

# 2017-2018 Garfield Parent Handbook Clovis Unified School District

**“We are Cubs. We lead the way. Red, white, and blue every day!”**



1315 N. Peach Ave.  
Clovis, CA 93619  
(559) 327-6800  
www.garfield.cusd.com

**Important Dates**

Aug. 21, 2017	First Day of School	Jan. 8, 2018	Staff Development Day
Sept. 4, 2017	Labor Day	Jan. 15, 2018	Martin Luther King Day
Sept. 6, 2017	Back to School Night	Feb. 12, 2018	Lincoln's Birthday
Oct. 20, 2017	Carnival	Feb. 19, 2018	Presidents Day
Oct. 27, 2017	Elementary Conf. Day	March 21, 2018	Open House
Oct. 30, 2017	Staff Development Day	March 26-April 2, 2018	Spring Break
Nov. 10, 2017	Veterans Day	May 28, 2018	Memorial Day
Nov. 20-24, 2017	Thanksgiving Break	June 1, 2018	State Track Meet (Release time 1:00)
Dec. 25-Jan. 5	Winter Break	June 8, 2018	Last Day of School (Release time 1:45)

**Kindergarten**

<b>AM Regular Schedule</b>	8:10 - 11:40
<b>AM Early Release</b>	8:10 - 10:55

<b>PM Regular Schedule</b>	11:45 - 3:15
<b>PM Early Release</b>	11:00 - 1:45

**First – Third**

Regular Schedule		Early Release		Rainy Day	
8:25	1 <sup>st</sup> Bell	8:25	1 <sup>st</sup> Bell	8:25	1 <sup>st</sup> Bell
8:30	Tardy Bell	8:30	Tardy Bell	8:30	Tardy Bell
10:30-10:50	Recess	10:30-10:50	Recess	10:30-10:50	Recess
11:30-12:20	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch	11:30-12:20	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch	11:30-12:00	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch
12:00-12:50	3 <sup>rd</sup> Lunch	12:00-12:50	3 <sup>rd</sup> Lunch	12:10-12:40	3 <sup>rd</sup> Lunch
3:15	Dismissal	1:45	Dismissal	3:15	Dismissal

**Fourth - Sixth**

Regular Schedule		Early Release		Rainy Day	
8:25	1 <sup>st</sup> Bell	8:25	1 <sup>st</sup> Bell	8:25	1 <sup>st</sup> Bell
8:30	Tardy Bell	8:30	Tardy Bell	8:30	Tardy Bell
11:00-11:20	Recess	11:00-11:20	Recess	11:00-11:20	Recess
12:00-12:50	4 <sup>th</sup> Lunch	12:00-12:50	4 <sup>th</sup> Lunch	12:10-12:40	4 <sup>th</sup> Lunch
12:30-1:20	5 <sup>th</sup> & 6 <sup>th</sup> Lunch	12:30-1:20	5 <sup>th</sup> & 6 <sup>th</sup> Lunch	12:50-1:20	5 <sup>th</sup> & 6 <sup>th</sup> Lunch
3:15	Dismissal	1:45	Dismissal	3:15	Dismissal

**Principal Jennifer Bump  
GIS Nikki White  
Office Manager Nancy Sternfels**

## Message from the Principal

On behalf of the faculty and staff, welcome to Garfield Elementary School, Home of the Cubs. We look forward to working in partnership with you to provide the best education possible for your children. The Garfield program reflects our belief in high standards and high expectations in the Buchanan Area. We are committed to maintaining a strong academic program using innovative approaches with a focus on continuous improvement for all students. This handbook has been prepared to provide a convenient reference for basic and essential information concerning the operation of the school. We are dedicated to teamwork and maintaining a tradition of excellence at Garfield Elementary. We are eager to work with you and your children to make this a rewarding and productive year.

