

**COLINA MIDDLE SCHOOL**  
**A California Gold Ribbon School**  
[www.conejousd.org/colina](http://www.conejousd.org/colina)  
 1500 E. Hillcrest Drive  
 Thousand Oaks, California 91362  
 Main Office – (805) 495-7429

**SCHOOL COLORS:** Royal Blue and Light Blue

**SCHOOL MASCOT:** Cougar

August 1, 2019

Dear Colina Families:

Welcome to a new school year! I hope you enjoyed your summer and are rested and ready to go. The staff is looking forward to working with you. This letter includes opening information for a smooth start to the 2019-2020 school year. Please see our school website for more information at [www.conejousd.org/colina](http://www.conejousd.org/colina).

**School will begin on Wednesday, August 21, 2019.** If not already received at Orientation, students with an A Period should report at 7:30 am to pick up their class schedules from the Counseling Office, then proceed to their A Period classes. Students who start with Period 1 should report at 8:30 to pick up their schedules from the Counseling Office, then proceed to their Period 1 class. Some food items will be for sale between Periods A and 1 in the cafeteria. Period 1 will be considered each student's homeroom. This year's bell schedule will be as follows:

19/20 Schedule M,W,Th, F					19/20 Late Start Tuesday			
Period	Start	End	Minutes		Period	Start	End	Minutes
A	7:55	8:50	55		A	NO A Period		
1	9:00	9:48	48		CPT	8:35	9:25	50
2	9:53	10:39	46		Gates Open	9:30	9:55	25
Nutrition	10:39	10:49	10		1	10:00	10:41	41
3	10:49	11:35	46		2	10:46	11:27	41
4	11:40	12:26	46		Nutrition	11:27	11:37	10
Lunch	12:26	1:01	35		3	11:37	12:18	41
MTSS/CORE	1:06	1:28	22		4	12:23	1:04	41
5	1:33	2:19	46		Lunch	1:04	1:39	35
6	2:24	3:10	46		5	1:44	2:25	41
					6	2:30	3:10	41

**Orientations - August 14 & 15 – in the Gym:**

**MON, AUGUST 12 - 6<sup>TH</sup> GRADE COUGAR CAMP – DAY 1** - 8:30 am-12:30 pm – students only.  
 Monday 8:30-10:00 Colina Meet & Greet - parents only information meeting with PTSA

**TUES, AUGUST 13 – 6<sup>TH</sup> GRADE COUGAR CAMP – DAY 2** – 8:30 am-12:30 pm – students only.

**WED, AUGUST 14 – PARENT & STUDENT ORIENTATION** – IDs, schedules, purchasing, information:  
 8:00 to 11:00 am, Gym - **ALL 6<sup>TH</sup> GRADE FAMILIES**  
 12:00 to 1:30 pm, Gym - **ALL 7<sup>TH</sup> & 8<sup>TH</sup> GRADE FAMILIES NEW TO COLINA**

**THUR, AUGUST 15 – PARENT & STUDENT ORIENTATION** – IDs, schedules, purchasing, information:  
 8:30 to 9:30 am, Gym - **ALL 7<sup>TH</sup> GRADERS RETURNING TO COLINA - LAST NAME A-L**  
 9:30 to 10:30 am, Gym - **ALL 7<sup>TH</sup> GRADERS RETURNING TO COLINA - LAST NAME M-Z**  
 11:30 to 12:30 pm, Gym - **ALL 8<sup>TH</sup> GRADERS RETURNING TO COLINA - LAST NAME A-L**  
 12:30 to 1:30 pm, Gym - **ALL 8<sup>TH</sup> GRADERS RETURNING TO COLINA - LAST NAME M-Z**

Student Schedules will be distributed at Orientation only upon receipt of a completed Registration Packet, proof of Tdap immunization (for 7<sup>th</sup> graders), and only if the student has no outstanding library books or debt to the Cafeteria. Schedules not picked up at Orientation can be picked up in the Counseling Office on the first day of school. Every effort is made to accommodate student elective choices; however, this is not always possible. The only program changes that will be made are grade level errors or those needed to balance classes. No changes will be made based on preference for a different teacher, a different order of classes, or the like. Questions should be directed to the Counseling Office at 495-7429, ext. 1012.

Included with this letter is a **REGISTRATION PACKET. PLEASE COMPLETE IT AND BRING IT WITH YOU ON ORIENTATION DAY.** It is very important to have several emergency contacts listed in case of illness or injury. Because of the importance of the school having up-to-date information, new packets must be submitted each year. Please include your current email address, to receive school dial-outs and progress report information.

