

Nelson Elementary School

2015-2016

Parent Handbook



“Making a Difference”

“At Nelson Elementary, we promote a nurturing environment that instills continuous learning. As a community of students, parents, and staff, we create a partnership to build every student’s success.”

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Jennifer Mau, Resource Teacher
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DISTRICT ADMINISTRATION

Janet Young, Ed.D., Superintendent
Carlo Prandini, Ph.D., Deputy Superintendent
Norm Anderson, Associate Superintendent
Michael Johnston, Associate Superintendent, Administrative Services
Steve Ward, Legislative Analyst/Government Relations
Barry Jager, Associate Superintendent, Human Resources & Employee Relations
Rosalie Baker, Assistant Superintendent, Clovis East Area
Steve France, Assistant Superintendent, Educational Services
Eimear O'Farrell, Ed.D., Assistant Superintendent, Clovis West Area
Robyn Castillo, Ed.D., Assistant Superintendent, Buchanan Area
Michael Clear, Assistant Superintendent, Business Services
Darin Tockey, Assistant Superintendent, Clovis North Area
Sylvia Borges, Assistant Superintendent, Clovis Area
Don Ulrich, Assistant Superintendent, Facility Services
Steve Adams, Administrator, Assessment and Accountability
Debbie Parra, Ed.D., Assistant Superintendent, Curriculum and Instruction
Robb Christopherson, Ed.D., Administrator, Curriculum and Instruction
Sharon Uyeno, Ed.D., Administrator, Curriculum and Instruction
Dan Resciniti, Chief Technology Officer
Kelly Avants, APR, Chief Communication Officer
Teresa Pafford, Administrator, Special Education Local Planning Area and Psychology Services

Information regarding the rights and responsibilities of all Clovis Unified School District parents and students is available on the District's web site at www.clovisusd.k12.ca.us. If you do not have Internet access and would like a copy of the *District Handbook of Parent and Student Rights and Responsibilities*, please contact the Nelson office at 327-7600. Hard copies of the handbook will be made available to parents upon request.

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

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For detailed information on Board Policies, please visit CUSD.com. For more information on Nelson school programs and procedures, or to get contact information for your child's teacher, please go to nelson.cusd.com.

SCHEDULES AND ATTENDANCE

The complete calendar for the school year 2015-2016, including holidays and Elementary Conference Day, can be viewed anytime on the CUSD.com website under "About Us" and "Calendars."

BELL SCHEDULE

Monday - Friday

AM Kindergarten.....8:00 AM – 11:30 AM
PM Kindergarten.....11:30 AM – 3:00 PM
Grades 1-6.....8:10 AM – 3:00 PM
Lunch (Grades 1-6).....11:35 AM-12:25 PM

Wednesday – Early Release

AM Kindergarten.....8:00 AM – 10:45 AM
PM Kindergarten.....10:45 AM – 1:30 AM
Grades 1-6.....8:10 AM – 1:30 PM
Lunch (Grades 1-6).....11:35 AM-12:25 PM

ARRIVAL/DISMISSAL

Students not riding a bus or walking to school should be **dropped off no earlier than 7:50 AM and picked up at 3:00 PM** unless involved in a supervised, before or after school activity. School is in session from 8:10 AM to 3:00 PM. Morning Kindergarten is in session from 8:00 AM to 11:30 AM and Afternoon Kindergarten from 11:30 AM to 3:00 PM.

EARLY RELEASE DAYS

Every Wednesday is Early Release Day. **Every Wednesday, school ends at 1:30 PM for students in PM Kindergarten and grades 1-6. A.M. Kindergarten dismissal is 10:45 AM.**

PERFECT ATTENDANCE

To qualify for perfect attendance, your child must be in school every day and have no unexcused tardies.

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 or a phone call from the parent or guardian explaining the reason. For your convenience, you may clear absences via email through the Nelson Website. **All absences must be cleared within 24 hours after the occurrence.** Uncleared absences are considered truancies. Excessive absences/tardies may result in referral to a School Attendance Review Board (SARB) meeting.

TARDINESS

When your child is late, he/she must report to the school office before going to class. This is necessary to prevent your child from being marked absent when he/she is actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of the other children. We ask that parents make every effort to have their child(ren) to school on time. Please be sure to read the section below which outlines the discipline policy related to tardies.