## Air Quality Precautions

CUSD has established Board Policy No. 2403 to lessen and prevent unhealthful consequences from polluted air conditions and to respond to mandates issued by the San Joaquin Valley Air Pollution Control District. Allowances will be made for any student experiencing health problems whenever the AQI reaches unhealthy for sensitive groups range (above 101). There will be mandatory restrictions of physical activities in school or at school-sponsored activities during episodes of poor air quality or Health Advisory episodes as outlined in Exhibit No. 2403.

## Arrival Time at School

Supervision is provided only during the school day, beginning at 8:05 am. Only students who are enrolled in Campus Club may be on campus before that time. Any students found on campus prior to 8:05 am will be directed to report to the flag pole until supervision begins.

## Attendance Policy

Should your child be absent from school for any reason, please call the school office, e-mail lindaelia@cusd.com, or send a note to school with your child when he/she returns stating the reason for the absence. Students with one or more unexcused tardies are not eligible for perfect attendance. Additionally, students on independent study are not eligible for perfect attendance. Pursuant to California Education Code 48200, students shall attend the full school day. Each parent or guardian is responsible for sending the student to school for the entire day.

## Block "G" Award

The Garfield Block "G" Award is the highest award a student may earn. Students in grades 4-6 are eligible for this award. The criterion for earning this award reflect a broad base of participation, achievement and service which exemplifies the Clovis Unified Spartan model of achievement in Mind, Body and Spirit. In order to earn the Block "G," a student must accrue points in each category as outlined in the Block "G" handbook and scoring sheet. Students earning this prestigious award will receive a Block "G" plaque/disc presented at a special ceremony at the end of the school year.

## Bus Rules and Regulations

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn and participate in activities. Board Policy requires passengers to follow instructions of the bus driver. All school and CUSD regulations apply while students are aboard the bus (school or charter bus).

## Bus Rules of Conduct:

1. Fighting is prohibited (physical contact or verbal altercation).
2. Threatening behavior and/or harassment of any kind is prohibited.
3. Weapons, smoking, laser pens, drugs, and alcohol are forbidden on or near a school bus.
4. Cross the street in front of the bus and only under the supervision of your bus driver.
5. Follow the instructions of your bus driver at all times.
6. Students are to remain seated and facing the front while the bus is in motion. **If the bus is so equipped, students SHALL appropriately utilize seat belts at all times.**
7. Keep your arms and head inside the bus at all times.
8. Profanity, indecent language, and obscene gestures are prohibited.
9. Any property defaced or destroyed on the school bus will be paid for by the student and/or their parent/guardian.
10. Eating, drinking, and chewing gum are prohibited.
11. Spitting or throwing objects on the bus or out the window is prohibited.
12. Loud or boisterous noises, singing or whistling will not be permitted.
13. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, and skateboards will not be permitted.
14. Animals or insects (dead or alive) are not allowed on the bus.

## Campus Club

Before and after school child care is available through the Campus Club program. Campus Club begins at 7:00 am and ends at 6:00 pm. Prices vary according to hours. For more information call 327-9160.

## CHARACTER COUNTS!

CHARACTER COUNTS! is a widely implemented approach to character education, which has been adopted by the Clovis Unified School District. CHARACTER COUNTS! is a framework based on basic values called the Six Pillars of Character which include: **Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.** Garfield Elementary uses the pillars to advance curricular and behavioral goals.

## Dismissal and Pick-Up of Students

All students should go home immediately at the end of the school day or be picked up within 15 minutes unless they are involved in an after school activity or are enrolled in Campus Club. Any student not in a co-curricular activity must be picked up after school and may not wait for an older sibling who is in a co-curricular activity as the student will not be supervised. A teacher may request that a student remain after school, but only with parent permission. On game days, all students who regularly go home after school will do so unless they remain under adult supervision by a parent or guardian.

Parents picking up their children should use the loading zone on Nees Avenue. Parents should not park in parking stalls labeled for staff. They may park in unmarked parking stalls or use identified loading areas. Do not block-in parked cars while waiting for students. Parents and students must use the crosswalk when crossing Peach or Nees Avenue. Please do not jay-walk. The bus loading zone is directly in front of the school on Peach Avenue.

