

# Collier Elementary School Handbook



Collier Elementary School

3900 N. Bear Canyon Road

Tucson, AZ 85749

520-584-4800

<http://www.tusd1.org/collier>

Tucson Unified School District

[www.tusd1.org](http://www.tusd1.org)

Revised June 2020

## Collier Elementary School Quick Notes

3900 N. Bear Canyon Road

Tucson, AZ 85749

Main Office: 520-584-4800 Fax: 520-584-4801

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### **TUSD Mission**

The mission of the Tucson Unified School District, in partnership with parents and the greater community, is to assure each pre-K through 12th grade student receives an engaging, rigorous and comprehensive education.

The District is committed to inclusion and non-discrimination in all District activities. At all times, District staff should work to ensure that staff, parents, students and members of the public are included and welcome to participate in District activities.

### **Collier Mission**

All children learn in a positive supportive environment. Children are taught to think, to communicate, and to function sensitively and successfully in a complex, changing, and culturally diverse world. Cooperative partnerships among parents, staff and students promote success and a sense of community.

### **School Hours**

Monday, Tuesday, Thursday, Friday 8:10 am – 2:25 pm

Wednesday: 8:10 am – 1:25 pm

Office Hours 7:00 am- 3:30 pm

### **Notice of Non-Discrimination**

Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment, or employment in its educational programs or activities.

\*The contents of this handbook are current at the publication date; however, note that changes in school practices and district board policies may be made after the printing of this document and must be adhered to by all personnel, students, parents, volunteers, and visitors

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### **Absences:**

Whenever a student must be absent from school, a parent or guardian must notify the school attendance office, 520-584-4802. Messages can be left even when the school office is closed. If the office has not been notified, then the attendance clerk or office manager will attempt to contact the parent/guardian. If unsuccessful in reaching parents at home or places of employment, contacts will be made to all names listed as contact sources for the child. State law requires this effort and our interest in the safety of our children demands this. If we do not have any contact with you on the day of your child's absence, please send a "reason" note on the day of your child's return to school.

### **Arrival and Dismissal:**

Student safety is our primary concern and we ask cooperation and diligence in dropping off and picking up students. Student supervision in the morning begins at 7:45 am, students may not enter the playground until that time.

*Arrival:* We have a bus monitor that is stationed under the blue shade area in the bus bay during the morning to keep an eye on students entering the campus. In the morning, parent drop off is located at the marquee in the front parking lot. No parents should drive into the bus bay to drop off a student.

*Dismissal:* In the afternoon we have monitors at the bus bay and at the flagpole to assist with dismissal. Parent pick up is located at the flagpole in the north parking lot. Please drive into the parking lot, wait in line to pick up your child at the flagpole, then turn around in the dead end to exit the parking lot. Please do not ask your child to come to your vehicle within the parking lot, the monitors will release your child at the flagpole only.

### **Attendance:**

Students are expected to be in school at all times except in cases of illness or emergency. If your child needs to miss school, please contact the school office as soon as possible. (See Absences)

### **Before and After School Care:**

Collier Community School offers before school care beginning at 7:00 am each morning. And ending at 5:30 pm each afternoon. Please contact the office or our preschool coordinator (520-

584-4821) for more details. You can also find information about Collier Cougar Club on our Collier webpage.

### **Bicycles:**

We encourage students who walk or ride bicycles to obey safety rules. Bike riders should wear protective helmets. All bicycles must be parked in the racks provided, located inside the playground area by the staff parking lot. Each bicycle must be locked with its own lock. Please make sure to walk bicycles while on school grounds.

### **Bus Transportation:**

Transportation is provided for students according to the home address listed on their registration form. Bus routes are created each year and are available after a student is registered. If you have questions about your child's bus route, please stop in the office or call TUSD Transportation at (520) 225-4800.

We want our children to be safe from the moment they leave home in the morning until they return home safely in the afternoon. This can best be achieved by working together. Kindergarten students must have a guardian meet them at the bus stop at the end of the day, they will not be allowed off the bus without an adult present. Please make sure that you discuss the route you want your child to take to and from the bus stop. Discuss both the safety precautions and common courtesies to be maintained in route and at the bus stop. Make sure both you and your child know which bus route to take to school and which one to take home. Talk about what to do if the bus is late in the morning or if no one is home in the afternoon. Also. Reiterate the importance of always boarding and departing the bus at the correct stop that you know and approve.

