



**COLLINS ELEMENTARY SCHOOL
PARENT & STUDENT
HANDBOOK
2024-2025**

9000 Spruce Dr., Florence, Kentucky 41042
Phone (859) 282-2350, Fax (859) 282-2356

www.collins.boone.kyschools.us

The Boone County Board of Education provides equal employment and educational opportunities.

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COLLINS ELEMENTARY MISSION STATEMENT

At Collins Elementary we engage students in deep, meaningful learning so they have the critical thinking skills to rise above challenges, become citizens of the world, and DREAM BIG!

Rising Above, Celebrating Diversity!

A LETTER FROM THE PRINCIPAL . . .

Dear Parents and Students,

Welcome to another year at Collins Elementary School. It gives me great pleasure to welcome you to Collins Elementary for the 2024-2025 school year. We are looking forward to an exciting year of learning, growth, and opportunity.

Our primary goal is to provide each child with a safe, caring, friendly environment in order to maximize the learning potential for all students. In order to do this, it is important that we establish and communicate clear expectations and requirements for students, parents, family members and caregivers. Please read through the entire handbook and discuss the contents with your family members, including your student. If you have any questions please feel free to contact me at 859-282-2350.

I encourage each of you to become actively involved in your student's education through the many parent involvement opportunities that will be offered throughout the year. We gladly welcome your participation and presence. Students who have parents and family members who are actively involved in their school show greater academic success throughout their academic careers. The activities and opportunities for involvement can be found under the Parent Teacher Organization section.

In closing, I would like to express my sincere gratitude to each and every one of you for your unwavering support and trust in our school. We are committed to making this school year a memorable and rewarding experience for all of our students.

Sincerely,

Mrs. Deshae Barnhorst, Principal

SCHOOL DIRECTORY

Collins Elementary 859-282-2350
9000 Spruce Dr., Florence, KY 41042 Fax: 859-282-2356
Mrs. Deshae Barnhorst Principal
Mrs. Amy Lawrence Assistant Principal
Mr. Aaron Howell Assistant Principal
Mrs. April Hoffman Counselor
Mrs. Helen Marie Poweleit Counselor
Garret Griffith FRC Coordinator

Boone County Board of Education
8330 U.S. 42, Florence, KY 41042 859-283-1003
Dr. Jeff Hauswald Superintendent
Collins Cafeteria 859-282-2357
Transportation Office 859-384-0524

SCHOOL CALENDAR 2024-2025

August 15	First Day for Students
September 2	Labor Day - No school
October 4 & 7	No School - In Service Day
October 24	Parent/Teacher Conference
November 4 & 5	No School - In Service Day
November 7	Parent/Teacher Conference
November 27 - 29	Thanksgiving Break - No School
December 23 - Jan.3	Winter Break - No School
January 20	No School - MLK Day
February 17	No School - In Service Day
March 14	No School - In Service Day
April 7 - 11	Spring Break
May 20	No School - Primary Election Day
TBD*	Testing Dates
May 22	Last Day for Students

* Testing window will occur the last two weeks of school. This date will be set after all snow days are included.

** Last Day of School Date may change due to school closings (weather related) throughout the year.

BOONE COUNTY BOARD OF EDUCATION MEETING DATES

All meetings are at Ralph Rush Center @7:00pm—Please check Boone County or CES websites for current dates.

COMMUNICATION FOR PARENTS

We believe that working as educational partners with parents/guardians is very important to your student's success at Collins Elementary. To help communicate between home and school, we have the following resources: ClassDojo, CES Website (www.collins.boone.kyschools.us), email, voice mail, student agenda books, parent / teacher conferences, classroom newsletters, and school newsletters.

SCHOOL VISITOR POLICY

All visitors **MUST** report to the office upon entering the building, present a valid driver's license and wear a badge while in the building. This is for the safety of all the students. An approved Background Check Form must be on file at the school in order for you to volunteer in the classroom or chaperone on a field trip. Please be aware that background checks may take several weeks to process.

No visitor should enter the classroom hallways during school hours without checking in to the office first.

Parent-Teacher conferences are one of the ways we are able to communicate with the parents concerning your child's academic growth. Appointments can be arranged by calling the school secretary. Unannounced conferences are not permitted. The principal is obligated to give the teacher at least 24 hours notice of meeting with parents. This is due to meetings and other obligations a teacher may have during the school day and their contract.

PARKING

Parking is somewhat limited at Collins Elementary. Visitors are asked to park in the lot closest to the office, but when full, please park in RA Jones Middle School's parking lot. Thank you in advance for not parking in unauthorized parking areas or in no parking zones. At unannounced times, police will be here to ticket or tow illegally parked cars from areas marked NO PARKING.

Our handicapped parking spots are located in the front of the building and are clearly marked. This location also has a ramp for accessibility. Do not use these parking spots unless you are legally eligible to do so.

INCLEMENT WEATHER

School may be canceled or delayed due to inclement weather. It is the parents' responsibility to listen for delays or cancellations. Our school does have a call system to inform parents if school is closed or delayed. To receive these calls your telephone number must be up to date in the office.

Do not drop students off before the time given on the school delay.

Parents and students should listen to the major TV and radio stations, WKRC, WLW, WUBE, WSAI FM and TV stations 5, 9, 12, and 19 for delays and cancellations due to poor weather conditions. Please be sure to listen for "Boone County Schools"; Collins Elementary will not be listed separately. If school should dismiss early for any reason, please indicate what the child should do on his / her emergency card(s).

*A meeting or activity scheduled on a day when school is canceled, will also be canceled. Please call the next day school is open to reschedule your appointment.

STUDENT FEES

	STUDENT FEES	REDUCED FEES
Kindergarten-5th	\$65.00	\$19.50

Student fees are used to partially offset the expense of instructional supplies used in the classroom. **Fees are due the first week of school and may be paid in cash, check, or money order payable to Collins Elementary School. Teachers are not permitted to accept payments through Venmo or similar on-line payment programs.**

Examples of classroom items purchased with fee monies are: workbooks, art supplies, and other instructional materials. A portion of student fee money is also used to purchase supplies for the art, music, and PE classes. (Items purchased may vary from classroom to classroom. To obtain a more specific list, contact your child's teacher.)