MOVING

A student's school assignment is based upon the residence of the parent or legal guardian. If you move, you must notify the school within five days. If you are found to be out of the Nelson attendance area and have not notified the office, your child can be immediately withdrawn and a request for an intra- or inter-district transfer for your child to remain at Nelson may be denied.

PICKING UP STUDENTS EARLY

For the safety of your child, parents need to pick up students from the main office and must sign them out. Upon returning, parents must also sign their children back into school. Students are not allowed to walk out to the parking lot unescorted and without first being signed out in the office.

PERSONS AUTHORIZED TO PICK UP STUDENTS

Students may be signed-out of school only by those people who have been specifically authorized, by parents with legal custody or legal guardians, on the Student Release Authorization forms. If you need to add or change Authorized Release contacts at any time during the school year, you will need to fill out a new information card in person at the main office.

WRITTEN PERMISSION

Any request for permitting your child to leave early, go home with another pupil, or deviate from the regular mode of transportation must be written and signed by the parent. This note needs to be submitted to the teacher or the office before departing from school.

All Grade Levels

- Excused Tardy: Must have a doctor's note or phone call from parent
- Unexcused Tardy: Anything without a doctor's note or phone call

Consequences for unexcused tardies:

- Tardy #1 – Personal Accountability (PA) Check
- Tardy #2 – Parent Contact by Teacher, Teacher-Student Conference and PA Check
- Tardy #3 – Parent Contact by Administrator & PA Check **
- Tardy #4 – Parent Contact by Administrator & Lunch Detention *
- Tardy #5 – Office Referral #1 & Parent Contact by Administrator
- Tardy #6 – Office Referral #2 & Parent Contact by Administrator, and SARB referral

*Three or more unexcused tardies in excess of 30 minutes and/or absences result in a SARB referral.

**Three unexcused tardies will result in disqualification from Personal Accountability Activity.

COMMUNICATION

NEWSLETTERS

The *Roadrunner Review* is sent home every Thursday. We communicate school news and important dates through this newsletter. Please ask your student for this important newsletter each week. In addition, teachers send home monthly newsletters updating you about assignments, upcoming deadlines, and other important information.

STUDENT PLANNER

All students in grades 3-6 are given a semester daily planner in which they are to record assignments, homework, due dates and any other important information as communicated by their teacher or coaches. Help your child check the planner every day to stay on track in class. The planner should be carried to and from school every day. The habits established by this process are lifelong skills for successful living.

THE NELSON WEBSITE

The Nelson website (www.nelson.cusd.com) is full of practical information and pictures of Nelson events. On the site, you will be able to find email addresses for all staff members. This is an effective way to communicate with the office staff and your child's teacher.

CLASSROOM WEBSITES

Each teacher or grade level maintains a website on which you can find current assignments, helpful links for homework help, classroom news and information. You can find a direct link to these websites through the Nelson Elementary home page (www.nelson.cusd.com).

CLASSROOM REMIND APP

Some teachers use the Remind app to communicate with parents and students. The app allows teachers to text reminders, assignments, and messages directly to your cell phone. If your student's teacher uses Remind, they will provide directions on how to sign up.

PARENT CONNECT

Parents with children in grades 2-6 will be able to monitor their child's progress on the Internet. At the beginning of the school year, parents will receive a letter with a password to log-in to Zangle Parent Connect. This program allows parents to monitor grades, cafeteria accounts, and attendance. We are excited to be able to provide this resource to our parent community in an effort to increase home-school communication.

Kindergarten and first grade teachers are not recording grades in Zangle. Progress reports and report cards for all students (K-6) will continue to be sent home four times per year. *(K only sends home 3 times a year)*

CUSD TODAY

Clovis Unified publishes a monthly District newspaper with articles regarding District news, school events, and information helpful to parents. It is mailed directly to all CUSD families once per month and is financed by the advertisers in the newspaper. It is an excellent resource for information regarding national, state, and local education issues, as well as practical information to help all parents support their children in school.

FACEBOOK

Nelson Elementary uses a Facebook page to communicate with our community. Reminders, notices of events, and postings of student achievements can be found on our Facebook page. To find us on Facebook, search for Nelson Elementary Fresno.

TWITTER

We use Twitter to send out reminders of school events and due dates. On rare occasions, we have used Twitter for an emergency notification such as last-minute cancelled events. You do not need a Twitter account to receive our notifications. Simply text Follow NelsonCUSD or Follow NelsonSpanish to 40404 to start receiving text notices from the school. We only use it a few times per month. To stop receiving our tweets, text STOP to 40404.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

CHARACTER COUNTS!

