



*Empowering globally minded leaders and lifelong learners
in English and Spanish to positively impact the world.*

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A Note from Principal Rodd

Dear Parents and Students:

Welcome to the 2021-2022 school year! Our school-wide theme is **“Unleashing Our Super Power!”** Bilingualism is one of our students’ many “super powers!” We provide a high quality and caring educational experience for our students rooted in the nationally recognized pillars of high academic achievement, bilingualism and biliteracy and socio-cultural competency--- all of the best practices in field dual language education!

At Collinswood, we believe that family involvement and effective on-going communication is key to student success. Our student success depends on our collective commitment, energy, and dedication across our community -- with parents and the school collaborating together for excellence. To that end, we have developed this Parent/Student Handbook as a quick reference guide for dates, times, policies, and procedures so that you know our expectations in advance. There are many procedures discussed in these pages including the Magnet Compact and the Continuation Requirements in the Appendix of this document. I invite you to review our handbook as many of your questions may be discussed in detail.

At Collinswood, we are thankful for a highly engaged and supportive Parent Teacher Association (PTA). We hope that you will actively support and participate in all aspects of the Collinswood Community. Joining our PTA is a great way to build connections in our community.

Each weekend, I will send my weekly “Connect Ed” phone and email messages to our school community. They will also be posted on our school website, too. Be sure to read or listen to the message so you stay informed about important information about what is happening at the school. Be sure to follow Collinswood on Facebook, Instagram and Twitter.

Within the weekly school-wide communication, I highlight important dates, specific information about school events, celebrations and other items of interest to parents. Contact the office staff to make sure that we have your most current email and phone number so that you receive those messages. Each classroom teacher will send home weekly communications as well. Our teachers use the “Remind App” and I encourage you to download this free app and join your child’s class so that you can stay up to speed on anything that is teacher specific.

We are excited for the upcoming school year and eager to get started! Families at Collinswood make a commitment towards excellence as we embark on learning in two languages. I look forward to seeing our students develop their bilingualism and biliteracy as one of their many “super powers”.

Sincerely,
Carol Rodd
Principal



Vision, Mission and Core Values

Vision

Empowering globally minded leaders and lifelong learners in English and Spanish to positively impact the world.

Mission

We cultivate a passion for learning and inspire students to achieve academic excellence, develop bilingual-biliterate mastery, and embrace sociocultural consciousness.

Core Values

Biliteracy and Bilingualism

As a Dual Language School, we recognize the value of developing speaking, listening, reading and writing skills in both Spanish and English. Through purposeful planning of state instructional standards in both languages and the use of best practices in dual language pedagogy, our students leave Collinswood Language Academy with the ability to engage in rigorous academic discourse in two languages.

Excellence

Collinswood cultivates students who strive for high achievement and embody a growth mindset. We are role models who are always growing and learning. Academically, we challenge students through a robust curriculum and diverse learning experiences.

Inclusiveness

Our school is a space of inclusion where all students and their families are purposefully welcomed. We embrace the lens of educational equity and cultural competence in our pursuit of academic and social excellence.

Global Citizenship

Our educational atmosphere engages our school community in learning about the diverse, multicultural world around us. We intentionally encourage a learning environment where students engage with other cultures, learn how to communicate across differences and are respectful, responsible and safe.

Leadership

Collinswood nurtures students to make the world a better place by developing their leadership skills in service to our community. We want to grow students into people who are kind, caring and compassionate with high levels of integrity.



Who Do I Contact?

<i>Questions about...</i>	<i>Contact...</i>
Address changes, updating records, records requests, all things PowerSchool	Ms. Vanessa Miranda, Administrative Secretary vanessaa.miranda@cms.k12.nc.us
After School	Ms. Dana Montgomery, ASEP Coordinator dana.montgomery@cms.k12.nc.us
Athletics	Mr. Kevin Black, BMT kevin.black@cms.k12.nc.us
Assessments	Dean Jenkins elizabeth1.jenkins@cms.k12.nc.us
Assignments and/or Grades	Classroom Teacher
Bus Transportation	Ms. Vanessa Miranda, Administrative Secretary vanessaa.miranda@cms.k12.nc.us Mr. Levi Lucero, Secretary levia.lucero@cms.k12.nc.us Mr. Kevin Black, BMT kevin.black@cms.k12.nc.us Dean Jenkins elizabeth1.jenkins@cms.k12.nc.us
Cafeteria Documents and Fees	Ms. Claire Jones, Cafeteria Manager claire.jones@cms.k12.nc.us
Concerns and Questions	Classroom Teacher School Counselor Grade Level Administrator
Counseling, Emergency Assistance and Personal Needs	Ms. Ogando, K-4 Counselor saraij.ogandoacevedo@cms.k12.nc.us Ms. Burgess, 5-8 Counselor lillian.burgess@cms.k12.nc.us
Exceptional Children's Program	Ms. Christina McCarthy, EC Facilitator christinaa.mccarthy@cms.k12.nc.us
Intervention	Classroom Teacher Dean LiBrizzi jennifer.librizzi@cms.k12.nc.us
Magnet Program	Mrs. Hancock, Magnet Coordinator

	charlottea.hancock@cms.k12.nc.us
5-8 Procedures, Protocols and Instruction	Classroom Teacher Grade Level Counselor Dean Jenkins elizabeth1.jenkins@cms.k12.nc.us
K-4 Procedures, Protocols and Instruction	Classroom Teacher Grade Level Counselor Dean LiBrizzi jennifer.librizzi@cms.k12.nc.us
Written Notifications of: <ul style="list-style-type: none"> • Change in transportation • Early dismissal 	Classroom teacher



Dual Language 101

Guiding Principles and The Three Pillars of Dual Language

The foundation of our program rests on the [Guiding Principles of Dual Language](#) by the Center of Applied Linguistics (www.cal.org). Our work centers on three pillars:

Bilingualism and Biliteracy	High Academic Achievement	Socio-cultural Competence
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Program Model

Collinswood Language Academy is a two-way 90:10 program, meaning that we serve students that are both native Spanish speakers and native English speakers and begin our program in kindergarten with 90% of the instructional time in Spanish.

