

MESSAGE FROM THE PRINCIPAL

On behalf of the faculty and staff, welcome to Bud Rank Elementary, Home of the Ravens. We look forward to working in partnership with you to provide the best education possible for your children. The Bud Rank program reflects our belief in high standards and high expectations in the Clovis North 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 in maintaining a tradition of excellence at Bud Rank Elementary. We are eager to work with you and your children to make this a rewarding and productive year!

BELL SCHEDULE

Kindergarten Regular Schedule
AM Session 8:15 – 11:45 AM
PM Session 11:45 – 3:15 PM

Wednesday Early Release
AM Session 8:15– 11:00 AM
PM Session 11:00 – 1:45 PM

Grades 1-6 Regular Schedule
School Starts 8:25 AM
School Ends 3:15 PM

Wednesday Early Release
School Starts 8:25 AM
School Ends 1:45 PM

ARRIVAL AT SCHOOL

Students should not be on campus prior to 8:05 AM unless in a supervised program such as Campus Club, GATE, Drama, etc.

EARLY DISMISSAL

Every Wednesday is early dismissal. School is dismissed at 1:45 PM every Wednesday. Students in afternoon kindergarten are dismissed at 1:45 PM. Morning Kindergarten dismissal is at 11:00 AM.

ATTENDANCE/ABSENCES

If your child is absent from school for any reason, please call the school office each day of absence or send a note stating the reason when your child returns to school. You may also clear absences on-line at: budrank.cusd.com. All absences must be cleared within five days after the occurrence. Uncleared absences are considered unexcused and truant. Students who are *physically present* in the classroom every day are eligible for “Perfect Attendance” awards and Block BR.

TARDINESS

If your child arrives to school after 8:25 AM, he/she must first report to the office to obtain a tardy slip to be given to the teacher. Five or more absences or tardies is considered excessive and will result in a letter from Student Services and School Attendance. Being tardy prevents your child from receiving critical instruction and interrupts the learning process of other children. For this reason, repeated tardiness (truancy) will result in a letter being sent home to the parents. Habitual tardiness will be referred to the Bud Rank Student Attendance Review Board (SARB).

INDEPENDENT STUDY

Students who will be absent from school for five or more days need to be placed on an Independent Study Contract. This contract must be signed by parents prior to the student leaving school. All assignments must be completed and returned on the day the student returns. Please give your child’s teacher at least 48 hours advance notice to prepare the work and contract. A packet that is not turned the first day back to school will be deemed incomplete and the student will receive an unexcused absence on their attendance record. Students who are independent study are not eligible for perfect attendance awards.

RELEASE OF CHILDREN DURING SCHOOL HOURS

When picking up students from school during school hours, all parents must sign their children out in the office. **Children will not be released to anyone not listed in the computer system.** Parents with

court ordered custody should 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 hour to avoid class disruption. We ask parents to have their child back to school at the end of their normal lunch period. **Parents may only take their own children to lunch.**

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 within five days. If you are found to be out of the Clovis Unified School District or the Bud Rank 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 Bud Rank can be denied. All financial obligations must be cleared before leaving.

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, uniforms and pay any fines or loans.

DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, sunflower seeds and playthings to school except by special permission from the teacher. These include but are not limited to, electronics, trading cards and balls. Toys can also pose a safety hazard for children and staff. Teachers may take such items from students and hold them for the parent to pick up.

SCHOOL MEALS

Breakfast and lunch are available at Bud Rank Elementary School. To eliminate the possibility of lost money, students are to turn in their money in the morning in the cafeteria or to their teacher before the bell rings. **No money will be accepted in the lunch line.** Applications for the meal program are available on-line. The cost of breakfast is \$1.00 and lunch is \$2.25. Students who forget their lunch money are given an alternative meal (cheese sandwich and milk) after the second charge and until their lunch accounts are brought up to date.

CELL PHONES

Cell phones must be turned off and in student’s backpacks until the end of the day. **Students may not use their phones during school hours.**

TELEPHONE

The office will **not** transfer calls for a student into the classroom. In an emergency situation we will take a message to the student promptly. Please be sure to make arrangements with your child as to when and where you will be picking them up after school. This will cut down on telephone usage after school in the office.

PARENT VISITATIONS

Parents are welcome and encouraged to visit the school, but must follow proper procedures to ensure child safety. 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, secure environment for our students. Parents wanting to visit special education classrooms must contact the Clovis North Area Program Specialist, Lisa Fiorentino.

LOST AND FOUND

Many articles become lost or are left unclaimed during the course of the year. 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. Children may claim lost items by checking with their teacher or checking the lost and found bin in the cafeteria. At the end of each quarter, unclaimed items are given to a charitable organization.

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 or recess 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.

