



Colson Elementary Parent & Student Handbook



CONTACT INFORMATION

Main Office (813) 744-8031

HCPS Webpage:

www.hillsboroughschools.org

Colson Webpage:

www.hillsboroughschools.org/colson

Colson Twitter: @ColsonES

SCHOOL HOURS

Morning Drop-Off	7:10 a.m.
Students' School Day	7:40 a.m.- 1:55 p.m.
Tardy (Late) Bell	7:40 a.m.
Breakfast Served	7:10 a.m. - 7:40 a.m.
Teacher Day	7:10 a.m. – 3:10 p.m.
Monday Early Release	12:55 p.m.
No More Early Sign Out	1:20 p.m. (12:20 Mon)

RULES AND REGULATIONS

The following pages contain the policies, regulations, and rules of conduct as they apply to Colson Elementary School, grades Pre-K to 5. These are in addition to, and in conjunction with, Florida State Statutes and Hillsborough County Public School Board rules and regulations. The [Hillsborough County Student Code of Conduct](#) can be viewed on the district website and school webpage. Please review and call our office if you have any questions.

ATTENDANCE- Florida State Law requires that a student attend school every day except for personal illness or other extenuating circumstances. It is required by law that parents explain the cause of a student's absence.

If your child is absent, you are required to notify the school via phone by 8:30 AM by calling the attendance line at 744-8000 ext. 1. If we do not receive notification that your child is sick or that a family emergency has occurred, the absence will be unexcused. An automated attendance phone is generated for all excused and unexcused absences. Please refer to the Hillsborough County Student Handbook for additional attendance policies. Hillsborough County recognizes excused absences in the following categories:

1. Personal illness of the student
2. Court appearance of the student
3. Medical appointment of the student
4. An approved school activity
5. Emergencies that are acceptable to the principal
6. Other absences as approved by the principal (A written request from the parent/legal guardian is submitted to the principal at least three (3) days prior to the date of the absence).
7. Attendance at a center under Children and Families Services Supervision
8. Accident resulting in injury to the student.
9. Significant community events with prior permission of the principal.
10. Observance of an established religious holiday.
11. Death of a close relative.

Absences not included in excused absences listed above shall be unexcused. A doctor's note is required to be excused from PE.

When a student has 15 days of unexcused absences within a 90-day period, the student will be declared a **habitual truant** and will be reported to the agencies required in Florida Statute 232.19.

BIRTHDAY CELEBRATIONS & PARTIES

Birthday parties are not allowed at school. Due to food allergies, **parents can ONLY send in sealed and store-bought birthday treats to be distributed at lunch.** For the safety of students, birthday invitations to private parties, nor telephone numbers and addresses may not be distributed at school. **Balloons and flowers should NOT be scheduled for delivery to school.** If we receive a delivery for a student, it will be kept in the main office until dismissal. Teachers will recognize your child on their special day. Each classroom will be permitted to have two (2) parties during the school year: 1) before Winter Break and 2) end of the year. Parties are to be held at school. If bringing in treats for the entire class, all food items must be store bought, unopened, and must list all ingredients. Due to allergy concerns, no home baked goods are permitted.

BORROWING OR EXCHANGING ITEMS

Students at this age frequently exchange, loan or give away items at school. They later change their minds and want these items back. This "sharing" often results in lost or damaged items, misunderstandings, hurt feelings, and sometimes, upset parents. To avoid these problems, we discourage loaning between students. The school cannot be responsible for these items or for straightening out the misunderstandings that may result. The only items to be brought to school are solely items for academic purposes.

BULLYING AND HARASSMENT

Hillsborough County Public Schools, in compliance with 2008 Florida Statute -- 1006.147~adopted its own anti-bullying and harassment policy in December, 2008.

It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined in the policy, is prohibited. All Hillsborough County students and employees will receive updated information at the beginning of the school year. Information is also in the Student and Teacher Handbooks. The Hillsborough County Public Schools district expects students and school employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Any reported bullying is handled by teachers, school counselor, and administration when necessary.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to

be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

If you suspect bullying, please call your child's teacher. You can also use the bullying reporting system found at <https://www.sdhc.k12.fl.us/doc/394>.