Language Allocation by Grade Level: % of Instructional Time Spanish: English

Kindergarten 90:10
 1st grade 80:20
 2nd-8th grade 50:50

Supporting Your Child Learning Two Languages

We recommend that you support your child in the language in which you are most comfortable. Students will transfer knowledge from one language to another. School and Community resources that are available to support your child's language development are linked below. See your child's Spanish teacher for additional resources to support your child's growing bilingualism and biliteracy.

- iStation is available for K-5 students via your child's my.ncedcloud.org clever account. iStation supports Spanish language acquisition in the following areas:

Book and Print Awareness Listening Comprehension Phonological Awareness Writing Conventions	Syllabic and Phonemic Awareness Letter Writing and Spelling Vocabulary Development	Word Analysis Reading Comprehension Making Connections Across Text Text Fluency and Genre Study
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- [Sora](#) is an app provided by CMS that empowers students to discover and enjoy Spanish and English ebooks and audiobooks from home or school, for both leisure and class-assigned reading. To learn more about Sora, click [here](#). Sora is accessible via the [CMS Portal](#) (<https://www.cms.k12.nc.us/Pages/StudentPortal.aspx>).
- All CMS students are automatically enrolled as members of the Charlotte Mecklenburg Library and can access their account via the [CMS Student Portal](#). They can access e-books and print materials in both languages or access tutoring options in both languages.

Resources for Adults on Dual Language Education and Outcomes

- [Thomas & Collier Research](#) to learn more about Dual Language and its outcomes for children.



The A, B, C's of Collinswood Language Academy

After School Enrichment Program (ASEP)

The Collinswood Before and After School Enrichment Program (ASEP) was established for K-8 children of working parents in need of supervision for their children beyond the regular school day. It offers a safe, nurturing, and enriching environment. We are proud to offer this program at our school. For more information, please contact our ASEP coordinator, Dana Montgomery at dana.montgomery@cms.k12.nc.us. You can also find more information on the district [ASEP/BESP website](#). Arrival and departure procedures specific to Collinswood are located on our [school website](#).

Arrival & Breakfast

Students may arrive beginning at 8:45 AM and are expected to arrive at school prior to 9:15 AM. Students have the option to report to the cafeteria if they wish to eat breakfast and then proceed directly to their homeroom class. Breakfast is free and available for all students. Students arriving after 9:05 AM will have grab and go breakfast. Students arriving via carpool after 9:15 AM are tardy and must park in the main lot. Parents must ring the front office visitor entrance bell and enter the visitor vestibule to sign their child in.

Attendance

Expectations

Frequent absences, tardiness and early dismissals significantly affect student academic performance. Please make every effort to have your child at school daily by 9:15 AM and present for the entire school day. At Collinswood, we use every moment in our instructional schedules. Every minute of the day is an instructional opportunity to read, write, speak or listen in two languages, and it is an expectation that your child attends the full instructional day. Please schedule doctors and dentist appointments outside of school hours or during early release or teacher workdays.

Presence

To be marked present, a student must attend school for 50% of the instructional day. Within middle school, daily attendance is taken for each class.

Tardiness

A student will be marked "tardy" if they arrive via carpool or walking after 9:15 AM. Our Sign/In Sign Out policy below applies.

Reporting an Absence

Online Absence Form or Email

When a student is absent, the absence may be reported [online](#) or via email to the homeroom teacher or Remind by 9:15 AM the day of the absence.

Written Excuse

When a student returns to school following an absence or early dismissal that is medical in nature, the parent is expected to send a handwritten or emailed note in English or Spanish to homeroom teacher that includes a medical note from the doctor. The student turns the note into the homeroom teacher who dates receipt and forwards to the Attendance Secretary in the front office. Absences that are medical in nature are excused absences when this written communication is received from the parent or a medical note from the doctor.

Absence forms are required to be submitted at least 30 days in advance for absences due to [religious obligations](#) or educational opportunities away from campus. These forms are available upon request from the front office staff. Without written communication, the absences will be coded as unexcused. The principal may require doctors excuses when there are excessive absences. Legal action via the NC Compulsory Attendance Law can occur when students have more than 10 unexcused absences. Parents will be notified after the 3rd and 6th unexcused absence by the school.

Early Dismissal

There are times when it is necessary for a parent to pick up his or her child early. Early dismissals should be limited as they cause significant interruption to instruction that affects each child's progress in the classroom in addition to the lost learning opportunity for the dismissed child. Please note that each classroom is receiving Spanish, English or Math instruction from 3:15-4:05 PM daily. **Early dismissals will not be honored when notification is received at 3:15 PM or after.** Exceptions to this rule are family emergencies or a family health crisis and require approval by a school administrator.

Sign In/Sign Out Policy

When students leave early or arrive late, the parent must come to the office to sign the child in or out and provide the reason for leaving. All parents should bring a photo I.D. when they arrive.