***ALL FEE MONEY COLLECTED WILL BE UTILIZED FOR THE BENEFIT OF STUDENTS**

SITE BASED DECISION MAKING COUNCIL (SBDM)

Collins Elementary is a Site Based Decision Making school. Our 2024-2025 SBDM Council is composed of two parents: Brenna Penrose and Kristi Austin, three teachers: Jenny Brann, Jennifer Radford, and Lisa Damer and the Principal, Deshae Barnhorst. The Council meeting dates will be announced following the July meeting. All council meetings will be held in the Conference Room, unless otherwise noted below.

COLLINS ELEMENTARY PARENT/TEACHER ASSOCIATION (PTO)

The PTO is an integral part of our family at Collins Elementary. Their many contributions include the organization of our volunteers in our classrooms and on field trips. They also sponsor and provide many programs over the course of the year. This year we are working hard to build the PTO with membership to collaboratively work together to meet the needs of the students at Collins. They raise funds which provide much needed materials for the school to positively affect our students. We urge you to join our PTO and to support their many efforts to enhance your child's education.

*See the CES website for meeting dates and times.

KENTUCKY LAW REGARDING DEPENDENCY, NEGLECT AND ABUSE

TEXTBOOKS

Student textbooks are provided at no cost to the students as long as these books are not lost or damaged. Lost or damaged books must be paid for by the student.

EXTRA CURRICULAR PROGRAM FEES

	<u>STUDENT FEES</u>	<u>REDUCED FEES</u>
Intramural Basketball-Gr. 4 & 5	\$ 20.00*	\$ 6.00*
Intramural Cheerleading-Gr. 4 & 5	\$ 20.00*	\$ 6.00*
Academic Team	\$ 20.00*	\$ 6.00*
Chess Club/Lego League	\$ 20.00*	\$ 6.00*
Summer School (max.)	\$200.00 (max.)	\$60.00

*Plus cost of uniform

Athletic fees and procedures are determined by Boone County Board of Education and are as follows:

- Students will not be placed on a team until all fees are paid.
- Once the fee has been collected, there will be no refund unless there are extenuating circumstances.
- If students are eligible for free lunch, they will not be required to pay the fee. If students are eligible for reduced lunch, they will be assessed a reduced fee.

STUDENT CLUBS

Collins Elementary has many student clubs for enhancement of instruction. Students will receive information on clubs (when available) at their grade level. Some of the clubs offered during the school year are: Chorus, Safety Patrol, Drama Team, Girls on the Run, and Student Council.

SCHOOL ACTIVITIES

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials. No student shall, either before, during, or after any school event, on or off school premises, participate in fighting, disturbing the peace, congregating in groups threatening violence, or participate in any other misconduct detrimental to others. Violation of this regulation constitutes cause for suspension or expulsion of the student(s) from school, and/or the possible elimination of the schools involved from all participation in interscholastic athletics and other activities.

At Collins, we follow a **SAFETY FIRST** approach. **IF YOUR CHILD'S ACTION RESULT IN PHYSICAL OR EMOTIONAL INJURY TO ANOTHER, DISCIPLINARY ACTION WILL BE TAKEN.** If you feel the disciplinary action is unwarranted, you are welcome to schedule a meeting with school administration.

ADDRESS CHANGE / PHONE NUMBER CHANGE

Parents **MUST** notify the school if their child has a change in address or phone number. Students must live within our school district to attend CES. Proof of address is required to enroll a child in the school. The school may ask for proof of residency at any time during the school year if the school suspects a student is living outside of the CES School District.

In case of an accident or illness, the school must be able to contact the parent at any time, therefore it is crucial that we have the current phone number listed.

COLLINS ELEMENTARY SCHOOL GRADING PERIODS 2024-2025

Primary and Intermediate report card dates are listed on the CES website.*

Please check the website often for the most up-to-date information. The last report card of the year will go home on the last day of school.

Dates subject to change due to missed school days.

* www.collins.boone.kyschools.us

Intermediate Grading Scale:

A 90—100, B 80—89, C 70—79, I 69 -- 0

Primary Skills Key:

AS: Area of Strength, AC: Area of Concern, PH: Progressing with Help, SP: Satisfactory Progress

(620.020) Teachers or any school personnel who know or suspect that a child is dependent, neglected, or abused **MUST** report to a local law enforcement agency or the Kentucky State Police Department, the Cabinet of Family services, or its designated representative, the Commonwealth's Attorney or the County Attorney.

SPECIFIC OFFENSES ACCORDING TO THE BOONE COUNTY BOARD OF EDUCATION POLICY

Behaviors as outlined, but not limited to, the Boone County Code of Conduct will not be tolerated while the student is on school property (including buses) and/or at school related activities. The Boone County Code of Conduct can be viewed in its entirety on the Boone County website, www.boone.k12.ky.us under the "District Office" tab, then "Attendance Services".

Boone County Schools Behavior Guidelines 2023 – 2024

Tier I: Behaviors are of low-level intensity, passive, and non-threatening to the safety of the school setting.

1. Disrupting and/or interfering with the daily operation in a school setting
2. Mild sexual behaviors (see glossary)
3. Disrespectful behavior (any behavior which interferes with the learning process or is otherwise inappropriate in a school setting)
4. Failure to carry out a reasonable request from teacher or other school official
5. Failure to comply with school-based dress code
6. Cheating or plagiarism; forging signatures or documents
7. Technology violations
8. Bus rule violations
9. Tardy to class
10. Failure to attend detention
11. Any other violations which are listed in the written school rules and related procedures that fall within this category.

Tier II: Behaviors are more intense, demonstrate a pattern of behavior, or legal violations that may require administrative response.