Any changes to the afternoon bus route or plans for a child must be submitted by the parent (via the child) in writing to the office on the morning of the change. Any change must be approved by the office for each child.

At the beginning of the school year, a letter from the TUSD Transportation Department is sent to parents outlining the rules for bus riding and the potential consequences for non-compliance. We consider the bus like the first and last classroom of the day.

### **Cafeteria:**

Every day the students have time to socialize in the cafeteria while they enjoy lunch. Students are dismissed for their lunch period to lunch recess on the playground. The monitors will then call them in to line up, wash hands, and enter the cafeteria. Students will have 15 minutes to play outside and 15 minutes to eat their lunch. Individuals and whole classes are held responsible for appropriate behavior during all parts of lunch time. Children are expected to remain seated while eating, to clean up after their lunch, to raise a hand to be excused to line up or for restroom use, and to be cooperative.

Federal regulations require that only the student who purchased a school lunch may eat it. No food served in the cafeteria or brought from home may be brought outside to consume. Students may contribute items to the “share table: they do not want, and other students may select one item at a time.

Our monitors are provided by TUSD to promote the general well being and ensure safety in the cafeteria and on the playground during the lunch periods. These monitors provide a great service to our school and children.

Parents and guests are welcome to join children for lunch and sit I the special seating area.

### **Cellphones and Electronic Devices:**

We understand that many students have cell phones and smart watches. We ask that all cell phones are kept in student backpacks on silent or powered off during the school day to limit interruptions in the classroom. Students should not be wearing any smart watch that is able to take photos or videos during the school day. If a child’s cell phone becomes a distraction in class teachers may ask for them to be taken to the office. Please do not allow your child to bring any type of game system to school. Collier is not responsible for loss or damage to any cellphone or electronic device.

### Check Out Procedures:

All students leaving the school grounds for any reason before dismissal time must check out through the office. No one is to leave the school grounds without getting prior permission from the office. Students will be released only to parents or legal guardians, or other adults authorized in the emergency contacts. All family members or friends, including divorced parents not having legal custody, will not be permitted to remove a child from school without written prior permission from the custodial parent or legal guardian. Once the adult checks the students out properly in the office, the student will be called to the office for dismissal. Note: Only medical appointments or emergencies are considered “excused” reasons for early dismissal. **Parents must come to the office to check students out, please do not go directly to the classrooms.**

### Classroom Assignments:

The best placement of students are made when knowledgeable teachers meet with the principal in the spring to determine classroom assignments. The decisions are made based on a barite of factors including student achievement, learning styles, behavior, ethnicity, gender, special needs, social and emotional factors, and parental input. We take student placement very seriously and work hard to make the best assignments for all our learners. A form is sent in the spring for information in order for staff to make plans for next year.

### Classroom Concerns:

If you have any concerns about classroom procedures or you child’s progress, please contact your child’s teacher directly. This will help open communication between your child’s teacher and home.

### Communication from School:

Getting information home with students is always a challenge but we never stop trying! Every Collier student is provided with a special “home” folder into which teachers put important assignments and important papers.



Most information that is sent home is via the TUSD ParentVUE system. Please make sure that your ParentVUE account is up to date with a correct email address and phone number to receive important information from the office.

The principal publishes a monthly newsletter that contains school information and upcoming dates. Typically, teachers send paperwork home on Fridays.

Collier also maintains an up to date website, as well as social media accounts on Facebook, Instagram, and Twitter to communicate information about what is happening around Collier.

### **Crosswalk:**

A crosswalk is located just south of the bus bay on Bear Canyon Road for students who walk or ride bicycles to school. There is NO crossing guard at the crosswalk, please use caution when crossing.