The six pillars of Character COUNTS! (Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship) are infused into the education program at Nelson. These pillars serve as the guiding principles for student conduct.

DISCIPLINE

Nelson has a school-wide policy for behavior expectations. These expectations and school processes are clearly communicated to students and then practiced with the classroom teacher. Once students have practiced and are clear on the school-wide rules, they are held accountable for following school rules. The Roadrunner Rules generally cover most school-wide activity-

Students are expected to:

1. Keep their hands, feet, objects, and negative comments to themselves.
2. Follow directions given by all school personnel.

3. Always walk on campus unless on the blacktop or playground.
4. Show respect to all others at all times.

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and improving student achievement. Each class, under the direction of the teacher, will develop a set of classroom rules. These rules are posted in the classroom. Adherence to these rules, and redirection of students when necessary, will be through the Thinkery process. Students will be asked to reflect on their behavior, sometimes in a different classroom, make a new plan to get back on track, and then return to learning. If they do not correct their own behavior, they will then be referred to the office.

Nelson also maintains a school-wide accountability incentive program. Nelson's Personal Accountability (PA) program recognizes students each quarter who have demonstrated personal accountability and outstanding character. Personal Accountability criteria are sent home with each student and are also explained in the classroom by the teacher at Back-To-School Night. At the end of each quarter, students who earn Personal Accountability will be eligible to attend a special activity. Periodically throughout the year there will also be special activities and events designed to reward students who work hard and show good behavior. Any offense that leads to suspension or an office referral for a proven offense will result in the student being eliminated from special events and the Nelson Personal Accountability designated activity for that quarter.

ZERO TOLERANCE

Clovis Unified School District has a Zero Tolerance Policy applicable to battery, possession of a weapon, possession of any dangerous device, sale/possession of controlled substances, vandalism (\$100 or more), repeated mutual combat, robbery/extortion, gang-related incidents, hate-motivated behavior, and assault/threat of a school employee. Students committing any of these offenses will be immediately suspended and may be recommended for expulsion.

GENERAL RULES OF CONDUCT

- All students are expected to display courteous behavior at all times.
- Personal items, such as toys or electronic devices (Video Game Devices, CD Players, iPods, etc.) are not permitted at school.
- Gum, seeds, and candy are not allowed on the playground or in the classrooms. Candy brought from home with lunch must be eaten in the Cafeteria.
- Students are to walk (not run) in the hallways, on the walkways, and in the classrooms.
- Bicycles, skateboards, scooters, and rollerblades are not to be ridden on the school grounds, walkways or hallways at any time, including weekends, after hours, and vacations.

BUS CONDUCT

It is a privilege to ride the school bus. Appropriate behavior is expected at all times, including at the bus stop. When a student violates a District bus regulation, the bus driver will report the incident to the Principal or GIS. Student and parent contact will be made. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time.

Bus Violations include:

1. Leaving the seat while the bus is in motion
2. Putting any part of the body out of the bus
3. Using profanity/vulgar language or gestures
4. Eating/drinking on the bus
5. Having dangerous object(s) on the bus
6. Not following proper bus procedures
7. Being defiant or needing constant correction
8. Fighting
9. Damaging or defacing the bus
10. Making unnecessary noise or commotion

DRESS CODE

Clovis Unified maintains a student dress code to provide a safe school environment targeted at learning. Dress or grooming that draws undue attention detracts from the educational process and is, therefore, unacceptable. For a complete listing of Board Policy A.R. No. 2105 please refer to <http://www.cusd.com/board/policies.htm>, or stop by the school office.

A few helpful reminders:

- Shorts are to be worn no shorter than six inches above the top of the kneecap, but no shorter than mid-thigh.
- Shorts are to be hemmed and not form-fitting.
- Athletic Shorts (with or without pockets) are not allowed.
- Dresses, skirts, and skorts are to be worn no shorter than four inches above the knee.
- Tank tops, muscle shirts, or sleeveless shirts are not acceptable for male students.
- Shoulder straps on tops worn by females must not be less than two inches in width, and any apparel determined to be too revealing is not acceptable.
- Halter-tops and bare midriffs are not acceptable for school wear.
- Flip-flops or beach-type footwear are not acceptable. Shoes must have a back strap.
- Excessively baggy or oversized pants/shorts are not allowed. Pants must be worn with a belt and at the waistline.
- No earrings on males.
- Students may not wear makeup as it brings undue attention causing disruption.
- Oversized clothing that presents a safety concern or reflects a gang style image is not acceptable.
- Hair that draws undue attention is not acceptable (**no mohawks, “faux hawks”, tails, partial shavings or designs, or unnatural coloring**).
- Military, paramilitary, or military-style camouflage attire will not be permitted.
- No displays of violence, hate, skulls/skeletons, inappropriate advertising, anti-school, or professional sports logos are allowed on any clothing or personal materials
- The outermost garment of clothing will be measured for compliance of width and length.