Agendas (On Canvas)

Teachers will maintain weekly agendas that contain assignments due, including homework. These agendas will contain all daily assignments with links to the assignments in Canvas. To view a student's progress on submitting assignments and teacher feedback, go to Canvas gradebook.

Birthdays

As of July 29, 2021, due to COVID concerns and the need to maintain social distancing to the extent possible, we will not be sharing food items, including birthday or holiday related food items in the cafeteria at lunch.

Student birthdays are recognized on our morning news program and by our cafeteria team during lunch. Teachers also recognize birthdays during class time. Birthday celebrations are not permitted in the classrooms. Invitations to private parties are not to be distributed at school. Individual gifts, goodie bags, balloons, and flowers are NOT permitted at birthdays, or at other times of the year, such as Valentine's Day.

Bullying Prevention

Collinswood is committed to preventing all forms of bullying. All CMS guidelines concerning bullying will be followed. Take a moment to review the [CMS Bullying Prevention information](#) including an anonymous reporting process. Please report any instances of bullying to the classroom teacher. Open lines of communication are key to bullying prevention. If you become aware of any information pertaining to racial, gender, religious discrimination, sexual harassment and/or any possible bullying, please report it to the classroom teacher, the school counselor or to the administration team.

Bus Transportation

We strive to offer safe, reliable transportation at all times.

Safety

Riding the bus is a privilege that is maintained by following all CMS Code of Conduct and by maintaining respect, responsibility and safety according to the [Collinswood Behavior Matrix](#). It is important that students stay on the curb until the bus stops and that they always cross the street in front of the bus. Students are to treat the bus driver with the same respect given to any Collinswood staff member.

Transportation Tracking

Your child's bus can be tracked using the "Here Comes the Bus" app. For information, please visit the [CMS Website/Bus Transportation](#).

Changing Bus Transportation

To request an alternate stop or to request a new bus stop, please complete the Alternate Stop, Unsafe Stop or Change in Request forms located on the [CMS Website/Bus Transportation](#). If you are needing help locating the forms or need further assistance, please call us at 980-343-5820.

Change of Transportation from Bus to Car Rider or from Car Rider to Bus

Please provide an email or handwritten note to your child's homeroom teacher **by 9:15 AM** on the day that the change is to go into effect. Only students with approved PM bus transportation will be able to ride the bus home.

Beginning of Year Bus Information

Your opening of schools welcome letter includes bus stop information you are eligible for bus transportation. The letter will include both the AM and PM bus numbers and the AM/PM bus stop location. Please review this information and report any concerns to the main office.

Cafeteria Expectations and Procedures

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Our custodial team and cafeteria monitor do an excellent job providing a clean and orderly environment for the entire Collinswood Community. We expect our students and staff to follow the CMS Code of Conduct and the Collinswood Behavior Matrix when in the cafeteria.

It is school policy that no carbonated beverages be consumed in the school cafeteria.

Payment

Breakfast and lunch will continue to be free in the 2021-2022 school year. Nevertheless, all families in need are highly encouraged to complete the [CMS Free and Reduced Meal Application](#) as students may be eligible for additional benefits beyond meals.

Lunch Visitors

At this time cafeteria visitors are not allowed.

Menu

Weekly cafeteria menus are located on the CMS Website under the [Child Nutrition Services tab](#). You may also download the Nutrislice app for iOS or Android devices.

Car Riders and Walkers

Procedures

Please see these detailed instructions, also located via our school website for [Car Rider and Walker AM and PM procedures](#). We rely upon parent cooperation to ensure safety of all and a quick and efficient process. Due to liability concerns, staff members do not assist students with seatbelts, car seats or opening and closing doors unless it is a requirement due to special needs. Please contact Carolyn Rodd,

Principal, to report a special need. If you need to assist your child with his or her seatbelt or car seat once he or she enters the car, please park in any of the open spots in our lower parking lot. Doing so will ensure your child's safety without blocking the flow of traffic.

To ensure that carpool runs smoothly, it is important that all community members, staff, drivers and students alike, support one another by following the CMS Code of Conduct and our Collinswood Behavior Matrix for Carpool. We ask all community members (drivers, staff members, and students) refrain from using their cell phones during carpool so that all can be fully aware of their surroundings and focus on safe movement. Respectful verbal and body language are expected at all times.

Yellow Car Pool Tag and Family Carpool Number

A yellow paper carpool tag will be sent home in your opening of schools welcome letter. Please complete the paper with large print letters and a dark marker. Your family carpool number will be communicated by your homeroom teacher in the opening of schools welcome letter. This number will be used to call your family members to carpool. Please help your children recognize this number and walk safely but quickly to the carpool line from their designated carpool dismissal locations. Remind your child to wait until it is safe and all cars have stopped to enter their car. Additional carpool tags may be requested from your child's homeroom teacher. Yellow tags are required for carpool. At least one adult in each car must be on the student's pick up permission form. Have a photo ID ready in the event that we need to confirm eligibility to pick up a student.

Walkers (Neighborhood Residents Only)

Walkers are students who live in the apartments across from the campus or walker zone defined by CMS transportation. At 8:45 AM, families of walkers may escort students up the sidewalk near the gym to the first carpool attendant who will provide instructions for school entry. At dismissal at 4:05 PM, families of walkers must meet students at the marquee at the front entrance from the school. A staff member will escort students from the building to the marquee. Parents may not skip the carpool line and park to pick up their children using the walker process. Parking along the carpool route creates congestion and decreases safety.

Day Care Center Pick Ups via Carpool

Please notify your child's teacher, in writing, if he/she is to attend a day care center and will not be transported by a regular school bus. Our staff will work closely with the day care centers and take special care to see that students are safely loaded on their day care vans via our carpool procedures. Parents will need to notify the day care center directly when their child is sick or not at school.