After school supervision is not available in the office. However, it is available through Campus Club. If you are not available to pick up your student on time every day, please call Campus Club at 327-9160 to make arrangements for after school care.

### **Early Dismissal**

School is dismissed at 1:45 pm every Wednesday for students in PM Kindergarten and grades 1-6. Students in AM Kindergarten are dismissed at 10:55 am every Wednesday. On June 1<sup>st</sup> school will be dismissed at 1:00 pm to accommodate the State Track meet. Kindergarten will be released at 11:40 am on that date.

### **Emergency Plan**

Garfield has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists, the Safe School Plan informs and mandates procedures that immediately provide consistent responses from school employees. Regular drills are planned and conducted to ensure appropriate reactions from students and school employees. Plans include fire, earthquake, lock-down, evacuation and medical emergencies.

### **Field Trips**

All field trips will be curriculum based to increase student achievement. Approved permission slips must be signed by a parent or guardian before a student can go on a field trip. Telephone permission is not allowed. In some instances, a fee may be asked to off-set the cost of the transportation on long distance field trips. Collection of money for field trips must be paid in advance; therefore, it is very important parents and guardians pay attention to the deadline for the permission slip and money needed for the trip. Chaperones for all field trips must adhere to CUSD guidelines for dress code and submit the CUSD volunteer application with picture ID no later than three days prior to the day of the field trip to allow for processing. For some field trips, finger printing may also be required. Please do not bring small children with you to field trips. All students are required to ride in the bus with his/her classmates. Students must return to school before parents can check them out.

### **Foggy Day Schedule**

During the winter months dense fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial A or B delay will be broadcast over most local radio and television stations. In such events, normal pick up times will be delayed. Even though busses are delayed, classes will begin at their usual start times. All students not using bus transportation are expected to be at school at the regular time.

### **Grading Policy**

Garfield students in grades 1-6 are graded on the following scale:

Effort/Achievement

O = Outstanding

S = Satisfactory

N = Needs to Improve

A = 90-100% Outstanding work

B = 80-89% Above average work

C = 70-79% Average work

D = 60-69% Below average work

F = Below 59% Failing work

These criteria scales are ways to help parents see and understand their child's academic progress.

Students in kindergarten and 1<sup>st</sup> grade will also receive a district-wide report card based on standards and key assessments. More information about grading procedures will be shared at parent conferences.

### **Homework for Students**

If your child is absent from school and you wish to request his/her homework, please email your child's teacher before 10:00 am. This will give the teacher time to gather materials and send the homework to the office for pick up after 3:30 pm. Teachers are not required to provide homework for unexcused absences.

### **Independent Study**

Students who will be absent from school for 5 or more days need to be placed on an Independent Study Contract. This contract must be signed by parents/guardians prior to the student leaving school. All assignments must be completed and returned to the classroom teacher when the student returns. Please give your child's teacher 1 week advance notice to prepare the work and contract. A packet that is not turned in will be deemed incomplete and the student will receive an unexcused absence for each day absent on their attendance record.

### **Loading Zones**

Parents may not leave their vehicles unattended in designated loading zones. This includes Kindergarten drop off and all red curbs. Vehicles left unattended may be ticketed or towed.

### **Lost and Found**

To prevent the loss of items, be sure to mark all items of clothing your child may take off while at school with his/her full name. Label all items sent to school such as lunch bags, binders, etc. Garfield Elementary is not responsible for lost or stolen items. Items not claimed will be periodically donated to local charities.

### **Office Hours**

The main office at Garfield Elementary is open on all school days from 8:00 am to 4:30 pm.