“NO LOVE” AT NELSON

Boyfriend/girlfriend relationships that involve holding hands, kissing, hugging, or other visible signs of overt affection should not occur at school. There will be plenty of time for these types of relationships when students grow older. The emphasis at Nelson will be on learning and developing appropriate social relationships with all students.

CELL PHONES

Students may not use cell phones during the school day (7:50 AM – 4:10 PM). In the case of an emergency, students are allowed to use the classroom/office telephone with the permission of the teacher or office personnel. Students found using cell phones will receive a warning for the first offense. Subsequent offenses shall result in disciplinary action. Furthermore, the cell phone will be taken from the student and held by the GIS or Principal in the office for the parent or guardian to retrieve.

GRADING AND STUDENT AWARDS

GRADES In grades K-1 effort grades and skill level will be indicated. No letter achievement grades will be given. State Education Code states clearly that the only person that may assign a grade for a student is that student's teacher. Grades may not be altered or changed by anyone other than the student's teacher.

Students in grades 2-6 are graded utilizing the A, B, C, D, F criteria. Teachers calculate grades on the following percentage basis:

A = 90 – 100% (excellent work)

D = 60 – 69% (below average work)

B = 80 – 89% (above average work)

F = below 59% (failing work)

C = 70 – 79% (average work)

AWARDS AND HONORS

At each quarterly awards ceremony, students are recognized for their effort and achievement. The following awards are earned monthly, but presented at awards assemblies:

Student Recognition Program

Honor Roll Award {3 rd -6 th }	Students earning this award must achieve one of these overall Grade Point Averages quarterly: 4.0 to receive Principal's Honor Roll, 3.5-3.99 to receive High Honors and 3.0-3.49 to receive Honor Roll
Student of the Month {K-6 th }	Monthly, one student (primary/sp.ed.) and two students (upper grade) are selected by each classroom teacher as Student of the Month. These are students who have demonstrated good behavior, worked hard, and have been a good example for others to follow. Presented at Quarterly Awards Assembly.
Character of the Month {K-6 th }	This award is presented at the Quarterly Awards Assembly to the student who exemplifies the Character Pillar of the Month from the Character Counts Program.
Reader of the Month {K-6 th }	Selected by the classroom teacher and awarded in the Quarterly Awards Assembly to the student in their classroom who has shown the greatest progress in reading.
Writer of the Month {K-6 th }	Selected by the classroom teacher and awarded in the Quarterly Awards Assembly to the student in their classroom who has shown the greatest progress in Writing.
The Big Four Math Award {3 rd -6 th }	Students who master the 100 addition, subtraction, multiplication, and division fact sheets in three-three minute timed tests are awarded the Big Four Award certificate. These are given at the Quarterly Awards Assembly. Based on classroom performance on paper version at 3 Minutes.
Site Word Master Award {K-3 rd }	Students in first, second, and third are given a certificate after completing their grade level's site word list. These are given at the Quarterly Awards Assembly.
Vocabulary Master Award {4 th -6 th }	Students are given a certificate after student has shown understanding of their grade level's list. These are given at the Quarterly Awards Assembly.
Computer Lab Award {1 st -6 th }	All first, second, third and fourth grade students who complete their grade level standard for typing will be given the computer lab typing award at the Quarterly Awards Assembly. All fifth and sixth graders who meet a standard score on the computer vocabulary test and major projects will be given a certificate at the last Quarterly Awards Assembly.
Perfect Attendance Award for the Year {K-6 th }	Students in grades K – 6 are eligible for this award. The Perfect Attendance Award is given at the end of the year. A student must be present every day of the school calendar year or successfully complete an Independent study contract in order to receive the award and have no unexcused tardies.
President's Education Award Program 6 th Grade Only	This award is given to any exiting elementary school 6 th grade student who meets the criteria set for by the U.S. Department of Education, in partnership with the National Association of Elementary School Principals. These students will receive a framed certificate signed by the President and the secretary of Education and a Presidential Seal Pin. Student must have a GPA of 3.5 and score proficient or higher on state tests since 4 th grade.