### **Discipline Policy:**

Our philosophy is to “Be Safe, Be Respectful, Be Responsible, and Be Caring!” We have a positive approach to discipline that focuses on respect, communication, self-discipline, problem solving, development of a positive self-image, and prevention of discipline problems. Staff, students, and parents cooperatively establish and review discipline procedures and rules. Students will accept responsibility and be held accountable for their behavior. Phone calls, emails, or notes home from the teacher or principal will inform parents of concerns. The TUSD document to assist schools in addressing the classroom and school environment is titled The Student Code of Conduct: Guidelines for Student’s Rights and Responsibilities. A copy of this book is available upon request, and is also posted on the TUSD website.

### **Dress Code:**

TUSD developed a dress code for students to provide an educational environment designed to teach and encourage students to focus on academics. We ask that students and families use common sense and consideration of the weather and building conditions in selecting appropriate

school clothes and shoes. For example, under the district and Collier guidelines the following are not permitted:

- Controversial or offensive language, logos, or graphics
- Alcoholic or Tobacco product advertising
- Midriff, halter tops, spaghetti straps, or revealing materials
- Baggy pants that expose undergarments
- Rubber flip flops
- Athletic shirts with mesh or wide arm openings that expose too much skin
- Hats worn inside the school building, with the exception of Spirit Day activities

### **Early Dismissal Days:**

TUSD elementary schools have five early dismissal days in the year for parent conferences, three in the fall and two in the spring. Dismissal on these days is 11:25 am. Lunches are still served, but on an accelerated schedule. All students are welcome to eat at school on those days, while some choose to wait and eat at home.

Each Wednesday in the school year is an early dismissal day at 1:25 pm. This is so that staff may participate in Professional Development.

### **Emergency Drills and Procedures:**

Collier students participate in regular safety drills. These drills include fire drills, drills in which we must evacuate the building, and lock down drills, drills when we must lock ourselves into the building. To ensure student safety, staff review the procedures for these drills regularly.

### **Exceptional Education Inclusion:**

According to state law, Collier offers an Exceptional Education program for students who are identified through testing and qualifying for extra assistance. Services are provided inside and outside of the classroom as needed and determined by the student's Individual Education Plan (IEP). Certified teachers in areas of expertise work with students and address each child's needs.

Collier is an inclusive school where students with moderate to severe disabilities are educated in classrooms along with their peers. Special support and services are provided to enable all

students to be successful. The educational program of students with special needs incorporates teachers, paraprofessionals, and support staff to assist in classrooms.

### **Family Life Curriculum:**

Family Life Curriculum is a state mandated course of study of all students in grades 4<sup>th</sup> through 12<sup>th</sup>. Parent permission is required for students to participate in this health course that focuses on puberty, growth and development, and decision making. The course is generally taught by the fourth and fifth grade teachers during one week in the school year. The TUSD Governing Board requires that in elementary school, girls and boys are taught the human sexuality lessons separately. An alternative class is offered for those students not participating. A parent informational meeting is held to review curriculum and answer questions before classes begin.

### **Field Trips:**

Each classroom teacher identifies any and all field trips that integrate into the classroom program of studies and supports student achievement. Field Trips are optional and solely based on teacher willingness to assume the responsibility for organizing and implementing such excursions. Individual permission slips for each event are sent to parents. When parent volunteers drive students, they must certify vehicular insurance and provide written documentation of that insurance.

### **Fund Raisers and Tax Credit:**

Special programs and projects are funded through the generosity of the Collier PTA, Arizona Tax Credit Donations, and other gifts and donations such as business matching funds. Some of the programs have included Physical Education, Music, Spanish, Art, field trips, and special performances. These programs are not funded in the regular school budgets; therefore, to provide the experiences and opportunities for our Collier students, we rely on the generosity of our energetic support groups. Participation in any fundraiser is always voluntary and not required.

Tax Credit donations are part of the Arizona Tax Credit plan from which any taxpayer can determine where \$400 (joint) or \$200 (single) of their state taxes go. This is not a contribution of regular income but a designation of the tax bill that can go to the school. It's easy and it's a WIN WIN situation! Please see the TUSD Tax Credit page for details

<http://www.tusd1.org/Information/Resources/AZ-Tax-Credit>

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

GATE is an enrichment program offered once a week to develop and enhance critical and creative thinking skills. Students in grades Kindergarten and First grade receive weekly classroom lessons from the GATE teacher. Students in grades 2<sup>nd</sup> through 5<sup>th</sup> who have been identified through testing receive lessons outside of their classroom one day per week with the GATE teacher. Parents receive an invitation and must grant permission for their child to participate.