Change of Address, Phone number or Email Address

For the safety of our students, please provide the school with up to date addresses, contact numbers and emergency contact information. Keep this information up to date at all times. Notify the school secretary when your student has [changed his or her address, phone number, emergency contact](#), permission to pick up or email address.

Classroom Celebration Guidelines

Throughout the school year, there may be classroom celebrations as part of the Collinswood schooling experience. Our room parents, with teacher collaboration, will organize our classroom celebrations.

Teachers purposefully design activities that connect to the state instructional standards their educational content while increasing students' awareness of different cultures and traditions.

All classroom celebrations will need to be reviewed by an administrator and submitted to the School Communications Team.

Examples of celebrations may typically include events such as:

- Winter Celebration/Friendship Celebration or End of Year Celebration
- Writing celebrations or End of Unit/Performance Tasks
- Quarterly Academic Recognition

- Field Day or International Day Events or Other Cultural Celebrations
- Middle School House Celebrations or Club Celebrations
- Cultural celebrations related to curriculum content

Celebrations usually consist of a snack, a craft, and an activity. Ask the teacher if there are any students with food allergies in the classroom.

Recruit and coordinate parent volunteers. Volunteer sign-up sheets were made available at the Meet the Teacher Information Night. All volunteers should follow the district volunteer application process. Decide on activities and make a list of supplies needed. Consider dividing up the responsibility for securing supplies among the classroom families on a voluntary basis. If items are brought in before the party, let the teacher know what is being sent in and make sure that there is a place to store it.

Full day celebration activities in the classroom, on the last day of school, are not acceptable. Other activities/events need to be educationally related to the instructional curriculum.

Communication

Collinswood commits to keeping you informed and engaged via a variety of communication channels.

Front Office

The Front Office is accessible by phone from 8:00 AM - 5:00 PM to help address or direct concerns, questions and compliments to the appropriate staff member. Our front office can be reached by dialing 980-343-5820. For in person assistance, the office is open from 8:30 AM to 4:30 PM.

¡Qué Pasa, Familias! (Weekly Connect Ed)

Each Sunday afternoon, Ms. Rodd, Ms. LiBrizzi and Ms. Jenkins will send a Connect Ed message to all families detailing celebrations, important information and upcoming events. Please contact the front office to verify that your phone number and email addresses are in power school correctly so that you receive this important communication.

Remind 101

Each homeroom teacher will provide you with a Remind 101 code where you can communicate directly with teachers and receive important classroom news updates. Please download the APP and use the codes provided by the teachers to connect with them via Remind.

Weekly Newsletter

In addition to the administrative newsletter, classroom teachers send home a weekly newsletter via Remind to inform you of important grade level celebrations, information and upcoming events.

Compliments or Concern

Do you have a compliment or concern? Generally, always start communication with your child's homeroom teacher or assigned school counselor. You may also reach out to our PTA and School Improvement Team (SIT) Presidents who review emails to the juntosjaguars@gmail.com and work collaboratively with Principal Rodd to address concerns and forward compliments.

Other Important Communication Channels

- **School Website:** <https://schools.cms.k12.nc.us/collinswoodMS/Pages/Default.aspx>
- **Facebook:** <https://www.facebook.com/collinswoodla/>
- **Twitter:** <https://twitter.com/collinswoodla?lang=en>

Daily Schedule

Before School Program (ASEP)	6:45 a.m.
Teachers Arrive	8:30 a.m.
School Opens For Students	8:45 a.m.
Breakfast	8:45 a.m. – 9:15 a.m.
Students Enter Classrooms & Begin Morning Work	8:45 a.m.
Morning Announcements	9:05 a.m.
Tardy Bell/Classes Begin	9:15 a.m.
Lunches	10:45 a.m. - 1:20 p.m..
Student Dismissal	4:15 p.m.
After School Program (ASEP)	4:15 p.m. - 6:00 p.m.
Teachers Depart	4:30 p.m.

Expectations for Parent Engagement

1. Share your enthusiasm for learning and for school.
2. Ensure the responsibility for your child's arrival to school on time, consistent attendance for the entire school day, and appropriate attire in accordance with the dress code and weather.
3. Help your child build independence and responsibility by having him walk by himself to class each day and taking age appropriate responsibility for school assignments.
4. Model respect for all school staff, parents and students and uphold the expectation of your child to be respectful to self and others, to be responsible, to be safe and to follow the [CMS Code of Conduct](https://www.cms.k12.nc.us/families/resources/Pages/HandbooksForm.aspx) (<https://www.cms.k12.nc.us/families/resources/Pages/HandbooksForm.aspx>).
5. Respect teachers instructional and planning time by contacting the teacher through his or her preferred method of communication (including regarding celebrations, concerns, requests for conferences, or questions) and allow up to 24 hours to respond.
6. Help our school community by providing needed supplies, especially mid-year. Tissues, wipes and pencils are hot commodities! Please check with your child's teachers for additional items.
7. Encourage your child by putting a special note in their school bag for encouragement. Encourage your child's teacher with a handwritten note of appreciation, too!
8. For Grades 3-8, check Canvas for assignment submissions and PowerSchool for grades on a routine basis to build an understanding of your child's progress. If you need assistance logging in, please click [here](#). Communicate questions or compliments to your child and to your child's teacher.
9. Join the PTA and lend a helping hand on their many supportive projects.