1. Repeated Tier I infractions
2. Threatening, coercing/menacing, extorting or blackmailing another student
3. Written, verbal, and visual threats (no premediated plan in place)
4. Bullying (unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated KRS 158.148)
5. Harassment (intent to intimidate, harass, annoy or alarm another person KRS 509.040)
6. Sexual misconduct, sexual harassment
7. Interrupting school bus operation, compromising safety of others
8. Skipping class or school
9. Assault by intentionally/recklessly striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage
10. Fighting, student-to-student
11. Abuse of staff (intentional verbal, mental, or physical abuse of teacher or administrator)
12. Vandalism, destruction of property, trespassing, unlawful entry, criminal mischief, burglary, or theft
13. Possession and/or using lighters, matches, or tobacco or vape products at school or on school-related property (i.e., bus stop)
14. Unapproved possession or use of prescribed or over-the-counter medications
15. Speeding, reckless driving, or improper use of motor vehicle on school property

Tier III: Behaviors significantly interfere with the safety and learning of others and require immediate administrative response.

1. Repeated Tier II violations demonstrating a pattern of behavior and/or concern for behavior
2. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities
3. Arson, the intentional setting of fire
4. Possession, use, or transfer of dangerous instruments/weapons: explosive, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury)
5. Assault by striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) in accordance with state statute KRS 508.078
6. Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation (Terroristic Threatening, 2nd degree)
7. Possession, exchanging, distribution, use, or under the influence of alcohol, drugs, or any substance purported to be an illegal drug, and/or possession of any related drug paraphernalia (this includes THC in any state as this chemical is illegal in Kentucky)
8. Behavior jeopardizing the safe operations of the school bus and/or its occupants

Next Step: These are serious violations which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school until an outcome has been determined. A request for a hearing with the superintendent or their designee is mandatory; unless the school administrator communicates an alternate plan that has been agreed upon by the superintendent or designee.

PLAYGROUND RULES

TO THE STUDENT: WHO OWNS THE SCHOOL?

Your parents and taxpayers are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be reimbursed by your family! It is your job to refrain from any destructive behavior and/or also to report any such activity of others.

REMEMBER –Most trouble starts when fun is out of control!

COLLINS RECOGNIZES STUDENT ACCOMPLISHMENTS

We are very proud of the hard work our students put forth everyday and we like to celebrate those accomplishments. Below is a list of some of the way we recognize their accomplishments:

1. Displaying student work
2. Making positive comments on report cards
3. Comet Sightings
4. Sponsoring an Awards Day program
5. Giving student award certificates
6. Recognizing a Student of the Month for each class
7. Involving students in decision-making/Student Council
8. Recognition of students scoring proficient or distinguished on state testing
9. Plus other ways which provide positive and motivational reinforcement

DISCIPLINE

Parents, Please read over carefully with your child!!

School Wide Rules –Be Responsible, Be Respectful and Be Safe

Two of the most important lessons educators strive to teach children are taking responsibility and exhibiting self-control. While these are not taught as subjects, they are fundamental to the entire educational structure. It is the responsibility of educators, parents, and students to nurture and shape qualities of good citizens. Learning and implementing the appropriate consideration for others is essential to producing a good school/community. With an understanding of the purposes of discipline in a school, students form a healthy attitude toward it, and not only do their part in making the school an effective place to learn, but develop habits which will help make each student become the best he/she can be. Parents should discuss school rules and consequences of breaking these rules with their children.

SEARCH AND SEIZURE

All students must be aware that desks, cabinets, closets, classrooms, and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of student code of conduct.

- A search may be conducted by the principal/designee only upon a reasonable suspicion of violation of student code or State or Federal regulations.
- A further search of the student's person, handbag, athletic bag, or clothing may then be conducted if a reasonable suspicion exists.

GENERAL SCHOOL RULES

1. Walk at all times on the right side of the hallway.
2. Be respectful to peers and adults daily.
3. Use kind words.
4. Be mindful of your surroundings.
5. Keep valuable possessions or toys at home. This would include, but is not limited to, the following: radios, CD Players, MP# Players, tape recorders, TV's, extra money, electronic games, etc. Bringing toys to school will not be permitted unless approved by a staff member. (This includes cards, electronic games, etc.)
6. Soft drinks are not permitted for lunch unless the student is going on a field trip and has teacher approval. This is mandated by state lunchroom guidelines. This also applies to parents eating lunch with their child in the school cafeteria.
7. Pets will not be permitted unless prior approval has been given by the Principal or designee. All pets must be in a cage and remain caged while in the school building.
8. Keep hands and feet to self at all times.
9. Trading, selling, and betting for money or for personal property is not permitted.
10. The following articles are not permitted at school for reasons of safety: Shoes with wheels in the heels, bicycles, unicycles, roller skates, skate boards, frisbees, hard balls, rubber balls, fireworks, bullets, dangerous instruments. **KNIVES OR WEAPONS OF ANY KIND (including Toy Knives or Weapons)**, slingshots, gum, hard candy, rockets, matches, lighters, animals (dead or alive), tobacco products, or alcoholic beverages/products.
11. Cell phones or pagers are not permitted at school. Procedures for confiscating will be followed as stated in the **Boone County Code of Conduct**.

If you, or your student has a problem; see your Teacher, Counselor, or Principal right away. They are here to help you!

I can show respectful, responsible, and safe actions when I am on the playground.

Be Respectful by:

- Keep hands and feet to self at all times
- Be polite and use good manners
- Wait and take turns on all equipment

Be Responsible by:

- Stay on mulch, blacktop or field. Do not go over fence or in the wooded area
- Report unsafe conditions or behavior to an adult immediately
- When time is up, line up quickly and quietly

Be Safe by:

- Do not throw mulch/dirt; leave it alone
- No standing or kneeling on swings
- Jumping off, climbing over, or standing on top of equipment is prohibited

CONSEQUENCES OF MISCONDUCT

(As determined by the Boone County Schools Code of Conduct)

This guide of student conduct assures that discipline will be fair and no person will be discriminated against because of his/her race, color, sex, nation origin, handicap, or ancestry. Due process will be followed according to Kentucky Revised Statutes.

Examples include (but not limited to):

1. Student will be given a chance to correct behavior
2. In class consequences
3. Parent contact
4. Conference with Principal/Assistant Principal
5. Detention or other consequences
6. Suspension
7. Expulsion

ATTENDANCE / TARDINESS

School attendance is critical and directly related to student achievement. If your child is absent please call the school before 9:30 a.m. All absences are considered unexcused, until a note, indicating an excusable reason for the child being absent, signed by the parent/guardian, is received by the school. **All** Doctor notes need to be sent to the Attendance Clerk. Parent notes must be sent in (with parent signature and the reason for the absence) to be filed with the Attendance Clerk.