### **Guest Teachers (Substitutes):**

When classroom teachers or staff are absent, guest teachers provide the instructional day for our students. We appreciate the cooperation of everyone on these days. All substitutes are certified by the state, and TUSD has provided training on expectations.

### **Health Office:**

Our health office provides valuable services to our students and families. Everyday, there is a health assistant on duty. At least once during the week, an RN is on our campus. First aid is provided for the many scratches, bumps, and lumps. Medications are dispensed for students regularly, according to their prescriptions. When students exhibit signs of illness, parents are contacted. It is critical that your emergency information is updated in the ParentVUE system in case the health office needs to contact you.

### **Homework Policy:**

We believe that homework can assist students in the development of self-discipline, self-direction, and study skills. It provides a vital link and ongoing communication between home and school. Homework should strike a balance between academics, family life, and the child's needs. Each teacher establishes the classroom policy and practice for the school year. Typically, classrooms in grades K-2 have about 20 minutes and grade 3-5 have about 45 minutes on Monday-Thursday. This is a very general time frame. If the actual time spent is too little or too much, please speak with your child's teacher.

### **Homework Requests:**

In most cases, if a child is absent, it's due to illness and the time at home needs to be spent on recovery. Usually, if a child is out for 1-2 consecutive days, the teacher will customize the work that is necessary to make up once the student returns to class. Since much of classroom work is collaborative and interactive, it is not always conducive to translate to a specific written assignment. However, if a parent has a request, it should be made at the time an absence is called in and teachers will have material ready for pickup at the end of the school day. In other cases. Parents can make arrangements in advance with teachers for specific assignments.

### **Kindergarten and Preschool Open House:**

There is an orientation visit for Kindergarten and Preschool parents held in the spring for incoming students and their parents. Students visit the classrooms and playground while parents learn about Collier and its programs.

### **Library:**

Our Collier library is staffed with a half time library assistant. Students are able to check out books each week, and they are checked out for two-week periods. We work diligently to maintain quality collection, and a neat library.

### **Lost and Found:**

Lost articles of clothing and lunch boxes are displayed on a table in the cafeteria. If not claimed, these are donated to the TUSD Clothing Bank after each quarterly progress report. Small items such as jewelry, money, eyeglasses, etc., are turned into the office.

### **Lunch Program TUSD Food Services:**

Two lunch selections are available daily beginning the first day of school in our cafeteria through the TUSD Food Services Department. (Prices subject to change.)

Full Price: \$2.30/daily

Reduced Price: \$0.40/daily

Milk is available for purchase

Lunches may be purchased separately or paid for on a weekly or monthly basis. Applications for free or reduced lunch are available online. Please see the TUSD Food Service webpage for more details. <http://tusd1.org/Departments/Food-Services>

Students who forget their money or lunch will be permitted to call home. Students who are unable to reach their family members will be given a peanut butter sandwich, courtesy of the PTA.

### **Meaningful Access to District Programs and Services:**

The school district will ensure Meaningful Access for students, parent/legal guardians, and family members to all TUSD programs and services through interpreter and translator services in the home language of the student, parent/legal guardian, or family member. These services are always available. In addition to interpreter services, district forms will be translated into various languages, some of these are Spanish, Vietnamese, Chinese (Mandarin and Cantonese), Russian, and Arabic.

### **Medications:**

We need your cooperation when medicine must be taken by your child at school. Collier follows all Arizona regulations regarding dispensation of medicine:

- Medicine must be prescribed by the child's physician
- Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication dose, and time to be taken.
- A parent must take medicine to the health office and complete a medication administration form.
- Medicine must be given in the presence of a nurse, health clerk, principal, or designated staff member.
- Non-prescription medication is not to be given unless the family physician indicated a need in writing.

### Messages to Students:

Parents occasionally need to get messages to students during the school day. All messages are to be called in to the office as early in the day as possible. Messages will be sent to students at the end of the day so that classroom activities are not interrupted. We try to deliver all messages by 2:00 pm. Any telephone messages that come in after that time cannot be guaranteed to be communicated to your child's classroom before the dismissal bell. We try to avoid interrupting the academic work in the classroom.