Expectations for Student Engagement

Collinswood Language Academy provides each student with rigorous coursework in two languages to teach them the 21st century skills necessary to think critically in order for students to become bilingual and biliterate in English and Spanish and socio-culturally competent. To that end, we pledge to be a caring, growth minded community of inclusive, bilingual and biliterate learners who are respectful,

responsible and safe. Our behavior matrix dictates our expectations to maintain a safe environment and is grounded in the CMS Code of Conduct. Students are expected to follow all of the rules on our matrix.

School Location	Respectful	Responsible	Safe
Bathroom	Use kind words. Wait your turn. Keep hands and feet to yourself	Throw away trash. Use at assigned times. Give privacy to others	Return to class immediately Use equipment properly Wash your hands
Bus/Car Line	Respect personal space Follow adult directions Do not leave trash or materials behind.	Keep aisles and hallways clear of feet and items. Use level 0 voices in car line, Level 1 voices on bus.	Refrain from eating. Remain seated Keep hands and feet to yourself.
Cafeteria	Use kind words with peers and cafeteria staff. Speak in an indoor voice. Raise your hand.	Clean your area. Get materials in line the first time. Follow all adult directions.	Stay in your seat. Always walk.
Classroom	Use kind words. Raise your hand to participate Be an active participant	Be on time. Complete assignments and tasks Keep learning area clean.	Ask for permission before leaving classroom. Keep hands to self. Follow all adult directions.
Hallway	Walk silently Respect personal space in line Keep hands away from walls and bulletin boards. Greet and respond to people in passing with a level 1 voice.	Walk in a straight line. Follow directions of staff members in hall.	Always walk. Stay with your class and in sight of teacher.
Recess	Use kind words & show good sportsmanship Include others in games and activities Take turns	Bring in all equipment, jackets and other items Follow directions of all school staff.	Keep hands and feet to self. Leave items found on the ground and inform adults. Stay within sight of your teacher.

A Restorative Approach to Developing Community

At Collinswood, our teachers invest time in cultivating relationships among students and between students and the teacher to develop a strong sense of community. All staff greet students at the beginning of each school day as students exit buses and cars, pass in the hallways and enter classrooms. Our expectation is for students and staff to create a welcoming environment for all students by smiling and greeting each other by name and participating in opportunities throughout the school day for students and teachers to know one another. Classroom meetings, circle conversations, and turn and talk or shares are used to facilitate proactive relationship building. We believe that by getting to know one another, we can more easily manage and resolve conflict when it occurs by acknowledging, understanding and repairing the harm that was done.

Agreements rather than discipline

At Collinswood, we believe in teaching the whole child, including growing their capacities for social and emotional regulation and responses among other social emotional skill sets. To that end, when a student is not following the agreements described in our behavior matrix, the student will be respectfully redirected and coached. If the behavior continues after several redirects, an office referral will be submitted by the teacher to administration. Teachers, the Behavior Management Technician or administrator will attempt to contact the parent the same day if possible or within 24 hours. Administrators follow up with student, parent and teacher to determine the best course of action to restore the harm that has occurred.

CMS Code of Conduct

All CMS students are expected to follow the [CMS Code of Conduct \(https://bit.ly/CMSCode2020\)](https://bit.ly/CMSCode2020). Administrators follow the CMS Code of Conduct when issuing consequences and helping realign their behavior and actions, administrators use the [CMS Code of Conduct \(https://bit.ly/CMSCode2020\)](https://bit.ly/CMSCode2020) to indicate what infraction occurred and actions to take so the behavior is not repeated (reteaching, restorative actions, consequences).

Fees

The State of North Carolina furnishes textbooks for students in grades K-8. Students and parents are responsible for any loss or damage to textbooks, media center books, computer headsets, or other school materials. Fees must be paid by the end of the school year. Report cards will be held and fees will accumulate until twelfth grade. Unpaid fees will prevent your child from participating in his/her high school graduation ceremony.

1:1 Technology Contract

A student's parent or guardian must sign [Collinswood's Device contract \(https://bit.ly/CLATech\)](https://bit.ly/CLATech) prior to taking the device home for learning. Students are responsible for damaged devices. Costs for damaged devices are located on the contract.

Field Trips

All school field trips must be correlated to the Common Core/Essential Standards and planned to enhance units of study. The provision of field trips per grade level is dependent upon funding provided by the CMS school district, our PTA, or direct payments by parents.

Written permission for your child to participate in a field trip must be given to the teacher prior to the scheduled trip. Students who do not return signed permission forms will not be allowed to make "last minute calls" to parents, and telephone permissions will not be accepted.

Parent chaperones are always needed to accompany classes on trips. Your willingness to help is appreciated; however, according to CMS policy, younger siblings are not permitted to ride on field trip buses or participate in field trips. Chaperones are required to complete the [Volunteer Profile on the CMS Website](#) to be granted permission to supervise students.

Food in the Classroom

The Child Nutrition Office has designated that we adhere to the following guideline: Any food shared in school must be from an inspected commercial facility and have a nutrition label with ingredients. For example, items such as cupcakes, cakes, cookies, crackers, etc. purchased from a grocery store are acceptable.

***Peanut products are prohibited from class celebrations and are limited in the cafeteria. Notify your child's teacher if your son/daughter is allergic to peanut-based products.**

All students are required to eat in the cafeteria at the designated meal time. By Federal Mandate, the Child Nutrition Services program is obligated to provide a breakfast and lunch option for every child. Based on Free and Reduced Lunch status, students will pay all, partial, or no fee for lunch. Students may also bring lunch from home. No outside food, such as pizza or candy may be sold on campus during the cafeteria's business hours.