BUS POLICIES

1. Students who live two (2) or more miles from school are eligible to ride the school buses.
2. It is the responsibility of the parents to supervise the behavior of their child at the bus stop.
3. Permission will not be given for a student to ride home with another student on the bus. Only students assigned to a bus may ride that bus.
4. A student will be denied the privilege of riding the bus for continued misbehavior. Suspension from riding the bus does not mean suspension from school. Students are still obligated under state law to attend school and parents must provide the transportation to and from school.
5. FIRST REFERRAL – Warning and probation. Any further referrals can result in up to 10 days of suspension.
6. A serious offense may result in immediate suspension or a long-term suspension from the bus for the remainder of the school year.

Bus students are subject to the rules and regulations posted on each bus. In order to ensure a safe bus ride for all students, we ask that you please review the following rules with your child:

1. Be on time. The bus cannot wait for persons who are tardy.
2. Stand off the roadway while waiting for the bus.
3. Keep your seat at all times when the bus is moving.
4. Keep arms and head inside the bus.
5. Unnecessary conversation with the driver is dangerous.
6. Classroom conduct is to be observed.
7. The driver is in full charge of the bus and students. Students MUST OBEY the driver. Do not try to have a meeting with the driver during their route. If you wish to speak with transportation, call at 813-982-5500.
8. The driver has the right to assign students to certain seats to promote order on the bus.

9. No eating or drinking on the bus.
10. If it is necessary to cross the road after leaving the bus, cross in the following manner:
 - a) Wait at the side of the road within sight and hearing of the driver and wait for the driver's signal before crossing.
 - b) Look to your right and left and proceed across the road when safe (after the signal of the bus driver).
 - c) After the driver's signal to cross, cross the road 10 to 12 feet in front of the bus.
11. ABSOLUTE SILENCE IS REQUIRED AT ALL RAILROAD CROSSINGS.

The following items are not permitted on the bus:

- Glass containers other than thermos type containers found in lunch boxes
- Live animals of any kind
- Any hazardous items or materials
- Any item that could damage bus seats
- Any large items such as science fair projects, etc.
- Balloons

It is school policy that parents of students who normally ride a bus notify the teacher and school in writing if their child will not be riding the bus home after school. The note is to be given to the child's teacher immediately upon arrival to the classroom. Only an administrator is authorized to take your child off the bus once he/she has boarded.

Please do not make a regular practice of changing the manner in which your child is transported home each day. Remember, we cannot change the way your child goes home over the phone. You must send in a written request, email or any other form of communication the teacher has established by 9:30 a.m.

CAFETERIA POLICIES

The cafeteria is an extension of the classroom. Our cafeteria will be utilized as a learning center where proper manners are taught and practiced. For health reasons, students should not swap or share food with others.

The following rules will be taught and enforced for the students:

1. To demonstrate good behavior in the cafeteria, students will-
 - a) Stay seated and raise hand for help
 - b) Always walk in the cafeteria
 - c) Keep hands and feet under control and sit flat on the seat
2. To keep the cafeteria neat, students will-
 - a) Clean up the table and floor around their chair before leaving
 - b) Dispose of all uneaten food and other paper products in the trash can
3. To maintain a pleasant atmosphere in the cafeteria, students will-
 - a) Talk softly to the people sitting beside them at their table
 - b) Be respectful and obey the lunchroom aides and cafeteria workers
 - c) Chew food with mouths closed

A student that does not follow the basic rules will be removed from the table and taken to an "R & R" (reflect and resolve) area to finish his/her meal.

Students with food allergies or low tolerance to certain foods should have a documented note in their school file and the cafeteria should be informed.

CARE OF SCHOOL MATERIALS, LAPTOPS, AND LIBRARY BOOKS

These are the responsibility of the student to whom they are issued. Parents must pay for lost or damaged materials, such as laptops and library books.

All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found within a reasonable amount of time and in good condition, money paid will be refunded. Money will not be refunded after the last day of school. Florida Statute states that the parent/guardian shall be held liable for any loss, destruction, or unnecessary damage to books and shall be required to pay for such.

CELL PHONES AND SMART DEVICES

Students may not use cell phones, smartwatches, or any other connected devices while on campus or riding a HCPS school bus **UNLESS** the teacher gives the student permission in advance. The school does not accept responsibility for cell phones, smartwatches, etc. If a student has a phone/smartwatch on or out, the teacher will take it. Parents must come to school to pick up.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important the school be able to get in touch with you in case of an emergency involving your child. Please come to the Front Office when you have a change of address and/or telephone number (home, work, or other emergency numbers), or any changes in people you have listed previously as authorized to pick up your child.