### Messages to Staff:

All teachers have telephones for direct access by families. Please remember that teachers are with students most of the day and may not be able to answer calls in their classroom. Teachers also have email addresses for easier communication (Please see the Collier website for teacher emails.) There is also the "old fashioned way" of calling the school office and leaving a message or writing the teacher a note. While we would expect a reply to parents within 24 hours, sometimes due to a variety of reasons it may be 48 hours. If you have not received a reply, let the principal know so that a reminder can be delivered. Thank you for your patience and understanding, because occasionally there is a technology failure or a human oversight in listening and responding to messages.

### Monitors:

Monitors are the people who act as the playground parents. They are official positions funded by TUSD. In the morning before school we typically have two on the playground and one in the bus bay, during lunch we have two on the playground and one in the cafeteria. Their role is to promote the general well-being and ensure safety during the morning and at lunch. These monitors provide a great service to our school and children. All monitors wear orange or yellow vests for easy recognition. Students are expected to respect and obey their directions. If you are interested in serving in this most valued role, contact the office.

### Non-Accidental Injuries Neglect Abuse of Children:

School personnel are mandated by law to report concerns about children (such as non-accidental injuries, physical neglect, or emotional abuse) to either law enforcement or the Arizona Department for Child Safety (DCS). The law requires only that the concern is a *reasonable belief*

so there does not have to be physical evidence. Failure to comply carries serious consequences for school personnel. School personnel do NOT investigate or judge, they only report as obligated by state statute.

### **Parent Conferences:**

There are two designated times in the school year when students are dismissed early to facilitate the opportunity to conduct formal parent conferences. One is in the fall when student progress is discussed. Information on ParentVUE, AzMerit/AIMS Science results, Dibels, classroom performance, Possible Retention, and Move On When Reading are given to parents. In the spring conferences are scheduled with selected parents to continue to discuss student's progress, not all parents may be contacted at this time.

### **Parking Lots:**

Please drive with care in the parking lots and around the school campus. We ask that you do not park in the dead end turn around by the flagpole, as it hinders the flow of the traffic in the parking lot.

### **Personal Property:**

TUSD and Collier Elementary cannot be responsible for loss, damage, theft, or vandalism of students' personal property. Please do not allow your child to bring toys or other personal items to school. The school cannot be responsible if your child gives one of their personal items to another child and is not able to get it back. Please try to label your child's belongings (including lunch boxes and jackets). Lost and unclaimed items are donated quarterly.

### **Physical Education:**

Each class receives one weekly lesson of various PE activities that promote physical well-being and being active. These lessons are taught during the school day and the entire class participates. Make sure your child wears tennis shoes and brings a water bottle on their scheduled PE day. Funding for our PE program is provided by Tax Credit Donations.



### **Playground:**

Supervision on our playground begins at 7:45 am each morning. Students should not arrive at school before that time. Students who arrive before 7:45 am must report to the office from the northeast doors near the flagpole. When students are dismissed at the end of the day, they must go directly home. Collier Elementary School cannot assume any responsibility for playground supervision before or after our supervision times. During students' nutrition breaks and lunch periods time is allotted for playground use and there is always supervision during these times.

### **Preschool:**

Collier Community School offers Collier Cougar Cubs Preschool for ages 3-5. This is a program designed to get your child ready for Kindergarten. The Cougar Cub program has half day and full day options, along with before and after school care. Please see our website for more details.

### **Progress Reports:**

Students in grades Kindergarten – 5th grade receive a progress report at the end of each nine-week quarter, which is sent to parents. The report uses performance standards, or rubrics, to provide a picture of a child's progress as measured to the state's academic standards. The rubric scoring is as follows: 1 Falls Far Below the Standard, 2 Approaches the Standard, 3 Meets the Standard, and 4 Exceeds the Standard. If you have questions about your child's progress on their report card, please contact your child's teacher.