Grading Policy

<[Link to CMS Grading Policy and Screencast Video](#)>

Homework

Homework will be assigned on a regular basis to support the review of skills. Homework involves direct practice of skills or preparation work to support the next day's class activities. Teachers make every effort to provide a structure for homework that supports active, healthy lifestyles for students. Teachers use the following guidelines when assigning homework:

- K-1: 15-30 minutes total each night inclusive of reading time
- 2-3: 30-40 minutes total each night inclusive of reading time
- 4-5: 45-60 minutes total each night inclusive of reading time
- 6-8: 45-90 minutes total each night inclusive of reading time

Report Cards, Progress Reports & Action Alerts

Report cards are provided to students to bring home to families at the beginning of the 2nd, 3rd and 4th quarters. Communication dates and grading cut-offs will be communicated by the classroom teacher and/or in our weekly Connect Ed. Parents are encouraged to monitor Canvas and PowerSchool routinely to understand student progress. Reach out to your child's classroom teacher if you would like assistance in reviewing Canvas or PowerSchool.

If you need access to either system, please contact the front office. Mid Quarter progress reports are also distributed to inform families of academic and social emotional progress. Dates of distribution will also be in our weekly communication. We highly encourage an interchange of communication between parents and teachers regarding student progress. In the event that two or more grades for a student fall below a C, teachers will arrange a required parent teacher conference with the students' parents or guardians.

Health Services

Sickness and Accidents

If your child should become sick at school, we will make every effort to get in touch with you. If he/she has a fever or vomits before school hours, please do not send your child to school. Please wait 24 hours after fever has subsided before allowing your child to return to school.

If your child should have a minor accident at school, the classroom teacher, school nurse or another staff member will notify you via phone, written note, the Remind app/text or email. If an accident of a major nature occurs, we will contact you immediately. Serious accidents may require that 911 be contacted and a student may be transported to a local hospital. A staff member will accompany your child to the hospital. **Be sure to have your emergency contact information updated with the school at all times so we can reach you in case of an illness or emergency. Please make sure all health information is up to date as well.**

INSURANCE (Student Accident)

School insurance for your student is an option. Information on the cost and coverage of school insurance will be sent home at the beginning of the school year. If you purchase school insurance, please follow the instructions on the insurance pamphlet. Do not send cash or any other form of payment to the school. Make your check or money order payable to the insurance company.

Medications

Ideally, all medications should be given at home. However, some students may need medication either periodically or at a regularly scheduled time to receive maximum effect in the treatment of chronic disabilities and illnesses. Before any medication, including cough drops or tylenol, can be given to a student, we must have an Authorization for Medication form (located in the Charlotte Mecklenburg Schools Parent Handbook online) completed by the physician and signed by the parent.

All medications must be in a container labeled by the pharmacy giving the name of the child, the name of the drug, the dosage, the name of the doctor, and the time interval between doses. We cannot supply aspirin, tylenol or any other oral or topical medication.

Students may not transport medications by bus or share medication with others. Parents must bring medication directly to the office so it can be secured in the Health Room.

Inclement Weather Policy

The safety of all children is our first concern when deciding if schools must be closed or their opening delayed because of weather conditions. Here are some important points to remember:

- The decision to close schools or to delay opening them will be made no later than 5:30 a.m. If possible, the decision will be made the evening before.
- Tune in to area radio, social media and television stations for the announcement or contact a neighbor who can listen for you. A district-wide Connect Ed Message may also be used.
- Generally, all Charlotte-Mecklenburg schools will be affected by the decision, not just schools in areas of the county where weather conditions are most severe.
- If no announcement is made, assume that schools will operate on a normal schedule. If your child fails to attend school due to a weather related issue, he/she will have the absence coded as unexcused. The State of North Carolina does not recognize inclement weather as an acceptable reason to miss school.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of schools is necessary, local radio, social media and television stations will make the announcement. DO NOT CALL schools, the Education Center, or the news media. Working parents are advised to make emergency arrangements for childcare on days when schools must be dismissed early. Decisions will be made concerning athletic events and school activities based on weather conditions and the safety of students involved.

Independence Day for Kindergarteners

At this time, due to COVID precautions, visitors are limited in the building. When visiting the campus, all guests must sign in using the "lobby guard" system in the front office using an ID such as a passport or drivers license. When parents are allowed in the building, they may walk their child to their kindergarten classroom. After about two weeks after the first day of school for kindergartners, we will celebrate "Kindergarten Independence Day." The exact date will be shared out to our kindergarten parents. On this day, we cheer on our kindergarteners as they walk themselves to class for the first time. Until this time, Kindergarten students who need assistance with transition may be escorted by one family member. We invite these families to park in our lower lot and walk the sidewalk closest to the gym to the first carpool assistant on the walkway who will assist you with further directions.

Lost and Found

We request that you write your child's name with black permanent marker on all items (coats, lunch boxes, book bags, water bottles, etc.) We can then return these lost belongings to your child. All unclaimed or unlabeled items are kept in a Lost and Found located in the PTA Room. We will display items during parent involvement activities, such as conference day and class celebrations, in the hope that parents will recognize any missing sweaters, caps, etc. You are welcome to check for items whenever you visit the school. Items not claimed will be given to charity during winter break and again during the summer.