CHANGES MADE TO DISMISSAL

Changes to a student's normal dismissal procedure will need to be made to your child's teacher in writing by email, remind message, or any other form of communication the teacher has established by 9:30 a.m. If you have an emergency, please call the main office and we will help you through the emergency at that time.

CIVILITY

In order to provide a safe, caring, and orderly environment, the School District of Hillsborough County expects **CIVILITY** from **ALL** who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that we **ALL** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

CLINIC

Your child will be given first aid in case of minor accidents. A sick child will be sent to the nurse's office and sent home as soon as possible. Please keep children home if they have sore/pink eyes, a rash, fever, vomiting, diarrhea, or show any symptoms of illness. This is necessary for the protection of other children.

It is an approved State Policy that no treatment shall be given by the teacher except first aid for minor injuries. In case of a health emergency, "911" (Emergency Medical Services) will be called. You will be notified immediately in case of sudden illness or accidents of a serious nature. If we cannot locate you, the person designated by the parent/guardian to call "in case of emergency" on your child's emergency card will be called. **For the welfare of your child, please keep emergency contact information up to date.**

Administration of Medication

Authorized school personnel will assist students in the administration of prescription medication when the following guidelines have been followed:

- 1) All medication must be delivered to school by a parent/guardian (this includes all over the counter medicine, cough drops, sunscreen, and bug spray.)
- 2) Over-the counter medication must be delivered to school in the container in which it was purchased and accompanied by written orders from a physician that includes student's name, name of medication and dosage.

Any medication that does not include written orders from a physician must be administered by a parent.

- For the safety of all students, parents MUST bring all medications to the school. Do not send medication with any child.
- When possible, medications should be administered at home.

A Parental Authorization Form, available in the school office, MUST be completed prior to administration of all medications.

The nurse will keep your child's prescription medication in a locked cabinet and assist him/her in taking it. Please let your child's teacher know if your child will be taking medicine at school.

Broken Bones, Casts, Crutches, Surgery, etc.

If your child has a broken bone, crutches, cast, or a sling, we MUST have a note from the doctor stating that your child may return to school. The note must also state any limitations your child may have. If your child has surgery, we MUST also have a note from the doctor stating that your child may return to school and the limitations your child may have.

COMMUNICATION

The school communicates with families in many ways. Every Sunday, the Principal or AP will send a weekly update by automated phone call and email. This call/email will have reminders and updates about what is happening at school. We will also send out a monthly newsletter on our school website with reminders and updates about what is happening at school.

We also post updates, information, and school events on the following online platforms:
Website: <https://www.hillsboroughschools.org/colson>
Twitter: @ColsonES

Teachers are expected to communicate with you regularly. They will establish the means for how to best communicate with them if you need something (i.e. phone, Canvas, email, Remind, or Dojo). Please note that a teacher is not required to use Remind or Dojo. This is an application that is used at the discretion of the teacher and is not a directive from HCPS.

CONFERENCES

Every child benefits from good parent-teacher relationships and they are helpful in keeping the lines of communication open. Conferences may be requested by the parent, teacher or administration and scheduled at a mutually convenient time. An appointment should be made for a conference. Teachers are not permitted to take class time away from students to hold a parent conference. **Please do not show up at the school in the morning and expect a conference.**

Teachers have many duties in the mornings as they are preparing for their day. Our wish is to meet with you in a quiet, relaxed, private atmosphere to discuss your needs and concerns.

COUNSELING SERVICES

Counseling services are available to all students. Our counselors are special resource persons on whom parents may wish to call. Counselors hold conferences with students, parents and teachers and work with county and state agencies in providing services for our students. Our Guidance Counselors are available to address any student and/or parent concerns.

CRISIS REUNIFICATION INFORMATION- In an event of an emergency that results in the evacuation of the school campus we will evacuate to Lopez Elementary School. If Lopez is not a safe destination, we will go to Burnette Middle School. Bay News 9 and WFLA 970 will be announcing procedures and details during the crisis. Automated calls/emails to all parents will also be utilized as a communication tool in the event of a crisis.