### **Parent Teacher Association (PTA):**

Collier has a very active Parent Teacher Association; everyone is encouraged to join. The PTA sponsors special activities and fundraisers to support and enrich the Collier Community, as well as provide supplies that our staff needs. Watch for information in the newsletters and homework folders for ways you can be a part of and support the PTA.

### **Promotion/Retention:**

According to the state of Arizona, the decision of promotion or retention rests in the hands of each teacher and is based upon the learner's performance. The state standards for academics, individual needs, special challenges, student effort, family support, and extenuating

circumstances are factors into the decision to promote or retain. Teachers will begin conversations with parents early in the school year at the fall conference if there is concern for a child's performance. A plan of interventions for home and school will be created collaboratively with parent and teacher. Teachers will work with parents to make every effort to support student learning and discuss promotion and retention. Parents have the right to appeal the decision of their child's teacher to retain or promote a student. In order to appeal, a written request for a review must be submitted to the Tucson Unified Governing Board office within ten days after the issue of the end of year progress report.

### **School Site Council:**

The Collier Site Council is a site-based advisory committee that includes and represents parents, faculty, staff, and members of our community. The team was initially formed in accordance with the Arizona Revised Statute requirements (ARS Sec. 15-31). The primary purpose of this group is to support programs and practices at Collier to enhance student achievement. Decisions are made regarding programs, policies, school practices, calendar, special events, and tax credit money expenditures. The Collier Site Council meets regularly and posts notices to announce upcoming meetings. Everyone is invited to attend and address the council in the "Call to Audience" portion of the agenda. There is a bulletin board in the main hallway on which the minutes, agendas, and bylaws are posted for review.

### **School Pictures:**

Student pictures are taken twice yearly. There is no obligation to purchase any of the packet options provided by the photography company. Student photos will be used by Collier for yearbook purposes.

### **Sexual Harassment:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, written, or physical conduct of a sexual nature when made by a member of the district staff, student, or member of the public while on TUSD property. A single incident may result in violation of this policy. Anyone who is subjected to sexual harassment, or who knows of the occurrence of such conduct, should report it to the site/department administrator or directly to the EEO Compliance Officer. Please see the TUSD Board Policy on the TUSD website for more information.

### **Special Deliveries to Students:**

If a delivery is made to school for a child's special occasion, the students will be called to the office to pick up the item just prior to dismissal so as not to interrupt the school day.

### **Spirit Days:**

Collier spirit thrives! Every Friday is Collier Spirit Day when students and staff wear school colors of blue and yellow or a Collier shirt. Every Wednesday is University of Arizona Wildcat Wednesday when students and staff wear red and blue or UofA shirts. Student Council sponsors special spirit days throughout the school year for students to participate in if they choose.

### **State Standards for Academics:**

All classroom instruction is based upon the guidelines established by the state of Arizona. Progress toward the mastery of the prescribed standards is assessed in a variety of formal and informal ways that are delineated annually by the TUSD Governing Board and the Arizona Department of Education. To view the TUSD standards: <http://curriculum.tusd1.org/> To view the Arizona standards: <https://www.azed.gov/standards-practices/>

### **Student Rights and Responsibilities:**

TUSD established guidelines to help students, families, and schools achieve a quality education. These guidelines are for student behavior and are intended to help create a positive and safe teaching and learning environment at all schools. Specific infractions are defined, and the consequences recommended are listed in the document. All TUSD staff follow these guidelines to ensure equity in treatment of every student enrolled. A copy of the TUSD Student Code of Conduct is available upon request, or online at <http://www.tusd1.org/Information/Resources/Student-Guidelines>

### **Tardy Time Policy:**

We encourage punctuality in order to maximize learning time for all students. Please see that your child arrives at school on time every day. All children arriving at school after the 8:10 am bell are considered tardy and must report to the office to obtain a late pas to enter the classroom.

When students are tardy, parents must come to the office and sign them into school. We appreciate the diligence and cooperation to maximize the learning day and support student's success.

### **Volunteers/Visitors:**

We love to have volunteers and visitors at our school. You are welcome anytime to help support our classrooms! We require all visitors and volunteers to check in at the office to obtain a Visitor Badge. Volunteer Applications for those who are not the parent or guardian of a student are available in the office. The application and fingerprinting must be complete prior to volunteers working with students.