### **Parent Involvement**

At Garfield Elementary there are a variety of exciting ways parents can get involved. Parents can join the School Assessment and Review Team (SART), the School Site Council (SSC), or the Parent Teacher Club (PTC). They can also volunteer in the library, in the classroom, or in the snack bar. Volunteers should dress appropriately as to not detract from the learning process and obtain a visitor name tag from the office before going to the classroom. Please do not bring small children with you when you volunteer.

### **Parent Teacher Conferences**

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or emailing the teacher. Parents may **not confer with teachers during class time**. If cancelling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

### **Parent Visitation**

In the interest of safety, **all visitors must report to the office and wear a visitor name tag** before being allowed on campus. Prior arrangements must be made with the teacher to work in or visit the classroom. All visitors without a name tag

will be directed to the office. Teachers will not conference with parents during class time. Parents must report to the office when picking up their child for lunch and not to the classroom. Parents may not visit with students on the playground or in the amphitheater and may not loiter on campus during school hours.

### **Parent Teacher Club**

Please consider joining our Parent Teacher Club (PTC) by signing up at [www.garfieldptc.org](http://www.garfieldptc.org). Your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the school newsletter Paw Prints. PTC information is sent home at the beginning of each school year and can also be found through a link on the school website. The Garfield PTC Board can be emailed at [garfieldptc@hotmail.com](mailto:garfieldptc@hotmail.com).

### **Physical Education**

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, BP/AR 9208, which can be found at <http://boardpolicies.cusd.com/>.

### **Release of Students during School Hours**

When picking up students during school hours, all parents/guardians must sign their children out in the office. **Children will only be released to adults indicated as having parental /guardian permission in Parent Connect.** Parents with court ordered custody must provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval. Please don't ask to have your child leave for lunch earlier than the designated lunch period. We ask parents to have their child back to school at the end of their normal lunch period.

### **Safety Concerns**

Please notify the office staff or administration if you have any on-site or off-site safety concerns that may impact the well-being of our students. Please remind your children to follow all safety rules, including using the crosswalk as the only area to cross the street. If your child is a walker, discuss the walking route they will take. Advise them to walk with a friend. They should always go straight home. If your child is a bike rider, review all bike safety rules. Remind your child to wear a helmet at all times and lock their bike in the bike rack. All bikes and scooters must be walked on campus and in crosswalks.

### **School Meals**

Hot lunches, which include milk, are available to students in grades 1-6 for \$2.25. Breakfast is available for \$1.00. Checks (made out to CUSD) or cash to add to the student's account may be taken to the cafeteria before school or money may be added on-line through Parent Connect. Parents can monitor student accounts through Parent Connect. If a student does not have money in his/her account, the student will be offered a cheese sandwich, milk, and a supervisor choice of a side dish.

If you order lunch to be delivered to school for your student, you must ensure that it is fully paid for and labeled with your student's name. The office will not deliver or be responsible for any food deliveries.

### **School Parties and Birthday Treats**

Room parents plan class parties scheduled during the year by each grade level. Room parents coordinate with the teacher for these events, which generally are scheduled at the end of the day. A small treat for birthdays is permitted, but we ask that treats be served during the lunch hour, recess, or the end of the school day so that school learning time will be uninterrupted. Please do not deliver treats to classrooms. Be mindful of food allergies when selecting class treats. We also ask that **no balloon or gift deliveries be sent to the school**. Please do not distribute invitations to private parties at school.

### **Student Discipline**

Each student discipline situation is handled on a case by case basis. Discipline measures will first be addressed in the classroom. Minor steps in the discipline process may be omitted depending on the severity of the infraction. The age of the child, repetition, and the severity of the infraction will all be taken into account when disciplinary decisions are made.

### **Tardies**

If your student reports to school after 8:30 am, he/she must first report to the office to obtain a tardy slip to be given to the teacher. If your student is late due to a doctor's appointment, please submit a note from the doctor to the attendance office.

### **Telephone Use**

Students are allowed to use the telephone in their classrooms only in the event the teacher directs them to do so. Students' cell phones are to be hidden and turned off during the instructional day. Phone calls from parents for their students will not be put through to the classroom. In the event there is a family emergency, please contact the front office for assistance.