Parent/ Teacher Association (PTA)

The PTA is active at Collinswood Language Academy. The PTA's general purpose is to support our students and staff in maximizing all areas of learning by organizing and sponsoring special events and fieldtrips, holding fundraisers to purchase special items and equipment that our school would not

ordinarily have (i.e. Technology, special school celebrations, visuals, Spanish literature etc.) and coordinating parent volunteers for various school related functions inside and outside the classroom (i.e. Cookie Crunch, Sip N'Sob, Fall Festival, Helping Hands, field trips, class celebrations, campus beautification, Father –Daughter Dance, Mother-Son Event, etc). The PTA also promotes positive interactions among our families and school community.

You are urged to join and participate in PTA activities. Meetings will be announced and are open to the entire school community. We anticipate a great and productive year under the leadership of an enthusiastic, energetic, and active PTA. Please become a member of the Collinswood PTA. Once joining, parents will have the opportunity to receive weekly PTA emails and the option to join the PTA's Wiki and Facebook page. You can also follow our school on Twitter. For more information, contact collinswoodptapres@gmail.com.

Parent/Teacher Conferences

Conferences are scheduled for all parents at the end of the first grading period and parent communication is required any time a student is failing. At that time, parents may discuss their child's progress with the teacher. The first report card is distributed the first or second week in November. Due to the volume of parent conferences, a typical conference will last about 15 minutes. If you are more than 15 minutes late for a conference, the secretaries will inform you that you will need to reschedule your meeting.

Additional conferences can be arranged by sending a note or e-mail to the teacher or calling the school office at 980-343-5820 before 2:30 PM. Teachers also welcome telephone or Zoom conferences. Reach out to your child's classroom teachers when you have questions or concerns. Early communication and asking questions help prevent misunderstandings. If needed, please reach out to the school counselor for any specific needs or sensitive matters. Please allow 24 hours response time in regards to a returned email or phone call as they are focused on teaching and learning during the school day. Please do not call contact teachers outside of business hours 8:30AM - 4:30PM.

Parental Concerns

Occasionally during the school year, you may have questions or concerns about your child's progress or something that occurred at school. Please reach out to your child's teacher first; then the school counselor prior to contacting an administrator. The teachers welcome parent communication. Your child might share a concern with you that he/she has not shared with the teacher. In that situation a phone call to the teacher can help solve the problem or clarify a misunderstanding. An administrator will redirect parents to address the concern with the teacher first. Please discuss concerns directly with the teacher prior to involving the Dean, Assistant Principal or Principal.

Personal Property at School

Students may not bring toys, radios, toy weapons, hand held video games or other electronic devices to school or on the bus. Ensure that your child is following the uniform policy with respect to jewelry, hair bands, clothing and shoes. Toys and electronic devices may cause distractions or problems with other students and are often lost or broken. These prohibited items will be taken from the students and will be held in the office to be picked up by the parents. Items not retrieved by parents will be given to charity at the end of the school year. The school will not be responsible for personal property brought to school by students. Personal property may not be sold or traded at school, on the bus, or at the bus stop.

Private School Recommendations:

Requests for the completion of recommendation forms for private school are to be made by the parent to the principal. Please give the required form to the front office who will pass along to the principal. The principal will then speak with the teacher(s) and arrange a time to complete the paperwork collaboratively. Please allow 30 days for the form to be completed.

School Improvement Team (SIT)

Collinswood Language Academy continues to be committed to increasing the level of parent/family involvement in the educational process. A successful home-school partnership is critical to the educational achievement of our children. A significant expression of this commitment is the pursuit of meaningful parent/family involvement in decision-making and school governance through the School Improvement Team (SIT).

The Team serves as an advisory role supporting the principal as the school's instructional leader. The Team advises the principal in six strategic goals correlated to the district's [Strategic Plan 2024](https://bit.ly/CMS2024) (<https://bit.ly/CMS2024>).

All SIT meetings are open to the public and are posted on our school announcements and on the school website. Our School Improvement Plan and our progress toward its goals is also available to view at any time via our school website. We actively encourage parents to attend meetings. We sincerely want parents to be informed, actively involved, and supportive of all aspects of our educational program. Please contact the school at 980-343-5820 for more information.

School Visitation

When not under State and Local policies for visitor restrictions due to the pandemic, parents are always welcome to visit Collinswood Language Academy. We appreciate your involvement in special programs, class activities, sharing lunch with your child and other meetings. Please follow the guidelines listed below:

1. Request and arrange classroom visits in advance with teachers.
2. Enter and leave the building through the front doors leading into the front office.
3. Use your ID (suggested driver's license or passport) and the computer Visitor Management System "Lobby Guard" and get a visitor's badge before going to the classroom. It is a School Board policy for all visitors to check in at the office and to wear a visitor's badge for the safety and protection of our students.
4. Prearrange a meeting time with teachers before or after school or during the teacher's instructional planning time. Teachers may not have conferences while they are supervising students during the instructional day.
5. If a parent is 15 minutes late for a meeting, the appointment will need to be rescheduled.
6. Visitors are only allowed to visit the designated area. Please be mindful not to disrupt other classrooms or students in the hallways or other spaces within the building.
7. Please limit lunch guests to no more than 2 individuals unless approved by an administrator.
8. Please maintain respectful interactions with adults. We want to model effective communication skills for our students and create an environment that supports open and positive dialogue for the benefit of your child.

Student Cell Phone Use

Students are expected to keep cell phones and devices with calling capabilities turned off at all times. Cell phone should be out of sight (bookbag, removed from remote viewing window) throughout the school day. Students will not be allowed to use phones during the school day except with explicit permission from the teacher or administrator. Teachers should notify administration if students will be using their phones for a standard's aligned activity. Students may use cell phones with teacher permission in case of an emergency (they are not allowed in a testing environment.)

