

# College Park Elementary



Dear College Park Families:

August 2017

On behalf of the College Park Elementary School staff, welcome to the 2017/2018 school year. We are hopeful that you had a fun and relaxing summer and are looking forward to a very successful year!

As we begin this school year, I want to assure you that the staff and I are committed to providing each student with a safe and orderly learning environment and a rigorous, challenging, and developmentally appropriate curriculum. Each teacher will be sharing his/her specific plans for the year ahead at our annual Back to School Night for parents of students in grades 1-6, scheduled for **Thursday, August 31<sup>st</sup>** from 5:45 p.m. – 7:00 p.m. (**Kindergarten** Back to School Event is August 24<sup>th</sup> during school hours). I strongly encourage you to become an active partner in your child's education with College Park and your child's teacher.

The school office will be open from 8:00 a.m. - 3:00 p.m. starting on Tuesday, August 15th and will resume our normal hours of 7:30 a.m. – 2:30 p.m. starting on Thursday, August 24, 2016. The office closes at 2:30 p.m. on all minimum days, and at 3:30 p.m. on non-minimum days.

## **School Starting & Dismissal Times/Class Lists**

The first day of school is on **Thursday, August 24, 2017**. **This is a minimum day** and will follow our typical Wednesday schedule (see below). Class lists will be online on your Parent Portal beginning at 3:00 p.m. on Wednesday, August 23, 2017. Please make sure that your Parent Portal is up-to-date with the most current contact information for you and your emergency contacts. There is a link to Parent Portal on our website.

Students who are currently registered have been assigned to a classroom. As you know, the number of students assigned to a classroom is limited. Students were assigned to classes with great care based on a number of criteria: balance between boys and girls, equal number of students in each class, academic balance, individual student need, and enrollment in specialized school programs. Please understand that priority is given to those criteria to protect the integrity of the classroom and ensure the best learning environment for all students.

As our enrollment is a guessing game until we actually see who walks in the doors on the first day, there is always a possibility that we may need to hire additional teachers, which would require the reassignment of several students after school begins. Please be advised that all class placements should be considered tentative at this time. If your child's placement will be affected, you will be notified. Because it takes about two weeks after the first day of school for enrollment to stabilize, we will not be making any class changes until then. At that time, should you request that we reconsider your child's placement, please put this request in writing through a letter addressed to me or in an email stating the reasons for the request. Each request will be considered on a case-by-case basis.

## **Meet and Greet**

The office staff and PTA Board would like to invite all parents into the MPR on the first day of school for a Meet and Greet. At this important event, you will have a chance to learn more about your child's teacher, be able to fill out your data confirmation online in our new innovation lab, find out about childcare options both on and off campus, be able to sign up for PTA membership, purchase our Spirit-wear, sign up to volunteer at school, find out about all of the events we have planned for the year, and get a tour of our new and improved facilities. We will be serving breakfast treats and coffee, so be sure to stop by the MPR anytime between 7:45 a.m. and 9:00 a.m. I hope to see you there!

## School Hours

Grade Level	Hours
<b>Regular Day:</b>	
AM Kindergarten	8:00 a.m. – 11:20 a.m.
PM Kindergarten	11:30 a.m. – 2:50 p.m.
Grades 1-3	8:15 a.m. – 2:10 p.m.
Grades 4-6	8:00 a.m. – 2:25 p.m.
<b>Wednesdays and Minimum Days:</b>	
AM Kindergarten	8:00 a.m. – 11:20 a.m.
PM Kindergarten	9:40 a.m. – 1:00 p.m.
Grades 1-3	8:15 a.m. – 1:20 p.m.
Grades 4-6	8:00 a.m. – 1:30 p.m.

## Going Paperless

College Park and IUSD have been working hard to reduce the amount of paper used and save money by utilizing technology in its place. The traditional first day packets will not be sent home. Instead, you will receive notification by email requesting you to complete and update information online called our “Data Confirmation” process. Please make sure we have up-to-date email information for you.

## School Communications

In order for us to communicate effectively with you, it is imperative that we have an accurate email address on file. Changes in your email can be made through the Parent Portal located at [www.myiusd.org](http://www.myiusd.org) or by checking our website or contacting the front office. “The Weekly Splash” and “The Plunge” will be sent electronically to communicate pertinent information and upcoming events.

## Parent Handbook/School Rules

As we are trying to be as paperless as possible, almost everything you need to know can be found on our website, including the Guidelines/Procedures (formerly Parent Handbook). Please read this part of our website carefully and review it with your child. Our website can be found at [www.iusd.org/cp/](http://www.iusd.org/cp/)

## School Calendar

Please refer to (and keep for future reference) the 2017/2018 school calendar that you can find at [www.iusd.org](http://www.iusd.org) Please be sure to take vacations when school is not in session, as your child’s attendance has a direct correlation to their success in school!

Enjoy the remaining weeks of summer, and we look forward to seeing you on the first day of school, **Thursday, August 24<sup>th</sup>**. Information about voluntary donations of school supplies can be found on our website under “School Info.” Should you have any questions, please call us at 949-936-5550 starting on Tuesday, August 15<sup>th</sup> when the office opens. We are excited to begin the 2017-2018 school year!

Sincerely,

*Meg Gwyn*  
Principal