### **Volunteers**

A key part of Garfield Elementary's total plan is community involvement. Volunteers are needed in the classroom to help the teacher. If you are interested, please talk to your child's teacher regarding how you can volunteer. All volunteers must conform to CUSD guidelines by submitting a volunteer application and picture ID to the school office each year. Volunteers should dress appropriately as to not detract from the educational process and obtain a visitor's badge from the office before going to the classroom. Please do not bring small children with you when you volunteer. Volunteers may not use or enter student restrooms.

### **Withdrawing Your Child from School**

Should your family find it necessary to move out of Clovis Unified School District, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least 2 days prior to your child's last day at school. You may call or send a note to the school office.
2. Return all library books and textbooks, uniforms and pay any fines or loans.

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within 5 days. If you are found to be out of the Clovis Unified School District or the Garfield attendance area and have not notified the office, your child can be immediately withdrawn and your request for an intra or inter district transfer for your child to remain at Garfield may be denied. All financial obligations must be cleared before leaving.

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## NURSING SERVICES

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### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
  - Complete special education and 504 health assessments.
  - Ensure immunizations are compliant with CA state law.
  - Provide health education resources for school staff, students and parents/guardians.
  - Maintain student health records.
  - Contact parents/guardians regarding health problems and/or excessive absences.
  - Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
  - Develop health/safety plans for students with high risk medical diagnosis.
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### First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
  - Parent/guardian will be contacted for serious injury or illness.
  - School nurse is available to consult with parents/guardians regarding health problems upon request.
  - After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
  - Injuries and illnesses occurring at home should be cared for at home.
    - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.
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### **LICE**

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

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### Reasons to keep students home:

Temperature 100.0F or greater within 24 hours

Illness affecting child's ability to learn

Vomiting/Diarrhea

Starting antibiotics within 24 hours

Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat).

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## RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Student may not return until the following criteria are met:

Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.

Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.

Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

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## MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

### First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical.

### Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

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## Physical Education Excuse

**If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.**

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student's health information card. (Changing information on Parent Connect does not alert or inform the health office.)

## CLOVIS UNIFIED SCHOOL DISTRICT

### STUDENT SERVICES, RIGHTS & RESPONSIBILITIES

#### *Rights & Responsibilities*

#### DRESS & GROOMING

These regulations specify standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with the Board's policy governing acceptable and appropriate apparel and appearance for students.

#### A. Apparel

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
2. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military paramilitary, or camouflage (military style) clothing will not be permitted.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
4. Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Clothing that exposes bare midriffs or cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. Bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites.
7. Straps on shoes and clothing must be fastened at all times.
8. Leggings will be allowed if over-garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
9. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly

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- known as “flip-flops,” “beach shoes,” “soccer sandals,” “zories” and/or thongs are inappropriate and will not be allowed. See Exhibit No. 2105 (2).
10. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap. See Exhibit No. 2105 (2).
  11. No slippers will be allowed.
  12. Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed five inches (5”) when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
  13. Sleepwear is not permissible.
  14. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
  15. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel are not acceptable. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
  16. No frayed or torn clothing is acceptable (manufactured or otherwise).
  17. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice.
  18. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
  19. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

**B. Grooming**

1. Hair shall be clean and neatly groomed.
2. Hair or mustache styles which cause undue attention are not acceptable; e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
3. Beards are not allowed. Sideburns are allowed, but may not extend past the base of the earlobe or be wider than one inch (1”).
4. Bangs or other hairstyles must not obstruct nor interfere with vision.
5. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be



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in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.

6. Tattoos, permanent or temporary, must be covered at all times.

**C. Jewelry**

1. Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, tongue) is not acceptable. Distracting jewelry, including piercing jewelry that draw undue attention, is not allowed.