VOLUNTEERS AT BUD RANK

A key part of Bud Rank Elementary's total plan is community involvement. Volunteers are needed in the classroom to make copies of instructional materials and help the classroom teacher. If you are interested please talk to your child's classroom teacher regarding how you can volunteer in the classroom. All volunteers must conform to CUSD guidelines by submitting a volunteer application and picture ID to the school office each year. Volunteers should adhere to the CUSD dress code when volunteering in the classroom and obtain a volunteer badge from the office before going to the classroom. Please do not bring small children with you to volunteer.

FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not allowed. Students may be charged reasonable fees for transportation or asked for a donation to cover expenses, but no student shall be denied participation for financial inability. Collection of money for field trips must be paid in advance; therefore it is very important parents pay attention to the deadline for the permission slip and money needed for the trip. Students must be clear of all financial and library obligations to participate in field trip activities at the end of the year. Chaperones for all field trips must adhere to CUSD guidelines for dress code and fill out the CUSD volunteer application. 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. See also medication at school.

COMMUNICATION

Communication is a top priority for the staff at Bud Rank Elementary School. Bud Rank uses several different types of media to inform parents and the community of upcoming events at the school site. The Raven Reporter is emailed every Friday and can be accessed on our website. In addition, newsletters are sent home by the teachers. Bud Rank has a website that can be accessed at: www.budrank.cusd.com. The web site includes e-mail addresses for all teachers and administration at Bud Rank Elementary School. We also use Remind Text, which uses texting to send out information. Join by texting @budrank to 81010.

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 support of special purchases for the school. Meetings are the 2nd Tuesday of every month in the evening.

Meetings are announced in the school newsletter and marquee. PTC information is sent home at the beginning of each school year and can also be found through a link on the school website.

IDAC COMMITTEE

The district has developed a parent Intercultural and Diversity Advisory Council (IDAC) which assists the district in monitoring progress toward promoting positive human relations. Bud Rank has established an IDAC Committee which will meet quarterly with the principal to provide input regarding human relations concerns and promoting a positive school climate and programs at Bud Rank.

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 evaluates school programs and their effectiveness and makes recommendations. We encourage all parents to join us at the SART meetings once a quarter.

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 cross walk 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. 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 and lock their bike.

BEFORE/AFTER SCHOOL PICK-UP AND DROP-OFF

Circle drive/curb areas designated for student pick-up and drop-off are designed to keep traffic flow moving during heavy traffic times before and after school. Do not get out of your vehicle or leave your vehicle unattended on the curb during this time. Please follow Enter/Exit signs into all parking /circle drive areas. Handicapped spaces may only be used if you have a handicap sticker displayed on your vehicle. Children will be allowed to cross the parking lot or street only when accompanied by an adult. Please do not park in the RED BUS LOADING areas.

Students who are not picked up within 10 minutes of the dismissal bell will be brought to the office to wait for parents. We ask parents to come to the office and sign out their child if more than 10 minutes late for safety reasons.

EMERGENCY PROCEDURES

A plan of action has been established at Bud Rank that outlines specific action in the event that student safety is threatened. If a crisis situation exists this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year, drills are conducted to insure appropriate safe procedures for students and school employees. Emergency procedures are reviewed with staff each year in accordance with California law and the CUSD emergency procedure plans.

FOGGY DAY SCHEDULE

On foggy mornings, bus departures may be delayed. The announcement of a Schedule A- two hour delay or Schedule B – four hour delay will be broadcast over local radio stations and television Channel 18 starting at 6:15 AM. Therefore, if your student rides the bus their normal pickup time will be delayed accordingly. Even though buses are delayed, classes will start at the usual time.

STUDENTS STAYING AFTER SCHOOL

Only those students in Campus Club or students who are involved in after school activities supervised by members of our staff may remain after school. Students must have permission slips on file in order to participate. **Siblings are not allowed to wait for their older siblings involved in extra-curricular activities.** 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.

NURSING SERVICES

A school health services assistant will be in the health office 5 days a week/ All HSAs are CPR/First aid certified. Credentialed school nurses are on campus for the following: Mandated vision/hearing screening, special education and 504 health assessments, ensure immunizations are compliant with CA state law, provide health education resources for school staff, students and parents, maintain student records, contact parent/guardian regarding health problems and/or excessive absences, communicate with health care providers regarding health issues and impact on education (within HIPPA regulations), and develop health/safety plans for student with high risk medical diagnosis.

MEDICATION AT SCHOOL

- **ALL** medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked through the nurse's 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 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 health office.** Please review the policy carefully. 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.**
- **For Medical Support/Services for field trips and extra-curricular activities, see school nurse.**

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 always happy to consult with parents regarding health problems upon request.
- After an extended illness, or injury, the student should follow up with the school nurse for any needed care or accommodation.
- If your child has ONE of the following, he/she should be kept at home:
 - a. Illness affects your child's ability to participate in class.
 - b. Vomiting/diarrhea
 - c. Fever of 100.0 or greater within the last 24 hours
 - d. Initiation of antibiotics within the past 24 hours
 - e. A sore throat, particularly if accompanied by headache and/or upset stomach. These symptoms could indicate strep throat.