COLLINS ATTENDANCE POLICY

Research from Attendance Works shows the impact absenteeism can have on your child's education. Chronic absence – missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school. To ensure our students are achieving we have put the following policy into place. Our goal is to work with you to provide the best possible education for your child, so please feel free to contact us with any questions. Thank you for your partnership!

Attendance Parent Notes

- Each parent has **6 parent notes** to excuse their child's absence for each school year.
- Each parent note can excuse up to 3 consecutive absent days.
- Parent excuse can be called into the office, a written note sent to school with their child, sent via Class Dojo to the teacher or email to the attendance clerk.

Attendance Doctor's Notes

- Each parent has **10 doctor's notes** to excuse their child's absence for each school year.
- Each doctor's note will have to state the consecutive days, if any, to excuse the absent days.
- Doctor's notes may be sent to school with their child, faxed, sent via Class Dojo to the teacher or emailed to the attendance clerk.
- After **6 excused parent notes and 10 excused doctor's notes** have been used, an absence will only be excused when the CES Medical Excuse Form - provided to the families by the attendance clerk - is completed and returned by the doctor to the school via fax or email.

Late Arrival

Students who do not bring in a note for an absence/tardy are **unexcused**. Homework and tests will NOT be allowed to be made-up with unexcused absences. Please try to schedule appointments after school or on Saturday. If you must take your child out of school for any reason, please limit the time to appointments only.

Early dismissal (before 3:40 p.m.) will result in a tardy being recorded on your child's record, as well as their report card. ATTENDANCE IS CRUCIAL TO ACADEMIC SUCCESS!

As a parent/guardian, your child's attendance in school is YOUR RESPONSIBILITY. Please schedule vacation days to coincide with the school calendar. Time lost in the classroom is never fully recovered! Children being brought to school tardy must be signed in by the parent, as a safeguard for the child, and the child must get a late slip for admission to class.

**See the following Boone County Board of Education policies on Attendance and Tardiness.*

BOONE COUNTY BOARD OF EDUCATION

Policy No. 09.123 - Attendance/Tardiness

Pupils are required to attend, regularly, and punctually, the school in which they are enrolled.

Truancy Defined

- Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.
- Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.
- Absence for less than a half day shall be considered tardiness.

Excused Absences

An excused absence or tardy is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family,
- Illness of the pupil,
- Religious holidays and practices,
- One (1) day for attendance at the Kentucky State Fair, or
- Other valid reasons as determined by the Principal.

Notification

The parent/guardian shall notify the school, stating the reason for the student's absence. Without proper notification, an absence shall be designated unexcused.

Make-up Work

Make-up work shall be permitted for excused absences only and must be completed within the time specified by the Principal. It is the student's parent's responsibility to contact the teacher for make-up work. Days missed due to suspension shall be considered unexcused absences for which no make-up of daily work shall be allowed

Here are some tips for parents in developing a child's positive attitude toward attending school:

- Show you have a positive attitude toward school attendance.
- Allow your child plenty of time in the morning to get ready for school.
- Make every effort to schedule doctor, dentist, and other appointments before and after school hours.
- Refuse to write excuses for anything other than legitimate excuses.
- Refuse to view tardiness as acceptable behavior and discourage early checkouts.
- Plan family vacations in accordance with the school calendar.
- Use good judgment. Don't send a child to school that is really ill.

All parents (with student) must check-in at the front office when bringing a student to school late before he/she may report to class.

702 KAR 7:050 states, "...a pupil who is absent thirty-five to eighty-four (35-84) percent of instructional time on any regularly scheduled day shall be considered, and recorded, absent for one-half day. A pupil who is absent for at least eighty-five (85) percent of the instructional time in a regularly scheduled day shall be considered, and recorded, absent for the full day"

This KAR has been interpreted to mean that a student must be present between 126 minutes to 302 minutes (approximately 2 hours to 5 hours) of instructional time to be recorded present for one-half day. A student must be present more than 302 minutes of instructional time to be present a full day.

EARLY DISMISSAL

For the safety of all students, parents picking up their child must go to the office to sign him/her out between 3:15-3:25 p.m. and wait for their child in the office. We ask if you are picking up your child and your child is not on the everyday pick up list to call before 3:00 to let the office know so we can inform the classroom teacher. The office will call the student to come to the office at 3:40. Please do not go to your child's classroom to pick up him/her. If you fail to arrive on time to pick your child up and he/she is on the bus, due to safety, the child will not be removed from the bus. **All Adults must show I.D. to sign students out.**

NO ONE WILL BE ABLE TO PICK-UP A STUDENT FROM SCHOOL UNLESS A PARENT OR GUARDIAN HAS LISTED HIM/HER ON THE ENROLLMENT CARD.

WITHDRAWALS

If you have moved from the Collins district, please report the move to your child's teacher and to the school office as soon as possible. All library books, free textbooks, and lunch charges must be returned / paid at that time. School Records will be forwarded upon receipt of the Request for Records Form that must be filled out by the parents at the new school. There is also a Student Withdrawal Form that needs the parent's signature so we have authorization to send records to the child's new school.

HOMEWORK

Homework is an extremely important part of a student's education. It is beneficial to monitor a child's homework habits and to check for understanding of the assignment.

A child may make up homework if he/she was absent and has a valid written excuse. If a child is absent and you would like to have his/her homework, please give the school a full day's notice to get the books and assignments ready.

DRESS AND APPEARANCE POLICY - (Dress Code)

DRESS CODE

The council shall develop guidelines for appropriate dress and appearance for the students within the school. It shall represent the dress code for the school and be evaluated and updated by the month of June each year. Students and parents may receive an additional copy of the Dress Code upon request.

Appropriate attire and acceptable appearance strongly correlate with school success. Collins Students are expected to be neatly dressed and well-groomed with appropriate fitting clothing (not too tight or too loose) at all times.

