



CLOVIS ELEMENTARY SCHOOL

1100 Armstrong Avenue

Clovis, CA 93611

2018 - 2019

PARENT HANDBOOK

*California Gold Ribbon School
California State Distinguished School
California Honor Roll School
Title I Academic Achievement Award*

Russ Harding, GIS

Isabel Facio, Principal

See Thao, Resource Teacher

Clovis Elementary School's Mission Statement

"The mission of Clovis Elementary School is to provide an excellent education to a diverse community through exemplary programs, services, and activities. Our goal is to foster a lifelong commitment to academic and character development. Our intent is to nurture the unique potential of each student in mind, body, and spirit, to enable them to fulfill their goals and realize their potential as contributing members of society."

This handbook has been designed to give you a quick, brief list of answers to questions that may arise concerning Clovis Elementary School's operational policies. Should you have any policy questions that are still unanswered, please do not hesitate to call our school to clarify these concerns.

Phone: (559) 327-6100

FAX: (559) 327-6190

An Affirmative Action/Equal Opportunity Employer
Notice of Nondiscrimination

Clovis Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504. Complaints contact: Human Resources Office, 327-9000.

Message from the Principal

On behalf of the faculty and staff, welcome to Clovis Elementary School. We look forward to working in partnership with you to provide the best possible education for your children. It has been established that students receive the best education in schools that provide strong educational programs with high expectations, dedicated teachers, and informed/supportive communities. At Clovis Elementary School, we are committed to these components of an exemplary school. We welcome any comments or questions you may have regarding the educational services provided by Clovis Elementary and Clovis Unified School District. We encourage you to stay connected by visiting our Web page (www.clovisusd.k12.ca.us/cloviselem/) for updates and other information. Parent Connect can also be accessed for grades, attendance and lunch account balances.

ARRIVAL/DISMISSAL

Students walking to school or being dropped off, **should not arrive earlier than the 8:00 am bell and must be picked up by 3:30 pm** unless involved in a supervised school activity. Students are not allowed to wait on Armstrong for the 8:00 am bell. **Clovis Police Dept. will be contacting parents of students that are caught waiting on Armstrong.** Students arriving before 8:00 am will be issued **PRA checks**. Campus Club is available for parents at 327-9160 who need child care before or after school. Students involved in school activities must be picked up immediately after conclusion of activities/event. **EARLY DISMISSAL EVERY WEDNESDAY.** School is dismissed at 1:45 pm for all student in 1st through 6th grade.

STUDENT PICKUP

Student pick up is by the flag pole. For the safety of your children they will not be allowed to walk past the red line. Please make sure to pull your vehicle up towards the flag pole so your child can load safely. Students must be picked up within **15 minutes of the dismissal of the school day/activity.**

CLASSROOM INTERRUPTIONS

In order to assure that your child is getting the best instruction possible, please make sure your child has all the needed items before leaving to school in the morning. The office staff has been **directed not** to call the classrooms unless it is an **emergency**. Students will not be called out of the classroom for pick up before parent arrives. This protocol will help sustain **an uninterrupted instructional environment** for all our students. Working together we can guarantee that that all children **receive quality instruction.**

ABSENCES

Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school or come to school late, he/she must have a note from the parent or guardian explaining the reason. In addition, please telephone the school office in the morning when your child will be absent. Absences can also be cleared through the school's Web page. All absences must be cleared within 24 hours after the occurrence. Upon a student's return to school, following an absence or a tardy which has been excused by a Doctor, a note from the Doctor must be presented to the school office. **Absences not cleared within 5 days are considered trancies.** In order to promote regular attendance, an incentive program is established. Homework for absences less than 3 days will not be given. Instead, students will have the same number of days absent to make up the work.

ATTENDANCE AWARD

Special recognition is given to students who have made extra efforts to attend school without missing a day. The perfect attendance award is given at the end of each quarter. Any off-campus activity, not affiliated with Clovis Elementary constitutes an absence. **If a student is placed on Independent Study in lieu of being on campus they DO NOT qualify for the perfect attendance award.** Continuous unexcused tardies will automatically

eliminate a student from receiving this award. Students must receive direct classroom instruction for at least 2 hours to qualify for Quarterly and Annual Perfect Attendance Awards.

TARDINESS

When your child is late, *(after the 8:30 am tardy bell)* **he/she should report to the school office before going to class.** This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. In addition, **students arriving after the tardy bell will be issued a PRA check.** Only a **Doctor's Note will excuse a tardy.** For this reason, repeated tardiness (truancy) will necessitate a letter being sent home to the parents. If this becomes a chronic issue, the matter will be referred to the Clovis Student Attendance Review Board (SARB). Please note students will be given a "forgiveness tardy" of 1 per quarter with no PRA check.

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 schooldays, 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 in the District Website.