**D. Exemptions**

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy.
2. A petition for an exemption from enforcement of a specified portion of Dress Code Policy may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent, School Leadership, within 30 calendar days of the denial.
  - A. In the event that it does not, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent, School Leadership shall be final.
  - B. In the event that the allegations raised in the appeal are determined to fall within the District's Uniform Complaint Procedures ("UCP") included in Board Policy No. 9208, then the District would use the District UCP process rather than the above appeal process.

**E. School Uniform Policy**

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school S.A.R.T. committee and the site principal.
2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.
3. In order for a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.

## CLOVIS UNIFIED SCHOOL DISTRICT

4. The Governing Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
5. The school site shall notify all parents or guardians no less than six (6) months prior to the time the uniform policy is implemented.
6. Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students, and a procedure for parents/guardians to opt out of the policy shall be in place.

*Adopted: 06/04/75*

*Revised: 05/23/84*

*Revised: 05/28/86*

*Revised: 06/28/89*

*Revised: 01/04/78*

*Revised: 05/28/80*

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*Revised: 07/08/92*

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*Revised: 06/08/94*

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*Reviewed: 05/26/10*

*Revised: 03/08/11*

*Revised: 06/12/13*

*Revised: 01/15/14*

*Revised: 04/06/16*



## **CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2017-2018 SCHOOL YEAR**

### *"Children Are Our Most Precious Resource"*

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

Clovis Unified Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community. CUSD values feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Clovis kids!

CUSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the CUSD include:

**School Site Council (SSC)**  
**English Learner Advisory Committee (ELAC)**  
**District Advisory Committee (DAC) and School Advisory Committee (SAC)**  
**District Learner Advisory Committee (DELAC)**  
**District Migrant Education Parent Advisory Committee (DMEPAC)**  
**District Indian Education Parent Advisory Committee (IPAC)**  
**School and District level School Assessment Review Team (SART)**  
**Intercultural and Diversity Advisory Council (IDAC)**  
**Local Control Accountability Plan Public Forums (LCAP)**

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level, parent committees provide input into each of the site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you, or go to <http://www.cusd.com/supplementalservices>. These two school committees meet on a quarterly basis. The committees are comprised of administration, staff and parents. Students are also involved at the intermediate and secondary level.

Listed below are several parent committees that assist with categorical programs and funding. For more information, please call your school or go to: <http://www.cusd.com/supplementalservices>.

**School Site Council (SSC):** All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents, students at the secondary level and school personnel. It is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

**District Advisory Committee (DAC) & School Advisory Committee (SAC):** The entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities provide to students who are disadvantaged, English learners, foster youth and/or at-risk. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

**English Learner Advisory Committee (ELAC):** All schools enrolling 21 or more English learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff and SSC regarding services for English learners as well as conducts an annual survey. Members serve for two years.

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

**District Indian Education Parent Advisory Committee (IPAC):** The CUSD Native American Indian Education Parent Advisory Committee meets four times a year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades Kindergarten – grade twelve. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

**Local Control Accountability Plan (LCAP) Forums:** CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

***The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's SPSA and at the committee meetings.***

### **Rationale**

General District funds provide support for the District's base/core curriculum program. Some children have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Children, such as those described above, require supplemental services and materials not generally provided through the base/core curriculum program. The needs of our children are identified and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

### **Philosophy**

All CUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

### **Categorical Program Descriptions**

1. **After School Safety and Education Funds (ASES):** This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
2. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.
4. **Title I, Part C (Migrant Education Program):** A federal-funded program focused on providing services for migratory students and their families.
5. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals):** A federal-funded program focused on teacher and principal training and recruitment programs.
6. **Title III (Language Instruction for English learners(ELs) and Immigrants):** A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.
7. **Title VII (Indian Education Formula Grant):** A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall each school will send additional information about these activities. At the district level, we encourage you to become involved with our DELAC. We encourage and look forward to your involvement in the programs we offer our learning community.

If you have any questions, please call your child's school or the CUSD Department of Supplemental Services @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