APPROPRIATE

Other than on theme days, the following is a description generally acceptable attire for students at Collins Elementary:

- Shirt, blouse, top, or t-shirt (stap/sleeve must be 2 inches wide)
- A sweater or vest in appropriate weather
- Sweatshirts, sweatpants (hood off inside the building)
- Pants or jeans (use belts as needed)
- Below the mid-thigh length shorts (fingertip rule)
- Appropriate footwear-all shoes must have a back strap at the heel(gym shoes are highly recommended at all times)
- Due to safety concerns, should the appropriate footwear not be worn the child will not be permitted to participate in certain physical activity.

***Remember that it is against the law to pass a school bus while it is loading or unloading. This law is designed to protect our children and we take it very**

PROHIBITED

The dress code prohibits:

- Spaghetti straps, crop tops, tube tops, bare backs, bare midriffs, bare chests
- Short shorts, cutoffs, biker shorts, slit jeans, leggings (that show undergarments)
- Mini dresses, mini skirts
- High heeled shoes, Heelys, shoes without backs/back straps, clogs
- Coats worn during the unless building conditions require them
- Hats/caps or hoods inside the building (unless given permission or for a special occasion)
- Sunglasses, gloves (inside the building)
- Any clothing representing illegal activities for minors; alcohol, drugs, sex, gangs
- Chains, including animal collars of any kind, those on billfolds, metal belts or chains used as jewelry

DISCOURAGED

The dress code highly discourages:

- Shoes with open toes, platform soles, light up shoes
- Distracting accessories (non-prescription glasses, purses, jewelry)

1st Offense: Verbal warning/call or note home

2nd Offense: Loss of privilege (i.e. recess-at discretion of teacher or administrator)

3rd Offense: Detention after school

During the day students are permitted to wear walking shorts until October 1st and after Spring Break. The temperature must be **above 70 degrees.

NOTE: The Principal has the flexibility to make adjustments to the dress code due to student medical or religious reasons.

CLASSROOM SNACKS / BIRTHDAY CELEBRATIONS

Classroom snacks (due to Health Department regulations) must be store bought and in a sealed unopened container. Snacks can be sent into school with the student or into the office. Some classrooms have students with specific allergies. The teacher will send home a letter if there are any restrictions for snacks being brought in. Thank you in advance for helping to ensure our students' health and safety.

PHYSICAL EDUCATION DRESS CODE

For safety within our physical education classes and environment, your child must dress appropriately for all activities. Below are some general guidelines but are subject to the judgment of the P.E. Instructor:

Clothing which is safe and appropriate for physical activity:

Sweat pants, jeans, (a belt must be worn with any loose fitting pants), gym shoes that stay tied or have Velcro (socks must be worn with gym shoes), any clothing that does not restrict movement or that is unsafe.

Clothing that is unsafe and therefore NOT permitted:

Sandals, high heeled shoes or boots, gym shoes without shoestrings or that will not stay tied or fastened, dresses, skirts.

FIELD TRIP / BACKGROUND CHECK

A criminal background check must be on file in the office and approved using district-wide standards. **Please inquire in the front office at the beginning of each school year to make sure your background check is still valid.** Parents who do not qualify may meet the class at its destination but not act as a chaperone or ride the bus. The State of Kentucky charges a processing fee of \$10.00 for each background check. The fee should be made payable to CES and accompanied by the required information form (which can be obtained in the front office). **Please be aware that background checks may take several weeks to process.** If you believe that you would like to volunteer or chaperone at any time during the year, please complete a background check as soon as possible.

TRANSPORTATION BY PARENT

Do not bring any student to school before 8:00 A.M. The building does not open until 8:00 a.m. and no adult supervision will be available. Student Safety is our primary concern— follow all safety procedures when unloading your student(s) in the a.m. Students will not be dismissed from school before 3:40 P.M. unless there are extenuating circumstances. Parents need to sign students out between 3:15-3:25 p.m. before buses are called at 3:40 p.m.

Parents are to pick-up and drop-off students on the side of the building. The school buses use the front bus loop to pick-up and drop-off students. Please park in the front of the office or in the RA Jones Middle School parking lot. License plate numbers of any car parked in non-parking zones during school hours will be turned in to local officials –towing will be at the owner's expense.

seriously. This includes the buses that unload at the office door in the morning.

GETTING TO AND FROM SCHOOL CAR RIDER

Morning Drop-Off

In order to make sure our morning drop-off is safe and efficient, please follow these procedures below. Afternoon pick-up procedures are on the back! Thank you for your cooperation!

1. Please enter the drop off line from Spruce Drive. If you are entering from Manderlay you may be asked to go back around to Spruce Drive.
2. Please stay in your car and in line. Do not drive around other cars in the drop off line.
3. When you pull up to the office doors, the student needs to exit your car. This means coats, shoes, and a backpack are on and they are ready.
4. If your child needs more time we need you to pull down further into the circle until they are ready. If this becomes an ongoing need we will ask you to park in the lot and bring them into the office.

Afternoon Pick-Up

These procedures are for if your child is a gym pick up daily. These procedures are to make sure we have a safe and efficient pick up! Thank you for your cooperation, Deshae Barnhorst, Principal.

1. Please DO NOT arrive before 3:20 PM. You will be asked to come back later or park until 3:20.
2. Please enter the drop off line from Spruce Drive. If you are entering from Manderlay you may be asked to go back around to Spruce Drive.
3. Please stay in your car and in line. Do not drive around other cars in the drop off line.
4. Please have your TAG with the number hanging from your rearview mirror.
5. Please follow the directions from Office Schwartz or Mr. Dustin, who will be directing traffic. We have several students dismissed at this time and we need to keep everyone safe.

STUDENT WALKERS

Parents wishing to have their student (s) walk home from school must request and fill out a Student Walker form to have on file in the school office.

TRANSPORTATION BY BUS

School bus service is a privilege which is available to our students. Students should know their bus driver, bus number, and pick-up time.

All students must obey the bus driver and the bus rules at all times.

"DON'T LOSE YOUR RIDING PRIVILEGES!" FOLLOW THESE RULES:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Eating and drinking are not permitted on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Smoking is not permitted.
7. Respect the property of others and the bus itself.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.