District Physical Fitness Award	At the end of the year, those students who meet the District standards for Fitness will receive an award. Certificates will be given in class.
Special Awards	Occasionally, local businesses donate certificates for our awards assemblies and incentive programs. Some examples are: Baskin-Robbins, Me-N-Eds, McDonald's, MiMi's Café, Wahoo's, Cold Stone, Elephant Bar, Red Robbin, John's Incredible Pizza and In-and-Out.
Parents Notes	Parents will be notified when their son/daughter has been selected so that they may attend the awards assembly.

Block "N" Award

The Block "N" award is the highest award a student may earn at Nelson. The Block "N" is available to fourth, fifth, and sixth grade students, and is awarded at the end of each semester. The criteria for this award is designed to recognize students who exemplify the qualities that Nelson hopes to foster in all of its students, namely: (1) the desire for self-improvement: (2) dedication and commitment in reaching for goals: (3) concern for and service to others: and (4) the willingness to be a positive role model to others. Individuals earning this prestigious award will receive a Block "N" plaque. Block N criteria forms will be passed out to all upper grade students during the first week of each semester.

Nelson Personal Responsibility Program

The Nelson Personal Accountability Program (PA) provides for a reward at the end of each quarter in recognition of those students who have demonstrated appropriate personal responsibility. Criteria for earning the Personal Responsibility reward will be explained at Back-To-School Night.

Personal Accountability Reward Elimination Criteria

A total of three or more penalty points in any category. A total of five or more penalty points in all areas. Any Suspension. Severe Clause: Student may be eliminated at Administrative discretion.

Criteria for these awards will be handed out to students at the beginning of each semester and discussed with parents at Back-to-School Night. Teachers will contact parents to inform them if their student will be receiving an award.

ACCELERATED READER (AR) REQUIREMENT PAGE

Nelson Accelerated Reader Program 2015-2016

Incentives Must be met by end of semester (unless otherwise indicated) to earn incentives. No extensions will be allowed.	Point Totals by Grade Level					
	1 st Gr.	2 nd Gr.	3 rd Gr.	4 th Gr.	5 th Gr.	6 th Gr.
Book Beads: A book bead will be earned each time students increase their point totals by the following amounts. Must have your chain to receive a book bead.	2 pts.	3 pts.	5 pts.			
Minimum Points Required for Academics ***4 th - 6 th Grades ONLY***				18 pts. per quarter w/80% comprehension	18 pts. per quarter w/80% comprehension	18 pts. per quarter w/80% comprehension
Donut Breakfast (per semester)	1 st Semester DRA Level 8 2 nd Semester DRA Level 16	25 pts. with 80% comprehension	36 pts. with 80% comprehension	36 pts. with 80% comprehension	36 pts. with 80% comprehension	36 pts. with 80% comprehension
Reading Medallion (per semester)	1 st Semester DRA Level 10 2 nd Semester DRA Level 18	25 pts. with 80% comprehension	36 pts. with 80% comprehension	40 pts. with 80% comprehension	45 pts. with 80% comprehension	45 pts. with 80% comprehension
Lunchtime Pizza Party (per semester)	Top 5 Readers in Each Grade Level					
Points Required for Co-Curricular & Sports Participation ***By 3:15 each Thursday***				1 pt. per week	1 pt. per week	1 pt. per week
Each semester the top 5 readers in the entire school will go to lunch with Ms. Matson and Mrs. McBrien.						

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Nelson offers a full range of co-curricular activities in sports and the arts. Our co-curricular program is aimed at developing well-rounded students. “Winning” is secondary to this goal. It is important that parents and students understand that participation is allowed only for those students who meet the following criteria:

- “C” average on the last report card or progress report with no “F’s”
- Proper classroom/playground behavior and citizenship. Suspensions from school will result in a period of “non-privilege” (no participation) for 10 days upon return from suspension.
- The minimum required amount of Accelerated Reader points for the week/quarter.

In addition, students participating in co-curricular activities automatically agree to comply with guidelines in accordance with the *Code of Participation*. All participating students will be expected to review and sign the *Code of Participation*. Parents must also review and sign the *Code of Participation* prior to their child(ren) participating in any co-curricular activities. On the next page you will find a list of co-curricular activities in which your child(ren) may participate at each grade level.