PICKING UP STUDENTS EARLY

For the safety of your child, parents need to pick up students in the main office, and sign them out in the binder on front counter. **Students are not allowed to walk out to the parking lot or to the car without a parent escort. Students will be called out of class upon parent's arrival in the main office. Please plan accordingly with your student for scheduled appointments.**

PRA – is an Optional Program

Maintaining student conduct is necessary to achieving our goals of providing a safe school and achieving highest student achievement. Each class under the direction of the teacher, will develop a set of rules. The rules and consequences are posted in the classroom. There is a school wide accountability program. The "Clovis Elementary School Personal Responsibility Award" (PRA) is presented at the end of each quarter/semester in recognition of those student who have demonstrated personal responsibility and outstanding character. The criteria for this award is discussed with the students. Teachers also explain the program to parents at Back-To-School Night and send a copy home for students and parents to review together. All students who earn this award will be eligible to attend a special activity. Fighting or any offense that leads to suspension and more than one office referral will be an automatic elimination from the special PRA activity. PRA checks will be given out for any outstanding obligations on a regular basis, until that obligation has been cleared.

Please note students will be given a "forgiveness tardy" of 1 per quarter with no PRA check. **However, parents may choose to opt out of participation and reward activities that are given quarterly.**

DO NOT BRING TO SCHOOL

Children are **not allowed** to bring **live animals**, gum, and **playthings** to school except by special permission from the teacher. A toy brought from home can be distracting and cause neglect of classroom work. Teachers may take such items from children and hold them for the parent to pick up. District signs are posted on campus that state **"no dogs allowed on campus during school hours"**. **For the safety of our students, please adhere to these rules.**

DRESS CODE

Please refer to the Clovis Unified School District Dress Code Policy available at www.cusd.com/dress-code/

AREA HAT INITIATIVE

Clovis Elem. will be following the **Clovis Area Initiative** regarding hats on campus. That means that the students will be allowed to wear **Clovis Elementary** hats, **Clovis High**, and **Clark Intermediate** hats. All other hats will be unacceptable. This is an area initiative that will be in place for all elementary feeder schools, Clark Int. and Clovis High School. We currently have 4 designs of hats that we are selling for students in the main office for \$20 each. This policy will be enforced on the first day of school.

SCHOOL PROPERTY

Students are responsible for all school property that has been assigned to them. **The parent/guardian of the student will be financially responsible** for any lost, stolen or damaged items such as music instruments, sports uniforms, choir uniforms, classroom books, library books, etc. All end of year rewards and activities will be cancelled for the students owing any obligations to the school. In addition all obligations follow the students through the 12th grade.

CELL PHONE/E-READER POLICY

Students that bring cell phones to school must have phones turned off and in their backpacks. Cell phones found on students will be removed from the child and a phone call will be made home by the staff member that removed the phone. First time will be a warning; second will be a PRA check. Cell Phone CUSD Policy (Updated 10/12/05) The use of electronic signaling devices (cellular phones, pagers) is considered to be disruptive to the educational process, therefore, the use of electronic signaling devices **will be prohibited on school premises**, at all school-sponsored activities, and **at any time while students are under the supervision and control of district employees**. E-Readers require a current school year signed parent permission slip on file with the student's teacher.

FIELD TRIPS

All field trips will be curriculum based to increase student achievement. An approved permission slip must be signed by a parent before a student can go on a field trip. Telephone permission is **not** acceptable. In some instances, an entry and/or transportation cost may be asked of the children's parents to offset the expenses of field trips. Field trips must be paid in cash; therefore, it is very important parents pay attention to the **deadline** for the permission slip and the cost for the trip.

WRITTEN PERMISSION

It is necessary for students to bring requests written and signed by the parent for permission to leave early, go home with another pupil, or deviate from the regular mode of transportation. This note needs to be submitted to the teacher or the office. All field trips must have a permission slip signed by a parent.

HONOR ROLL

The Honor Roll is a means of giving recognition to students based on scholastic achievement. The requirements reflect not only the student's academic achievement, but also his/her effort and citizenship. The Honor Roll is awarded quarterly and all students in grades 4-6 who achieve the criteria are eligible to receive the award. **Students receiving a "C" or "N" are not eligible for honor roll.** Most students at Clovis Elementary in grades 2-6 are graded utilizing the A, B, C, D, F criteria. Within this policy, latitude has been given to teachers to calculate grades on the following percentile basis:

A = 90 – 100% (excellent work) B = 80 – 89% (above average work)
C = 70 – 79% (average work) D = 60 – 69% (below average work)
F = below 59% (failing work)

In grades K-1 effort grades and skill level will be indicated. No letter achievement grades will be given. Both systems are a good way for parents to be informed and understand the quality of work expected by the teacher.

HEALTH INFORMATION

Students with crutches and/or cast, please review the Nursing Services information on our website for further instructions.

BLOCK C AWARD

Please see website for more information.

MOVING

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 in person within five days. If you are found to be out of the Clovis Unified School District or the Clovis Elementary School attendance area and have not notified the office, your child can be immediately withdrawn and your request for an intra or inter district request for your child to remain at Clovis Elementary School can be denied. All financial obligations must be cleared before leaving. **All financial obligations will follow a student/family through 12th grade.**

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 two 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 and textbooks, and pay any fines or loans.