**Note: Bus drivers are authorized to assign seats.*

FAILURE TO FOLLOW THE BUS RULES MAY RESULT IN SUSPENSION OF YOUR BUS PRIVILEGES.

Refer to the District Policy Handbook of Student Conduct.

CAFETERIA

Our cafeteria serves breakfast to students between 8:00 a.m. and 8:40 a.m. Nutritious lunches will be served to kindergarten students through fifth grade. When transporting your children, please have students here no later than 8:20 a.m. if you would like them to eat breakfast at school.

FIRST AID ROOM

All students should have a lunch from home or a school lunch. Parents must send written permission for students to skip lunch.

Our school qualifies for free breakfast and lunch. Students will not need to bring money in for meals. If your child is interested in extras or a la carte items (frozen treats or chips), these may be purchased separately.

Parents are welcome to eat lunch with their children. We ask that you notify his/her teacher so you can be included in our daily lunch count. Visitors eating lunch must sign in at the office and receive a name badge.

PLEASE NOTIFY THE SCHOOL NURSE AND CAFETERIA OF ANY FOOD ALLERGIES, ESPECIALLY PEANUTS.

CES PEANUT/NUT POLICY

CES recognizes the potential of a student developing a life-threatening allergic reaction to exposure to peanuts/nuts. In response to this threat, we have established steps to be a Peanut/Nut Safe School. This procedure will be applicable when it has been determined that a physician has diagnosed a student with a peanut/nut allergy.

Other Important Cafeteria Information:

The cooks prepare great meals with dietary and nutritional needs in mind. The state breakfast/lunch program prohibits any soft drink in the cafeteria so please do not send soft drinks with the child's lunch. This also applies to parents who eat lunch in the cafeteria.

Also, as outlined in the Competitive Food and Beverage Sales and Service requirements (below), please do not bring restaurant or fast food into the cafeteria.

*702 KAR 6:090. Competitive Food and Beverage Sales and Service Requirements states; "...this regulation is necessary to ensure that students have the opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind. The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half hour after the close of the last lunch serving period."

During lunch we want our students to be able to relax and socialize with their friends, while at the same time we expect the students to follow certain rules so that the cafeteria will run more efficiently.

Depending on the student's behavior, the Principal reserves the right to bypass any or all of the above consequences befitting the infraction.

The following rules are to be followed while in the cafeteria:

Be RESPONSIBLE by:

- Stay in your seat unless adult ask you to do something
- Keep hands in your lap and knees to the front
- Raise hand and wait for help from an adult
- Always be responsible and don't touch others
- Following adult directions when given to me
- Clean up your area

Be RESPECTFUL by:

- Voice level 2 (conversation voice level) entering the cafeteria
- Listen to the lunch monitors
- Take one drink from the cart
- Respectful manners to all adults behind the lunch counters and monitors
- Speak nice and respectful to adults & peers while eating breakfast or lunch

Be SAFE BY:

- Walking at all time in the cafeteria
- Stay in your seat
- Keeping hands and feet to yourself
- Eat your own food
- Following directions all the time

Failure to follow the above rules may result with the following consequences:

1. Warning
2. Table assignment
3. Loss of privilege of eating in the cafeteria
4. Office Referral
5. Detention
6. Parent call for conference

The First Aid Room (FAR) is provided for any student who is ill, injured, needs to take medication, or requires medical attention. If your child is too sick to participate at school, he/she will be sent home. Excessive trips to the FAR will be reported to the parent. The following information will be helpful in deciding whether your child is too sick for school. Please notify the school if your student will be absent.

- Has an oral temperature of 100.4 or higher
- Needs to be fever free for 24 hours without fever reducing medicine
- Vomits twice or more in a 24 hour period
- Consistent cough, difficulty breathing or wheezing
- Repeated diarrhea or bloody stools
- Exhibits abdominal pain for more than two hours
- Open sores on the mouth and/or nose
- Skin rash or red eyes and you don't know why
- Head lice, scabies or ringworm
- Shows symptoms of flu, chickenpox, impetigo or strep throat

BOONE COUNTY BOARD OF EDUCATION POLICY 09.213

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer, or the Kentucky Department for Health Services.

Health Requirements for School

All students must have a valid Kentucky Immunization Certificate on file at school at all times. A valid Immunization Certificate includes all series and boosters for diphtheria, pertussis/tetanus, polio, measles, mumps, rubella, HIB vaccine, and hepatitis B. Dates of all immunizations (series and boosters) must be documented on the certificate. An expiration date stating when the next immunization is due must be indicated.

Tuberculosis Skin Test

A tuberculosis skin test must be given by the primary physician, read and noted on the physical form prior to enrollment in school if the student comes from Asia, Africa, the Middle East, Latin America, or countries with endemic tuberculosis. If the skin test is positive, the child must have a chest x-ray and medical examination prior to enrollment.

Meeting Immunization Requirements

Contact your doctor, clinic, or the Northern Kentucky Independent District Health Department at 859-363-2060 for an appointment as soon as possible. Take all personal immunization records with you then return completed Kentucky forms to the school office.

Boone County board of Education policy 09.2241—Student Medication

Internal medicine, including aspirin, shall not be provided at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency supplies shall be maintained in the first-aid room.

Pupils may take medicine which is brought from home after a completed authorization form from the parent/guardian is on file. Prescription medicine may be brought to school only as required by administrative procedures. No more than one (1) week's supply shall be sent each time. It must be deposited with the Principal/designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

Asthma inhalers may be carried by an asthmatic student at any time, provided the parent/legal guardian and physician files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication.²

Students with diabetes mellitus shall be permitted to carry their blood glucose monitoring equipment and supplies, (which may include water, candy, and insulin based on their treatment modality), with them at all times and test blood glucose levels whenever necessary provided the parent/guardian and physician file a completed authorization form each year.

Epi-pens may be carried by a student with severe, life-threatening allergies, provided the parent/legal guardian and physician file a completed authorization form each year, as required by law. It must be noted on this form if a student may be permitted to self-administer his/her own medication.