Grade Level Co-Curricular Activities						
Grade	1	2	3	4	5	6
Activity	Personal Responsibility activities, Intramurals, Destination Imagination	Personal Responsibility activities, Intramurals, Destination Imagination, Peach Blossom, ECL	Personal Responsibility activities, Intramurals, Destination Imagination, Peach Blossom, ECL, Track	Personal Responsibility activities, Intramurals, Destination Imagination, Human Relations/PASA, GATE (must meet eligibility criteria), History Day, Science Fair, Oral Interpretation, Cheer, Drama, Robotics, Student Council, Concert Choir, Manage all sports, Cross Country, Wrestling, and Track	Personal Responsibility activities, Intramurals, Destination Imagination, Human Relations/PASA, GATE (must meet eligibility criteria), History Day, Science Fair, Oral Interpretation, Cheer, Drama, Robotics, Student Council, Concert Choir, Band, Orchestra, all sports, and, Pentathlon	Personal Responsibility activities, Intramurals, Destination Imagination, Human Relations/PASA, GATE (must meet eligibility criteria), History Day, Science Fair, Oral Interpretation, Cheer, Drama, Robotics, Student Council, Fashion Show, Sonora, Wild Water (6 th grade end of the year party), Concert Choir, Band, Orchestra, Pentathlon, and all sports

STUDENT SAFETY AND WELLNESS

SAFETY CONCERNS

Please notify the office staff or an administrator if you have any safety concerns that may impact the well-being of our students. Please remind your child to follow all safety rules. If your child is a walker, discuss the walking route he/she will take, including using the crosswalks only when crossing the street. Advise your child to walk with a friend and go straight home after school. Speak to him/her about using the crossing guards and obeying traffic signals. If your child is a bike rider, review all bike safety rules including the ones mentioned for walkers. Students riding bikes, skateboards, and scooters to school must wear a helmet as is required by law. In addition, **bikes, skateboards, rollerblades, and scooters should never be ridden on the school campus.**

SCHOOL MEALS

Breakfast and lunch are available at Nelson Elementary School. To eliminate the possibility of lost money, **students or parents are to pay for their meals in the cafeteria.** Applications for free/reduced meals are available in the school office. Please note: parents are expected to pay for school meals until the application for free/reduced meals is approved. The cost of breakfast is \$1.00 and lunch is \$2.25. There will be **no credit** 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.

LOST AND FOUND

Students often lose their coats, jackets, and lunch boxes. It helps if personal belongings are clearly marked on the inside label with your child's name so that your child can identify his/her articles easily. Students may claim lost items by checking with their teacher and then checking the lost-and-found box in the cafeteria. Periodically, unclaimed items are given to a charitable organization.

PETS / ANIMALS ON CAMPUS

Per Board Policy, pets/live animals are not allowed on CUSD campuses. Dogs are not to be on campus. This is a health and safety issue for all. The only exception is a certified service animal.

SCHOOL NURSE – SCHOOL HEALTH SERVICES ASSISTANT

A school health services assistant (H.S.A.) will be in the health office 5 days a week. The H.S.A. will contact parents regarding illness and injuries that occur during the school day. All health services assistants have CPR/First Aid certification. A school nurse is on campus as needed to provide the following services:

1. Complete mandated vision and hearing testing, ensure students obtain mandated first grade physicals, complete color vision screening for kindergarten boys, arrange for dental screening, ensure students are adequately immunized, and complete special education evaluations.
2. Provide health education resources for school staff, and advise staff regarding health related conditions and/or hazards.
3. Maintain all health records for students
4. Contact parents regarding health problems and excessive absences.
5. Train and supervise unlicensed staff in specialized health care procedures, medications, and emergency care plans.
6. Direct communication with primary health care providers regarding individual health issues and potential impact on learning.

You may leave a message with the school's HSA if you would like to have the school nurse contact you.

FIRST AID, ILLNESS, INJURIES

- If a student becomes ill or injured at school, he/she will receive every care and consideration.
- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school or has a rash of unknown origin.
- Injuries which occur at home should be cared for at home.
- The nurse is available to consult with parents regarding health problems. Please leave a message with the Health Aide and the nurse will contact you.
- After an extended illness, or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
 - a. Illness with a fever of 100.4 or greater
 - b. Illness affects your child's ability to participate in class.
 - c. Vomiting/diarrhea
 - d. Fever of 100.4 or greater within the last 24 hours
 - e. Initiation of antibiotics within the past 24 hours
 - f. Has a sore throat, particularly if accompanied by headache and/or upset stomach. These symptoms could indicate strep throat.