CUSTODY SITUATIONS

In order to best serve the needs of the students of our school we use the following guidelines in dealing with divorce/separation issues. We are guided by the documents of the court, which outline restrictions involving the school and the student. Such documents must be signed by the court (judge). Documents that are not signed by the court cannot be considered legal and binding. Copies of documents must be provided to the school and shall be complete (contain all pages of the decree/order). Parents need to provide:

- Complete documents signed by the court
- Court documents as they are updated

When parents have "shared parental responsibility," the child is viewed as both parents retaining full parental responsibility with respect to their child (F.S. 61.046[11]). This might include such instances as:

- Equal access to the child's records (including report cards)
- Equal access to the child

- Equal ability to sign out the child from school or designate another person of their choice to pick up the child
- Equal access to parent conferences or other educational meetings/staffing

It is recommended both parents totally complete all appropriate registration forms online including the names and phone numbers of any persons approved to sign their child out of school.

In instances of "sole parental responsibility," as stipulated by the court, one parent makes decisions regarding matters of the minor child. Schools are limited by the specifics of the court's decree/order. Non-custodial parents may be limited to:

- Equal access to both parents of the child's records (including report cards)
- Only provide access to the child as stated in the court's decree/order, and as listed on the child's registration forms as completed by the "sole responsible" parent

DISCIPLINE

Within the area of school administered discipline, we ask parents to recognize that the school staff take the place of a parent while the child is attending school. Therefore, we believe parents and school staff must work together to teach children to respect law, authority, and the rights of others, as well as respecting private or public property. Our ultimate goal is a well-adjusted, productive citizen who is responsible for his/her own behavior.

The administrative staff will follow the procedures for school disciplinary measures as outlined in the Hillsborough County Student Code of Conduct.

Children should always report any difficulties and/or problems to their teacher first. If need be, after discussion with his/her teacher, the child can also talk to a guidance counselor, assistant principal, and principal. **WE ARE HERE TO HELP!**

All students must behave in a manner that is conducive to a good learning environment. C.H.A.M.P.S will support our school-wide discipline plan.

Conversation Help Activity Movement Participation Success

P.R.I.D.E. with Interpersonal Skills

Problem Solver Respectful Involved Dependable Encouraging Success

Students who are attending on an out of area request may lose their attendance privilege if school and district rules are not followed.

DRESS AND GROOMING POLICY- GRADES PreK-5

- Colson is a uniform school. Uniform bottoms are khaki, navy, or black and not a denim material. Top colors are hunter green, maroon, burgundy, white, or navy. Shirts and blouses should have collars and sleeves, and all items should be plain, no pictures, or logos.

- Skirts, skorts, long shorts, or jumpers may be worn instead of pants.
- All shorts and skirts must be at least fingertip length.
- All pants and shorts shall be secured at the waist.
- Close toed shoes shall be worn. House slippers/flip-flops or similar type shoes without backs or straps are unacceptable. Shoes should be appropriate and complimentary to the uniform and suitable for outdoor physical education classes. Unsafe shoes such as "skate tennis shoes" are not allowed.
- Hats or caps shall not be worn in the building. Hats or caps may be worn during appropriate outside activities only.
- Hair shall be clean and neatly groomed. The general appearance of students should reflect neatness and good personal hygiene.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.
- Fridays will be school spirit day/or a theme day. Students will be allowed to wear Colson T-shirts and jeans.

Out of Uniform Procedure

- 1) Verbal Warning
- 2) Silent Lunch
- 3) Each out of uniform infraction will consist of the student being provided appropriate uniform attire which will be cleaned and returned to the school.

EMERGENCY CARD

All students will have an emergency card on file in the front office. **Only those individuals**

listed on the emergency card will be permitted entrance into the school during normal school hours. The only person who can make changes or additions to the emergency card is the parent/guardian who signed the card. All individuals will be asked to show a photo ID, to identify themselves as the person listed on the card. In the event additional emergency contact names need to be added to the card, they can be hand-written on the back of the emergency card; these additional contacts would need to be updated annually.

FIELD TRIPS

A Colson Field Trip permission form must be turned in to the teacher for a child to go on a field trip. No handwritten notes or phone calls will be accepted. Field trip payment deadlines **MUST** be adhered to. There are tickets to purchase, lunches to order, busses to secure and much more that goes into planning a field trip.

- Acceptable attendance is required to participate in field trips
- Only students enrolled at Colson can go on field trips.
- Only parents who are acting as official chaperones may ride the bus. Non-students may not attend field trips.
- **No one may chaperone without an official volunteer form on file and approval from the district office.**
- The cost of tickets, admission, etc. may be reimbursed if the child cannot participate **but only if the school can be reimbursed.** The cost of transportation will not be reimbursed.