Control Measures at School

Lice sprays are only to be used on fabric upholstery. They have no effect on hard

A school medication release form MUST be completed by the parent/guardian when any prescribed medication, including prescription, herbal and dietary supplements, and non-prescription over-the-counter medications, which are essential for the student to remain in school, are brought to school. The specific instructions included with the medication and supplied by the family and health care provider on the medication release form, shall be followed during administration of the medication.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:

'OAG 73-768, *KRS 158.834, KRS 158.836, OAG 77-530, OAG 83-115

Section 504 of the Rehabilitation Act of 1973, The American Disabilities Act, Individuals with Disabilities Act (IDEA)

Related Policy:

09-224 Adopted/Amended: 07/08/2010 Order#: E-2E

NO HEAD LICE PROCEDURES

Introduction

According to 902 KAR 2:170 (Medical conditions which may pose a threat in the school environment), head lice is one of the conditions considered to pose a threat to others in the school environment.

According to KRS 158.160 (2) "If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the superintendent of the district may order the student excluded from school."

For the purpose of controlling head lice at school, the Boone County Schools will follow a 'no live lice' procedure. If a person is found to be infested with lice, that person shall be excluded from school until they are re-examined by trained school personnel and found to be free of lice. A note from a physician, health care provider, or health department will not be accepted in lieu of the examination by trained school personnel.

Sending a Child Home

Students who are found to be infested with head lice shall be sent home with an information packet supplied by the school and approved by the District Health Coordinator. Parents or an emergency contact will be summoned by the office staff to pick the child up from school as soon as possible. If parents are unwilling or uncooperative, a school administrator will intervene.

The School Bus

In cases where it is impossible for a parent or emergency contact to retrieve the child, the child may be sent home on the school bus provided the personnel on the bus are notified of the child's condition. Transportation personnel will make every effort to isolate the child on the bus. However, the child may not ride the bus again until school personnel have deemed the child to be free of lice and have notified the transportation personnel.

Absences

Absences from school due to head lice infestation will be considered excused on the day the child is sent home and one day following. Absences after that time will be considered unexcused.

Returning to School

Children who have been sent home from school due to head lice infestation may not return to school alone. They must be accompanied by an adult. The child will be examined by school personnel prior to being permitted to return to class.

Screening

Screening may take place in the classroom, first aid room, or other area deemed appropriate for that purpose. Personnel conducting the screening will be given specific training by the school nurse. Training will include identification of lice and nits, procedure for checking a head, and the use of gloves and or sticks to check heads. Consideration will also be given to confidentiality and protecting the dignity of the children being screened.

Screening on a small scale will be performed at all levels or on an as-needed basis. Children will be screened when cases of head lice are reported to the schools (such as infestations in siblings), or when they exhibit signs of infestation (such as excessive scratching of the head). When cases are identified, contacts at school will also be screened. Contacts include classmates, siblings, bus mates, team mates, etc.

Follow-up

Students who return to school after an infestation will be re-checked by school personnel on a weekly basis (for a minimum of four weeks) to ensure there are no re-infestations. Families experiencing chronic re-infestation will be referred to the school nurse or family resource center for additional assistance

surfaces (which lice avoid anyway) and have been shown to contribute to respiratory and environmental illness. Carpets must be thoroughly vacuumed. Lice will not survive over a weekend in a building without a human host. Commercial environmental spraying of pesticides is not recommended.

Avoid activities that promote the spread of lice. Dress up areas and stuffed animals must be washed or bagged in plastic for 2 weeks during an outbreak of head lice. Playing with hats or wigs is never recommended.

Coats must be separated. During an outbreak, it is advisable to place coats in individual plastic bags. Staff should remind students to never share hats, combs, brushes or hair accessories. If headsets are used by students at school, parents may want to purchase a new set.

COUNSELING

The elementary school counselors work closely with parents, teachers, and other professionals to provide students with the best possible resources and services. The counselors' jobs are as varied as the students they serve. Students may be referred to the counselors by teachers, parents, or through self-referral. As an advocate for all children, the goals of the counselor include guiding students to a better understanding of themselves and others, helping them to resolve problems at school as well as at home, providing crisis intervention, and helping to identify children with special needs.

Keeping open lines of communication between parents, teachers, and students is an important function of the counselors. Our counselors are available to discuss any matter that concerns your child. Feel free to call for an appointment.

In addition to two school counselors, CES also works collaboratively with a school based counselor from MEBS, Ethan's Purpose, Children's Home of Northern Kentucky and a school based counselor from Northkey. Parents will be contacted with more information and to consent to services if a student could benefit from working with one of these organizations. For more information please contact the school office.

If you would like to request counseling services for your child, please contact Mrs. Hoffman or Mrs. Poweleit.

EXTENDED SCHOOL SERVICES

The Extended School Services program has been developed and funded through the Kentucky Education Reform Act and provides instructional and related services for students who need additional time and assistance in order to improve in specific subject areas. The program will help students reduce their academic deficiencies, prevent failure, and maintain their academic performance levels. The student selection for this program is based on teacher recommendation, class work, and test scores.

LIBRARY/MEDIA CENTER

The Collins Elementary Library/Media center is available to all students for the purpose of listening to stories, sharing books, learning reference skills, working on research projects, relaxing with magazines, and checking out books.

Books are checked out for a one week period for kindergarten through 2nd grade and a two-week period for 3rd through 5th grade but students may visit the library as often as desired or needed, with permission of the classroom teacher. Many of our students visit the library daily.

Each student is responsible for the care and return of library books. **Your child must pay for a book which is lost or damaged while in his/her care.** Please be aware of your child's library books, ask him/her when the book is due, and help him/her to accept the responsibility of getting the library book returned on time. When a library book is brought home, share it with your child. This not only helps to develop good listening skills and to provide silent and oral reading experience, but it can be a "special, quiet time" for YOUR CHILD AND YOU.

Our goal is that when your child leaves our school he/she will have acquired a love for reading and the necessary skills to be a good library user in this age of information.

Each year, we have a Book Fair where books and other items will be available for purchase. Students will visit the fair with their classes; parents are also invited to participate.