**PURCHASING:**

PE and Spirit Wear, Cougar (ASB) Cards, and yearbooks will be available for purchase at Orientation. Students will also be able to purchase these items in the Student Store on August 19 & 20 from 9:00 am to noon or once school starts. Please use the enclosed order form and bring cash or a check payable to Colina Middle School ASB.

You may also purchase items online with a credit card for pick up at Orientation or in the Student Store. You must bring the receipt with you when picking up your items. See the enclosed flyer for WebStore instructions or go to [www.conejousd.org/colina](http://www.conejousd.org/colina).

**PE Items:**

Students are required to dress in school uniforms and are issued PE lockers for the storage of their items. School-issued combination locks must be used to secure those lockers. Families may purchase these items *new* for use throughout their Colina career, or the PE Department will issue them one *used* uniform (shirt, shorts) and/or *used* lock per student at the beginning of the year that must be returned or replaced at the end of the year. Loaners will be available for check-out throughout the year for students who occasionally forget their clothing. PE teachers will review the loaner policy with students at the beginning of the year. Students may use PE uniforms in good condition from previous years. Uniforms which have been cut or modified in any way are not acceptable. Please label all PE uniforms with your student's last name in the space provided on the front of the shirt and shorts.

<b>PE Items</b>	
Shirt	\$12
Shorts	\$16
Lock	\$10

<b>Optional PE Items</b>	
Sweatshirt	\$18
Sweatpants	\$24

**ASB Cougar Cards: \$30**

ASB Cougar Cards are sold at the beginning of the year by the Colina ASB as a source of revenue to help finance student activities. Students who purchase Cougar Cards will receive free admission to all dances and socials, including the Welcome Back Dance/Social, Carnival, Winter/Sweetheart Dance/Social, and Luau. Without a Cougar Card, admission to each event is \$10.

*The ASB Cougar Card is a great deal for students who want to take advantage of all of the great activities we offer at Colina, and it helps our ASB plan and budget for the year.*

**Yearbooks:**

Our yearbook class produces a high-quality, full-color yearbook, comparable to (or better than) many high school yearbooks that captures students' Colina experiences. Order yearbooks at Orientation to ensure that you will receive one in June. Listen to announcements later in the year for the absolute deadline for ordering yearbooks. We do not order extras. We sell overruns once all yearbooks that have been ordered have been claimed at the end of the year for \$70 per yearbook and \$10 per DVD.

**Purchased at or before Orientation, 8/15/2019:**

Yearbook	\$50
Yearbook + DVD of the video yearbook	\$55

**Purchased after Orientation, 8/15/2019:**

Ordered Yearbook	\$60
Yearbook Overruns	\$70
DVD Overruns	\$10

### Spirit Items:

The following spirit items are available for purchase online, at Orientation, and in the Student Store. Other items will also be available at Orientation and in the Student Store on a "limited to stock on hand" basis (e.g., PJ bottoms, crew neck sweatshirts, lanyards, window clings, tote bags). Note that we celebrate Spirit Fridays, where students are encouraged to wear Colina clothing and colors and can win prizes for doing so. Note also that students are not allowed to wear hats on campus, except Colina caps, per the Colina dress code.

Spirit Shirts	\$15.00
Spirit Zip up Hoodie Sweatshirts	\$35.00
Colina Baseball Caps	\$20.00

### Assignment Notebooks:

PTSA will be providing one Assignment Notebook per student at the beginning of the year. Assignment Notebooks are REQUIRED for every student. They include the Student Handbook, calendar pages, and hall pass. Students who lose their notebooks may purchase a replacement in the Student Store for \$8.

**Absences:** If your student will be absent for the entire day, please call the Attendance line at 495-7429, ext. 1005 for the Attendance Clerk. Leave your name, your student's name, the date, and the reason for the absence. Please keep messages short.

**If your student must leave at any time during the school day for an appointment, you must write a note** explaining the partial absence and the time requested for your student to meet you in the office. **Have your student bring the note to the Attendance Window BEFORE school.** We will issue your student a summons, which he/she will give to the teacher of that class allowing him/her to be released to the office. You will meet your student in the office and sign him or her out on the Check-Out Log. If in an emergency you need to have your student dismissed early, please dial extension 1005.