- Smoking is prohibited in the presence of students.
- Field trip privileges may be denied for discipline reasons if a student demonstrates unacceptable behavior at school or on school transportation.

HEAD LICE

According to HCPS policy, a child must be excluded from school when this condition exists. Please notify the school nurse with questions or concerns.

HOMEWORK

Homework may be assigned daily, Monday through Thursday or weekly. District guidelines state that at the primary level (K-3), students should have approximately 30 minutes of homework while intermediate (4-5) should have approximately 45 minutes. Reading should also occur nightly. Parents can help with homework by providing a quiet work area and a regular homework time. To develop student responsibility, homework must be completed and returned on time.

HOST

For your convenience, we offer an after-school care (HOST) program from 2:00-6:00 PM daily, as well as morning hours of 6:30-7:10 AM for an additional fee. The cost for the program is currently \$53.00 per week for afternoon HOST (per child) and there is a one-time \$30.00 registration fee for that particular school year. HOST fees are subject to change from year to year. Applications are online on the school district website.

<https://www.hillsboroughschools.org/>

LOST AND FOUND

Things found at school should be turned in to the teacher or to the office. Found jackets are displayed on the stage daily. Please label all clothing and backpacks with your child's name. Items not claimed after thirty days will be donated to charity.

Meals

Breakfast is served free to all students from 7:10 AM - 7:40 AM. Students should be dropped off no earlier than 7:10 AM because there is no supervision prior to that time. Colson is a CEP School for the 22-23 school year. This program allows all students to receive school meals at no charge without no household meal application. More information about student nutrition will come home in the first day packet.

PARENTS/CAREGIVERS ARE RESPONSIBLE FOR ACCUMULATED CHARGES. You will be notified of lunch charges in writing. Students who have charges will not be permitted to purchase a snack until the charges have been paid. Students who continue to charge meals will receive the alternative meal.

Please see <http://www.sdhc.k12.fl.us/SNS/EmergencyMeals.asp> for more information on the Alternative lunch policy. The School District has hired a collection agency to assist with unpaid charges and Non-Sufficient Funds checks that are returned to the school.

MONEY AT SCHOOL

When it is necessary for students to bring money, please put it in an envelope clearly labeled with the name of the student and the name of the teacher. When writing a

check to the school, please put your child's name, the teacher's name and what the money is for on the bottom of your check. Place the envelope in a safe pocket or backpack and encourage your child to give it to the teacher as soon as he/she gets to school.

PARENT AND VISIT SIGN-IN PROCEDURES:

We will take every precaution to be sure that all students are safe and well-cared for while they are at Colson Elementary. To help us do that, we use an electronic sign-in procedure. **You will need to have your driver's license with you every time you come into the school.** All individuals entering the school campus must be listed on a student's emergency card. If your name appears on the emergency card, we will scan your driver's license and issue a visitor pass with your photo and name. This pass must always be worn while on campus.

PICK UP/ DROP OFF PROCEDURES

Morning Traffic Procedures

For your child's safety, students **are not to arrive at school before 7:10 a.m.** This poses a safety and security issue, as staff members are not on duty until 7:10 a.m. each day. When students arrive at school, they are expected to go directly to the cafeteria to get a free breakfast. **All students are expected to be in class by 7:40 a.m.**

Parents must drop off their student in the car line at the back of the school. A staff member will be present to greet your child and escort him/her onto campus. **Parents may not walk their children to the classroom in the morning or pick them up from the classroom in the afternoon. You may not drop off or pick up students in the bus loop on campus. There is too much traffic- it is a safety hazard.** All Pre-K through 5th grade students will be dropped off and picked up in carline.

Afternoon Traffic Procedures

- All car riders will receive ONE Colson car rider tag (additional car tags available upon request. Your child's name and grade level should be written on the tag in large, dark letters to assist with identification and the pick-up process.
- A car without the special Colson car rider tag will be sent to the front office to show identification for pick-up. This is for the safety of all students.
- Parents are not permitted to walk up to the car rider area to pick up their children. **If you need to sign your child out early, you must do so before 1:20 p.m. through the Front Office.**
- For early sign out, you will be required to show a picture ID before the student will be called out of class. Please wait for your child in the Front Office. Do not go directly to the classroom. For your child's safety we will not release a student to someone who is not listed as an emergency contact. Please remember to update your child's Emergency Card.
- If you need to change the way your child normally goes home in the afternoon, the classroom teacher must receive a written note or email stating the change by 9:30 a.m. **No phone calls will be accepted.** If we do not receive a request for change in writing, your child will be dismissed in the usual way.