In an emergency a parent will be contacted, so it is very important that the Health Office has up-to-date phone numbers of parents/guardians.

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. If you have not yet provided the school with proof of the physical, please drop off the completed CHDP form to the nurse as soon as possible.

HEAD LICE POLICY

Clovis Unified School District operates on a no nit policy. Under this policy, students will be sent home if evidence of head lice is found. A student may not return to school until he/she has been treated and his/her hair and scalp are free of nits and lice. The student must check in with the school health services assistant or the office staff before he/she returns to the classroom.

MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, Inhalers, etc.) must be checked through the nurse's office. Students may carry inhalers with written permission from the physician and after checking with the nurse.

- CA Education Code Section 49423 requires that medication to be taken during the school day must be presented with:
 - A **written** statement from the **physician** detailing the name of the medication, amount, method and time schedules by which the 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
 - The medication must be **clearly labeled** and sent to the school in the original container from the pharmacy.
- The Health Office does not keep medication for general student use.
- The "**Medication at School**" form is available in the school nurse's office. It is also available on the District Web Site under Departments, Nursing, Medication at School Form.
- **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.**

CHILD PROTECTIVE SERVICES

It is important for parents to know that all school personnel are "Mandated Reporters" of child abuse, including custodians, bus drivers, aides, etc. This means that should a staff member observe, hear, or be informed of any "reportable" information, they must report it to Child Protective Services (CPS). Failure to report leaves a staff member liable and could potentially result in the loss of his/her job. CPS will choose whether or not to investigate, and will make a determination if further investigation is warranted.

PHYSICAL EDUCATION EXCUSE

If a child is to be excused from P.E. for more than a 3-day period, a doctor's excuse is required.

PARENT INVOLVEMENT

Parent involvement is critical to the success of any school. Parents are encouraged to become involved in the many opportunities available to them at Nelson. Below is a partial listing of how parents can team with the school as vital partners in their child's educational success.

- **PARENT VISITATIONS**
Parents are welcome & encouraged to visit the school. Visits ***MUST*** be scheduled with the teacher in advance. In the interest of safety, ***ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ARRIVAL AT WHICH TIME A TEMPORARY I.D. BADGE WILL BE ISSUED AND MUST BE WORN DURING THEIR STAY.*** No drop-in classroom visits are allowed during the school hours. Parents wishing to speak to teachers can arrange conferences by calling the office or emailing the teacher. (For further volunteer and school visits clarification, see Board Policy 9202 & 9212).

- **VOLUNTEERS**

Volunteers are always needed in the classroom to make instructional materials and help the classroom teacher by copying or running errands around school. **Volunteers must complete a CUSD Volunteer Form and provide picture identification at the front office prior to volunteering. The form must be completed for every school year.** If you want to learn more about parent volunteer opportunities please come by the school office or talk with your child's teacher. All chaperones must complete a CUSD Volunteer Form prior to school field trips.

- **PARENT TEACHER CLUB (PTC)**

Please consider joining our Parent Teacher Club (PTC). Your support ensures participation in an organization that provides our students with activities and raises money for special purchases for the school. Meetings are announced in the *Roadrunner Review* and are held the second Tuesday of each month. Should you need more information, please contact the school.

- **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 levels of the SART process. We encourage all parents to join us at the SART meetings.

- **INTERCULTURAL AND DIVERSITY ADVISORY COUNCIL (IDAC)**

Intercultural and Diversity Advisory Council (IDAC) is a team of parents and staff who meet quarterly to review the goals of the Cultural Competency Task Force for Improving Student Performance that includes 1) focus on student achievement; 2) staff development; 3) hiring practices; and 4) community outreach.

- **SCHOOL SITE COUNCIL (SSC)**

School Site Council is composed of elected parents and school personnel and is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement (SPSA), which includes the categorical program budget. SSC meets at least four times yearly.

- **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

The ELAC is composed of Nelson staff members and parents of English Learners. Members learn more about school programs, provide input, and make recommendations to the principal, staff, and SSC regarding services for English Learners. The Committee meets four times per year (quarterly).