NEWSLETTERS

A Weekly Calendar is sent via Peachjar *every Friday for the following week*. Hard copies are available in the main office. Additionally, voicemails regarding upcoming events will be sent throughout the year.

PTC

Please consider joining our Parent Teacher Club. 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 weekly calendar and scheduled the 2nd Tuesday of every month, 3:30 pm in the Library. Contact the school should you need more information.

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) serves as a liaison between school and the neighborhood community. It advises the principal regarding budget, program, and staffing decisions and receives specific issues on making recommendations to the principal. Committee members are voted in by either parents or by the Clovis Elementary staff.

SCHOOL ASSESSMENT REVIEW TEAM (SART)

School Assessment Review Team (SART) is a team of parents and staff who meet quarterly to provide a forum for school communication among all groups in the school community. The committee also coordinates the annual SART Parent Survey and selects a site representative for the district and area level of the SART process. The team evaluated school programs and their effectiveness and makes recommendations. We encourage all parents to join us at the SART meetings once a month.

PARENT VISITATIONS

Parents are welcome and encouraged to visit the school. Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers will **not conference** with parents **during class time**. In the interest of safety, **all visitors must check in at the office upon arrival at school and prior to visiting a classroom. All visitors are required to wear a visitor or volunteer badge.** All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe and secure environment for our students.

PARENT TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents may **not confer with teachers during class time**. If canceling 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.

PARTIES

Clovis Elementary students will have **three (3)** classroom sponsored parties during the year. (1) Winter Holiday, (2) Valentine's Day, and (3) End of year. **We do not ALLOW student birthday parties at school**. However, an especially nice way to acknowledge your child's birthday at school is to donate a special book that can be read to your child's class and become part of the classroom library. Parents may not bring food to cafeteria for classroom. This would include any form of food being brought to the cafeteria for a specific classroom during lunchtime. **Balloons are not allowed in the classroom or on school buses**. No deliveries are allowed to the main office and classrooms. This includes but not limited to: floral, stuffed animals, balloons, etc. **Limousines are not allowed in the school parking lot.** **However, they are allowed to park on Armstrong Avenue.**

ALL SCHOOL FUND RAISERS

K – 6TH grade students will have the opportunity to participate in **two all school fundraisers**. The first will be the Jog-a-Thon in the Fall and the second will be a cookie dough sale in the Spring. Watch for more information in the school newsletter. PTC will hold fundraisers throughout the year as well.

SAFETY

Due to security concerns, classrooms may not be opened after teachers have left the campus. Students are responsible for gathering all necessary belongings/homework prior to leaving the classroom. Please notify the office staff or an administrator 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 cross walks 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 and go straight home. Speak with them about using the traffic signals. If your child is a bike rider, review all bike safety rules including the ones mentioned for walkers. Remind your child to wear a helmet at all times. **Students may NOT cross parking lot without adult supervision.**

SCHOOL BUS

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, being quiet when the lights are on, respecting each other, following all bus driver directions, exiting the bus and going straight home. In addition, parents need to provide **supervision for the children at the bus stops**.

SCHOOL MEALS

Breakfast and lunch is available at Clovis Elementary School. To eliminate the possibility of lost money, **students are to turn in their lunch money in the morning in the cafeteria before the bell rings**. Applications for free/reduced meals are available in the school office. The cost of breakfast is \$1.00 and lunch is \$2.25. There will be **no charging** for breakfasts or lunches. If your child does not have a cold lunch or lunch money, **the school is not responsible for providing your child with a lunch**. Students go out for a 20 minute recess and then have 30 minutes to eat lunch. At the end of their 30 minute lunch, they are dismissed back to classrooms from the cafeteria. **Stay up-to-date on your child's account balance via Parent Connect/Zangle.**

VOLUNTEERS - Megan's Law Clearance

A key part of Clovis Elementary's total plan is community involvement. Volunteers are needed in the classroom to make instructional materials and help the classroom teacher by copying or running small errands around school. The volunteer program is limited only by the imagination of the community. If you are interested or want to learn more about our parent volunteer opportunities please come by the school office or visit your child's teacher. **Parents / guardians wishing to volunteer in the classroom or on field trips must complete a volunteer form two (2) weeks prior to volunteering. This form needs to be completed each school year and cleared through the Megan's Law website.**

BELL SCHEDULE / SCHOOL HOURS

Grades 1st - 6th

Mon., Tues., Thurs., Fri.	8:25 AM – 3:15 PM
Wednesdays – Early Release	8:25 AM – 1:45 PM
Kindergarten Mon.– Fri.	8:05 AM - 1:15 PM

GOVERNING BOARD

Jim Van Volkinburg, Board President
Elizabeth "Betsy" Sandoval, Board Vice President
Ginny Hovsepian, Board Clerk
Sandra A. Budd, Board Member

Steven G. Fogg, M.D., Board Member
Brian D. Heryford, Board Member
Christopher Casado, Board Member