For safety and to minimize classroom disruptions, students must call from the Health Office for pick up by their parents when they don't feel well, not from halls or classrooms.

**Administration of Medication/Use of Medical Devices** - Any pupil who is required during the school day to take medication, whether prescribed by a physician or over the counter type of medication, including cold remedies, lozenges, vitamins, etc., may be assisted by the school nurse or other designated personnel if the necessary **Authorization to Administer Medication Form** is completed and signed by the physician and the parent. All over the counter medication - aspirin, Tylenol, Advil, etc., must also have a physician signature for the medication to be taken during school hours. **The Authorization to Administer Medication Form**, available in the school office, is in triplicate and will require the pupils' social security number. **If your pupil is required to take more than one medication during the school day, you must complete a separate form for each medication.** Return the completed form to the Health Office with the name, dosage and frequency clearly marked on the **original bottle.**

Parents of any student required to be in a cast or crutches or to use any other medical device while at school will be required to bring in a note from the physician and sign a release for the student to use them.

**Notes to Excuse PE** - If your child has a note from a physician to excuse them from PE, please have them bring it to the Health Office. A copy of the note will be made for the PE teacher. The original will be kept in the student's health file. A parent may excuse their child from PE for up to 3 days. Anything over the 3 day duration requires a note from the student's physician and include specific limitations for activity.

**The bus transportation, schedule, and stop information** is available on the CVUSD website, [www.conejousd.org](http://www.conejousd.org). This is a fee-based transportation program. This program is available for students living 3 or more miles from the school in the Westlake, North Ranch, Lake Sherwood, and the Los Robles Golf Course areas. The district establishes the rules that will be enforced for students who ride the bus. Applications must be completed with parent signatures and appropriate fees to the Conejo School District Office paid before passes can be issued. Once you have been issued a pass from the school district, if you lose your pass, there will be a \$10.00 fee to order a replacement pass at the student store.

**Hot lunches and a la carte items** are available in the cafeteria. Complete lunches are \$4.50. A la carte prices vary. Money may be placed on account at [q.conejousd.org/ParentPortal/](http://q.conejousd.org/ParentPortal/) or in person. In case of an emergency or forgotten/lost lunch, having money on account is a nice safety net. It also allows you to monitor your student's purchases and receive notifications when your balance falls below a certain amount. Only checks in the amount of \$25.00 and over will be accepted. Students must present their ID card at all times.

Please note that we will not deliver or send summons to students for forgotten or lost lunches or lunch money. **STUDENTS MUST CHECK AT THE OFFICE WINDOW AT THE BEGINNING OF THE LUNCH HOUR TO SEE IF PARENTS HAVE DELIVERED FORGOTTEN LUNCHES OR MONEY.** Thank you for helping us minimize classroom interruptions! Students may NOT leave campus for lunch unless parents pick them up at school and sign them out in the office.

The Colina School Site Council, which consists of parents and staff representatives, collaboratively implements our School Improvement Program. You are invited to attend the first Site Council meeting on Tuesday, September 24, at 3:30 p.m. We will elect parent representatives at the first meeting.

The PTSA Board invites you to join their active and enthusiastic organization at Orientation. Their assistance is a critical part our success. Please note that monies paid to the Colina PTSA must be separate from monies paid to the Colina Middle School ASB for supplies and activities. If you would like to **VOLUNTEER** your time to the school in any way, please contact the PTSA parent volunteer coordinator or Anita Chiapuzio, the School Office Manager, at 495-7429, ext. 1000. We appreciate any assistance you can provide.

Our Welcome Back Dance and Social will be on **Friday, August 23**. The 6<sup>th</sup> Grade Social will take place from 3:30-5:00 pm. The 7<sup>th</sup> and 8<sup>th</sup> Grade Dance will take place from 6:00 – 8:00 pm. Students who have purchased ASB Cougar Cards will get in free. Admission for other students will be \$10.00. Mark your calendars...you won't want to miss this event!

School Pictures: Student yearbook pictures will be taken on Wednesday, August 28<sup>th</sup> during PE classes. COLINA STUDENT ID CARDS MUST BE CARRIED BY STUDENTS AT ALL TIMES and are used for cafeteria purchases, library book check-out, computer use, ball/equipment check out, etc.

I look forward to seeing all parents at **Back-to-School Night on Thursday, September 12<sup>th</sup>**. With your support, this will be an excellent year. Please call if you have any questions or concerns.

Sincerely,



Thomas Shane Frank  
Principal