PARENT-TEACHER CONFERENCES

Teachers are available for conferences either in person, by email, or by phone. Conferences may be scheduled by calling the teacher. If cancelling a conference appointment, please call at least 24 hours in advance. Parents will be invited to attend a parent-teacher conference in October/November to discuss student progress.

PARTIES

Nelson students will have three classroom sponsored parties during the year: Winter Holiday Party (day before Winter Break), Valentine's Day Party and End of the Year party (last day of school). **These parties will be conducted during the last 90 minutes of school from 1:30-2:30 PM and Year End party from 12:30-1:30 PM.** We do not allow birthday parties at school. However, a treat at the end of the day may be arranged with a student's teacher. A nice way to acknowledge your child's birthday at school is to donate a special book to the Nelson Library. The donated book will have a sticker placed in the front noting the contribution on behalf of the student's birthday.

TELEPHONE

The office will **not** transfer calls to classrooms. The morning is “protected” academic time and phone interruptions interfere with learning. We will take a message for the student and make sure the student receives the message. Student use of school phones will be reserved for emergencies only. Nelson is charged for every phone call made.

SUPPLIES

Most basic student supplies are provided at school. However, often teachers will suggest a few items that are helpful and an added convenience to the student. Students are responsible for the care of the textbooks and other non-consumable items issued to them. Students are responsible for replacing all lost books.

FIELD TRIPS

Any field trips will be standards-based to enhance student learning. Teachers at each grade level work together to select and plan field trips for their students. An approved permission slip must be signed by a parent before a student can go on a field trip. Telephone permission is not allowed. If a parent plans to chaperone, a volunteer form must be one file. Please check with the main office for the proper volunteer application.

TITLE I PARENT INVOLVEMENT POLICY AND SCHOOL COMPACT

Annually, the Title I Parent Involvement Policy and School Compact is developed between parents and staff among the various parent committees. The compact describes all stakeholders’ commitment to providing a high quality educational experience for all students. A copy of the Nelson Title I Parent Involvement Policy and School Compact can be found in the front office.

DATES TO REMEMBER

August 24, 2015	First Day of School
September 7, 2015	Labor Day – School Holiday
August 27, 2015	Back-To-School Night
October 23, 2015	End of 1 st Quarter
October 30, 2015	Elementary Parent Conference Day – No School for Elem. Students
November 2, 2015 and January 4, 2016	Staff Development Day – No School for Students
November 11, 2015	Veteran’s Day – School Holiday
November 23-27, 2015	Thanksgiving Break
December 21-January 1, 2015	Winter Break
January 22, 2016	End of 2 nd Quarter
January 18, 2016	Martin Luther King Jr. Day (Observed) – School Holiday
February 8, 2016	Abraham Lincoln Day – School Holiday
February 15, 2016	George Washington Day – School Holiday
April 1, 2016	End of 3 rd Quarter
March 21-28, 2016	Spring Break
April 15 – May 19, 2016	STAR Testing Science 5 th Grade Only
May 6, 2016	PTC Carnival
March 8 – June 7, 2016	SBAC Testing Grades 3-6
May 30, 2016	Memorial Day – School Holiday
June 10, 2016	End of 4 th Quarter/Last Day of School



CUSD CATEGORICAL FUNDING PROGRAM
INFORMATION
FOR THE 2015-2016 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 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 reflecting the overall program. At the district level parent committees provide input into each 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 Council or Committee, 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/specialprojects>. 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.

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 and 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 SAC and DAC is an advisory committee for the purpose of advising schools and district regarding compensatory education programs. 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.

Local Control Accountability Plan (LCAP): The LCAP is an important component of the Local Control Funding Formula (LCFF). Under the LCFF all districts are required to prepare a LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to EC Section 52060(d). Each school district must engage parents, educators, employees and the community to establish these plans. Parental and community engagement of all stakeholders is critical to the development of the district LCAP. CUSD continues to work with all stakeholder groups in holding various district and school committee meetings and forums designed to gather information on various specific areas of importance.

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 to 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. This reservation requirement is not formula driven.
4. **Title I, Part C (Migrant Education Program):** A federal-funded program focused on providing services for migratory students and their families.
5. **Title I, Part D: Local Neglected and Delinquent Programs:**
A funded program that serve students who are neglected, delinquent, or at-risk; including programs involving collaboration with locally operated correctional facilities.
6. **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.

7. **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.
8. **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 Special Projects @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