- Car line is typically over by 2:15 p.m. *(Please note that for the first week or two, the car line will be longer than 2:15. Please be patient while we get it working smoothly.)* Any student that is picked up after 2:15 will be in the Front Office. Parents will need to park in the bus loop and come into the Front Office with their photo identification or car rider sign. Students who are not picked up by 2:15 will be escorted to our afterschool HOST program where parents will be required to register and pay for after school care services.

Procedures for Bus and Day Care Dismissal:

Bus riders will be dismissed at 1:55 PM (Mondays @ 12:55 PM). Buses will park at the bus ramp facing Lakeview Ave. Students will be escorted by adults for boarding. Cars should **NOT** enter this area for pick up. We have a check-in system in place for students getting on the bus. In the unlikely event that a student happens to get on the wrong bus, the driver will notify the school and bring the child back to the school. We will then notify the parent/guardian to come pick up the child. *(Please note that for the first week or two drop-off times may be later than originally scheduled on the route; as bus drivers are carefully checking and rechecking student names and stops prior to delivering students to their destinations. This is for your child's safety, so please be patient while this process is underway.)*

Procedures for Walkers at Dismissal and on Rainy Days:

Walkers be walked to the crossing guard on the corner of Lakeview Ave and Gerard Ave. Parents walking with their children must meet them at the crosswalk. When having your child be a walker, you are understanding that:

1. My child will not be released to an adult.
2. My child will be released if it is raining and it is determined it is not lightening at the time they are released.
3. If the decision is made by the school to hold walkers due to lightening, then students will be held until it is determined there are no visible signs of lightening in the immediate area.
4. Any change to this dismissal request must be received, in writing, by the child's teacher or the front office.
5. I understand the most safe dismissal routine for my child is being a car rider, bus rider or extended day where they will be supervised by an adult.

Make a rainy day plan. If your child is a walker please give him/her instructions for rainy days and send a written note to the teacher with your instructions. Students are not permitted to use the school phone unless an emergency arises. If you plan to pick up your child at school on rainy days, please pick him/ her up in the car line. Make sure your school-issued identification sign is clearly visible on the right side of your dashboard.

PROGRESS REPORTS

Teachers should regularly communicate your child's progress throughout a grading period. This communication may come in a written format, phone call, conference, or email. There are many ways that teachers should communicate

REPORT CARDS

Report Cards will be posted online approximately two weeks after each grading period ends (except the fourth grading period). These reports serve as a record of your child's academic and social development. When you have access to your child's report card, please discuss it with your child.

SIGN OUT PROCEDURE

A student will only be released to an adult listed on his/her emergency card. If a person arrives at school to pick up your child and he/she is not on the emergency card, the school will not release your child. In addition, no changes to a student's emergency card will be taken over the phone. **All changes must be done in person and must be done by the parent/guardian who signed the emergency card.** You will need to have photo identification to be able to sign your child out.

Early sign-out is discouraged. Anytime children are not in their designated space during school hours, they are missing an opportunity to learn. Please make appointments with this in mind. If signing out your child early is necessary, please do so prior to 1:20 PM (12:20 on Mondays). The office will notify the teacher and the student will be escorted to the front office. We will not call a student to the office to wait to be signed out. This policy is in place to maximize instructional time, alleviate traffic problems with buses that arrive in front of the school, and allows students to be safely supervised during our dismissal procedures. Your cooperation is appreciated.

TARDY PROCEDURE

The student school day begins at 7:40 AM. **At 7:40 your child should be in the classroom ready to begin his/her day.** Please help your child be on time. Promptness is a responsible habit that students learn from adults around them. All doors and gates will be closed and locked for student safety at 7:40 AM. **Any child arriving after that time must be signed into the office by an adult and will be marked tardy.**

WITHDRAWALS/TRANSFERS

Parents are requested to notify the school in advance, if possible, if they plan to withdraw their child from Colson. This will permit us to have his/her records brought up-to-date and a withdrawal and transfer slip completed. All outstanding debts to the school must be paid.