GIFTED AND TALENTED EDUCATIONAL SERVICES (GATES)

The mission of GATES is to provide opportunities and assist each student to acquire a superior education and love of learning through visionary leadership, productive management of resources and exemplary services for all students in alliance with school personnel, parents, and members of the community.

How does this pertain to you and your child's education?

Collins Elementary is able to hire additional staff and improve technology programs such as

ENGLISH LANGUAGE LEARNERS (ELL)

The purpose of the ELL program is to focus on the academic needs of those students whose native language is one other than English or those who live in a home where a language other than English is spoken. ELL tutors work closely with classroom teachers to involve the modes of listening, speaking, reading, and writing in planning lessons to address student needs. The ELL Elementary Program encourages both students and parents to participate and become involved in the total learning process so that a sense of belonging, confidence, and happiness may be experienced by the entire family.

TEACHER REQUEST PROCEDURES

Collins Elementary will allow parents who have unique and special academic concerns to follow the guidelines below and submit a teacher request letter. When making a

Many factors, including but not limited to academic and social considerations, total class size, male/female ratio, and heterogeneous grouping are reviewed in the placement decisions. The final decision on all student placements rests with the Principal after due consideration of staff recommendations and parent requests.

It is not possible to honor all requests. Teaching assignments may need to be changed late in the summer and requested teachers may not be available.

Parents wishing to make a request for their child for the upcoming school year must submit a written request letter to the Principal by February 29, 2025.

Parents who request specific teachers **must include a first and second preference with specific reasons for the request.**

Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents or students may have had with a teacher may be totally different from what your child could have with the same teacher.

Only **WRITTEN** requests **RECEIVED WILL BE CONSIDERED**. Requests which do not contain all of the requested information will not be considered.

- Request letters must include the following: Student's full name, date of birth and current grade level
- A detailed description of the current academic concerns that would be addressed by the requested teacher.
- Any additional academic information that you feel should be considered during the request process.

Late requests, emails or verbal requests will NOT be considered. A teacher switching grade levels will not be grounds for a new request to be submitted after the February 29th deadline.

GUARDIANSHIP CONCERNS

Collins Elementary is responsible for educating your child and keeping him/her safe while in our care. It is NOT our responsibility to determine which parent or guardian may check a child in/out of school, etc. and is also unlawful for us to do so. If custodial or guardianship issues exist when you register your child, or during the course of the school year, it is YOUR responsibility to provide custodial documentation to the front office.

NOTE: A current legal court document, **signed by a judge**, must be provided to ensure our compliance with custody orders. Any other documentation must be reviewed and approved by the Director of Pupil Personnel at the district office. Please also note that "custody" does not merely indicate with which parent a child is residing. Both parents may exercise custodial rights unless a document, **signed by a judge**, indicates that a parent's rights have been terminated:

Information on Rights of Parents from the Family Education Rights and Privacy Act (FERPA): An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. (Authority: 20 U.S.C. 1232g)

COLLINS SCHOOL WIDE TITLE I PROGRAM

Collins Elementary is a school-wide Title I program. As a school wide Title I program, we receive federal dollars based on the percentage of our families needing meal assistance. This allows Collins Elementary opportunity and flexibility to spend Federal Grant Dollars as needed to benefit all of our students.

Fast ForWord and Compass Odyssey with these Federal funds.

Is your child a Title I student?

Yes, if your child attends Collins Elementary, he or she is considered a Title I student. This does not necessarily mean that they will need or individually receive supplemental services while attending school.

Is your child's teacher a Title I teacher?

Yes, every teacher at Collins Elementary is a Title I teacher because all Collins Elementary students are Title I students.

Are there meetings I can attend to find out more information regarding Collins Elementary's school wide Title I program?

Yes, we would encourage you to attend an upcoming Title I meeting. There are two scheduled Title I meetings throughout the school year. Our first meeting will be in the fall and the second one will be in the spring. Notification will be sent home with the dates of the Title I meetings.

Please contact Mrs. Lawrence, (Assistant Principal), Mr. Howell, (Assistant Principal) or Mrs. Barnhorst, (Principal) at (859) 282-2350 if you have any questions.

COLLINS ELEMENTARY SCHOOL WIDE TITLE I PARENT INVOLVEMENT POLICY

This School Wide Title I policy, and the plan to implement it, have been developed jointly and in agreement with, and will be distributed to, parents of students attending Collins Elementary School

Parent Involvement

It is the intent of Collins Elementary that the parents of students shall be provided with convenient opportunities for full and on-going participation in the School Wide Title I Program, including opportunities to suggest modifications based on the changing needs of the children, their parents, and the school.

All comments indicating parents' dissatisfaction with the School Wide Title I plan shall be collected and submitted along with the plan to the Department of Education. The Collins School Wide Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by Collins Elementary School. These goals and standards shall be shared with parents (in a timely manner) that will enable them to participate in decisions concerning their child's education, and monitor and improve the educational achievement of their child. A description and explanation of the school curriculum, assessment and proficiency levels, and a timely response to any parent suggestions will also be provided.

School Policy

Collins Elementary School shall submit to the Superintendent and Board for review and comment, the School Wide Title I Parent Involvement Policy, which must meet all legal requirements. This policy shall be developed jointly with, and distributed by, Collins Elementary School to all parents.

Building Capacity for Involvement

Collins Elementary School shall build capacity for strong parent involvement by:

- Providing assistance to participating parents in understanding national, state, and local goals, standards, and assessments.
- Providing assistance to parents in understanding the School Wide Title I Program and how to monitor their child's performance, as well as information on how parents can participate in the education of their child.
- Ensuring, to the extent possible, information sent home is in a language parents can understand. For parents who speak English as a second language, information will be provided in their primary language. For parents who are visually impaired, information will be provided in Braille or in large print.
- Involving parents, where appropriate, in the development and training for teachers and staff that improve instruction.
- Providing other assistance, as appropriate, in development of programs designed to help parents become full partners in the education of their child, such as parent resource centers, where parents can learn about child development and raising a child
- Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle and secondary schools.
- Training and supporting parents to enhance involvement of other parents, where appropriate.
- A copy of the Collins Elementary School wide Title I Parent Involvement Policy shall be kept on file at the Central Office.

