numbers on file in the office. The laws of the State of New Mexico are such that a school district cannot assume liability for costs incurred in student accidents. For this reason, the Board of Education makes a student accident insurance policy available to all students enrolled in APS at a nominal cost. Information is available in the nurse's office.

### Medication

1. The physician should submit in writing, his / her recommendation with the student's name, dosage,

and the time(s) medication should be given.

2. The container with the medication should be clearly labeled with the name of the student, dosage and drug strength.
3. Parents of students needing to take medication at school should contact the school nurse to fill out authorization to administer medication form. No medication will be given at school without this form completed by both the physician and the parent / guardian.
4. The school nurse should be made aware of all students taking medication at school.
5. This policy applies to both prescription and non-prescription medication.

### FIELD TRIPS

Field trips are designed to supplement and enrich classroom instructional activities. All students attending field trips MUST have a parental permission form signed and dated by the parent or guardian.

#### Parents Attending Field Trips

As per APS policies, all parents attending field trips must have a background check before the scheduled activity. Background checks are conducted at City Center (1<sup>st</sup> floor) Mondays through Fridays from 8:00 AM to 4:00 PM. There is a cost for background checks.

#### Volunteers

All parents desiring to help the school or volunteer in their child's class are required by APS to go to central

office and get a background check. The form may be picked up in the main office and will be signed by the principal for you to take to central office. Once you have been cleared, the school will receive a badge, which will be given to you to verify your clearance.

### PARTIES

Parties in classrooms will be kept to a minimum as our staff is committed to using instructional time productively and efficiently.

### HOMEWORK

Should you have to take your child out during the school day, the following should be kept in mind:

- At the teacher's discretion, any missed class work may be given as make-up work upon the student's return and the teacher will decide when it will be due.
- Assigned homework will be a factor used by the teacher to determine a student's proficiency and incomplete homework will negatively impact the student's learning and skill development.

### ANIMALS IN SCHOOL

Animals may be brought to classrooms only if they serve a direct instructional purpose and if the animal can be cared for in a humane manner. Please check with your classroom teacher or with the office before bringing an animal on school grounds.

### LIBRARY

Children are responsible for the books they check out. Payment is required for lost or damaged books. Please encourage our children to be respectful of our books.



### COUNSELOR

Our counselor works with children, families and staff members. She will support children to achieve their fullest academic, social and emotional potential. The counseling program includes bullying lessons, small and large group lessons, for students addressing specific needs, as well as individual support for students. Parents are invited to call the counselor during school hours to discuss any concerns about their children.

### PHYSICAL EDUCATION

Physical education is a part of the curriculum. All students are expected to participate unless he/she has a doctor's statement excusing him/her. Please help your child to be successful by making sure they dress appropriately on the days they have PE.

### RECESS

All children go outside to play at recess. Help your child to plan for outdoor time by dressing appropriately. Flip-flops are not allowed. During inclement weather children will have indoor recess.

### ASSESSMENT

APS is required by NCLB to use standardized test to assess student achievement. In elementary school these tests occur in third, fourth and fifth grade.

During the school year all children are assessed using different measures to monitor academic growth and progress. If you or your child's teacher feels your child needs extra support to enhance learning, you or

the teacher may request a referral to the School Assistance Team. The SAT will discuss interventions to implement in the classroom and make recommendations to families to increase a child's success at school. The student's progress will be monitored once these interventions have been implemented. A subsequent SAT meeting will take place to determine any further interventions or actions.