Phones may not be used unless content and actions are aligned to the standard course of study and students must be under the direct supervision of the teacher when a cell phone is in use. If a student is using a phone without permission or in a way that does not align with instruction, the student will be asked to turn it off and put it away (in their backpack.) After multiple requests, the cell phone will be confiscated

by the teacher or an administrator. An administrator will secure the cell phone and a parent will be contacted for device pick up.

Uniform Policy

Our uniform policy located on our [school website](https://schools.cms.k12.nc.us/collinswoodMS/Pages/Uniform-Policy.aspx).
(<https://schools.cms.k12.nc.us/collinswoodMS/Pages/Uniform-Policy.aspx>)

Common school uniforms reflect our school identity built on a solid foundation of high academic success where our students embody our vision of positively impacting their world today and every day. School uniforms bring a sense of school pride and school spirit to our campus, while helping to eliminate the real and perceived disparities amongst students based on socio-economic status. Our school culture nurtures students as they develop and grow both academically and socially and thrive in the consistency and safe environment provided at Collinswood. Our students engage in learning experiences which promote academic, personal and social achievement. School uniforms support our unified vision of excellence and leadership.

Uniforms are expected for all students enrolled at Collinswood Language Academy except on scheduled non-uniform days or when special permission is granted by administration for Spirit and/or Picture days. Parents will receive advanced notice of Spirit and/or Picture Days. Additionally, parents will be notified about appropriate apparel for these days. It is further understood that parents will have been made fully aware of the expectations for school uniforms when enrolling their children in our school. And by enrolling at Collinswood agree to follow the uniform policy.

Our first priority each and every day is to make sure that our scholars are safe and to ensure that they receive an excellent education without distractions or obstacles. Our school community will help to educate new parents about how our school wide uniform policy supports our comprehensive school vision and provide them with community resources for buying/securing uniforms.

In need of a uniform:

From time to time, family events and emergencies may occur; please reach out to your child's classroom teacher or school counselor who can assist with a donated, clean uniform in an emergency. Our Student Services Team will support our school uniform policy by advocating to community partners for donations and support. Our Student Services Team will work with families who may have a difficult time securing uniforms whenever possible. The school will have a limited number of uniforms on hand as we receive donations from outside sponsors. However, parents are ultimately responsible for ensuring that their child has appropriate school attire.

When a student is not following the uniform guidelines:

When students choose not to follow the agreed upon school uniform policy, the following actions will be taken to support our students and families in joining our unified vision of excellence:

First, a teacher or staff member will conference with the student to understand the purpose of noncompliance. The staff member will inform the parent.
Second, the teacher, counselor or a designated school staff member will call parent and request parent to bring a uniform to school.
Third, a parent teacher conference with the school counselor and teacher.
Continued noncompliance: Code of Conduct Violation. Disciplinary consequence assigned by intervening administrator.

Please label coats, sweaters and hats so that when items are lost, they can be returned to your child. Permanent markers work best, since the writing will not wash off.

Title IX

The Charlotte-Mecklenburg Board of Education and Collinswood Language Academy is committed to providing a world-class school system which supports educational excellence regardless of race, gender, national origin, different abilities, or religion, by providing the following:

Equitable academic programs and services which respond to the needs of a diverse student population, and which prepare all students for a changing workplace and pluralistic society are essential. (Policy IFC)

Equal access to excellent educational opportunities for all students in all its schools. (Policy ADA)

In compliance with Federal Law and Title IX of the Education Amendments of 1972, Charlotte-Mecklenburg Schools prohibits discrimination or harassment against any person on the basis of sex, gender, race, color, religion, national origin, age, or disability.

If a staff, student, or parent/guardian at Collinswood Language Academy has any concerns regarding discrimination or harassment, please contact the following:

Collinswood Language Academy Campus Title IX Liaison
Elizabeth Jenkins, Dean of Students
Elizabeth1.jenkins@cms.k12.nc.us
980-343-5820

For district level concerns, please contact:

Stephanie B. McKinney
Director, Title IX Office
CMS District Title IX Administrator
titleixcoordinator@cms.k12.nc.us

Volunteers

We love all of our volunteers and welcome you back on campus this school year! We will need to limit the number of volunteers for COVID-19 contact tracing purposes. All volunteers must wear a face covering while on campus or on bus transportation. Please register as a [CMS volunteer](https://www.cms.k12.nc.us/cmsdepartments/cpfe/volunteers/pages/default.aspx) (<https://www.cms.k12.nc.us/cmsdepartments/cpfe/volunteers/pages/default.aspx>) so that when we are able to have you back on campus with us, you will be approved and ready to go!



Collinswood Language Academy 2020-2021 Parent/Student Handbook

Student/ Parent Acknowledgement Pledge

This handbook has been developed to help families know our expectations at Collinswood Language Academy. This communication will assist in providing each scholar with a quality educational experience in an orderly and inclusive learning environment. The Collinswood staff needs your cooperation in this effort. Therefore, please review and discuss this handbook with your child. Then, sign and return this sheet to your child's teacher. Should you have any questions when reviewing this handbook, please contact the Principal or Deans of Students.

Note: Failure to return this acknowledgement and pledge will not relieve a scholar or the parent/guardian from being responsible for knowing or complying with the rules contained within this handbook.

I have reviewed this handbook with my child and I understand the expectations that he or she will be held accountable for at school, on the bus, at the bus stop or while on school field trips.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

To help keep me safe at school and provide me with a quality learning experience, I pledge to show good character, work to the best of my ability and follow the guidelines within the Collinswood handbook.

Student Printed Name: _____

Grade: _____

Date: _____