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. 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. Changing information on Parent Connect does not alert the health office.

RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Students 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 over 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).

HEAD LICE POLICY

Clovis Unified School district operates on a NO LICE policy. Under this policy, students will be sent home if evidence of head lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. The student must check in with the school nurse or the office staff before he/she returns to the classroom. Class checks are no longer part of district policy.

PHYSICAL EDUCATION EXCUSE

For grades 1st – 6th Physical Education will take place a minimum of 200 minutes every 10 school days. Refer to your child's classroom schedule for exact days and times. If a child is to be excused from P.E. for more than a 3 day period, a written doctor's excuse will be 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 direction for use and the student has been educated to use the device. If a student is excused from PE, whether by parent or doctor's note, they will not be allowed to participate in after school sports practice or weekly game until they are healthy enough to return to PE.

FIRST GRADE PHYSICALS

California State Law requires that all children entering 1st grade have a Child Health and Disability (CHDP) physical exam within 18 months of beginning 1st grade. The health office requires 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).

GRADING/REPORT CARDS

Report cards are sent home after each quarter except for the first quarter where a parent conference is scheduled. Parents can check their child's grades through Parent Connect. The following criteria scales used in grades 1-6 are easy ways to help parents see and understand their child's academic progress.

Achievement

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)

Effort

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

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.

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**. Bud Rank Elementary uses the pillars to advance curricular and behavioral goals.

STUDENT RECOGNITION

Bud Rank recognizes students for showing outstanding character. Students receiving the Character Award have their names in the Raven Reporter and are recognized on the KRAV News TV Broadcast. Students are also recognized for Perfect Attendance, Accelerated Reader Award, High Honor Roll, Principal's Honor Roll, and athletics. Details will be distributed at Back-to-School Night.

HOMEWORK POLICY

Homework is an extension of the classroom, giving student reinforcement in using what has been taught in the classroom. Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. If your child is absent from school and you wish to obtain his/her homework, **please notify the school before 10:00 AM**. This will give the teacher time to gather materials and send homework to the office for pick-up after school.

EXTRA-CURRICULAR PROGRAMS

Involvement is the key word in the Bud Rank Elementary extra-curricular program. Please encourage your child to become involved. It is a school goal that 100 percent of the fifth through sixth grade students participate in at least one extra-curricular activity. Programs for fifth-sixth grade students include athletics, music, Pep and Cheer, Student Council and Drama. Fourth graders may also participate in Cross Country, Track, Wrestling, and Student Council. Depending on the sponsor, all grade levels are eligible to participate in poster and essay contests.

CODE OF PARTICIPATION

When students elect to participate in an extra-curricular program, they must recognize that they have assumed certain responsibilities and obligations to the coach or advisor, to the other members of the activity, and, certainly, to themselves. In essence, the terms of the *Code of Participation* are as follows:

- The participant will maintain a satisfactory level of academic achievement ("C" average) and demonstrate satisfactory behavior and citizenship.
- The participant is expected to abide by the practice, meeting, or rehearsal schedule established for the activity. Certain absences or tardies may, of course, be excused as with classroom attendance. However, the participant has the OBLIGATION to clear these with the coach or teacher in charge of the activity. Failure to do so is grounds for disciplinary measures as in the case of tardiness or truancy from the classroom.
- The student is expected to participate in the activity in a positive manner by showing proper conduct, striving to learn and grow in his/her abilities or skills and contributing to the group effort to the best of his/her ability.

- The participant is expected to respect and properly care for all property and/or equipment issued in conjunction with the activity. This is especially pertinent to members of athletic teams who are issued uniforms. Team uniforms are the property of the school (purchased with Student Body Funds). Students who **NEGLIGENTLY** lose or cause **UNDUE** damage to such school property will be charged for its replacement. All uniforms and equipment must be returned before the start of the next season.

- The participant will not "quit" an activity. Normally, there is a one-week "grace" period during which the student may join an activity and decide if he/she wishes to continue. A student may drop the activity during that time with no conditions. After that time, the student may drop the activity only after consultation between the parent and the coach/advisor and a conference between the student, coach/advisor and the principal. In the case of athletic teams, a student who drops a sport after the grace period may not join another team during the same season.

BLOCK "BUD RANK" AWARD

The Bud Rank Block BR Award is the highest award a student may earn. Students in grades 5-6 are eligible for this award. The criterion for earning this award reflects 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 BR, a student must accrue points in each category as outlined in the Block BR scoring sheet. Students earning this prestigious award will receive a Block BR plaque/disc presented at a special ceremony at the end of the year.

AIR QUALITY GUIDELINES FOR PRACTICES AND GAMES

CUSD has established Board Policy 2403 to establish regulations for bad air days. Whenever the AQI is forecast to reach above 150 – Red, Unhealthy Air Quality, students diagnosed with asthma, heart conditions or other respiratory ailments on the nurse's list, **MAY NOT PARTICIPATE**. The site and District will monitor real time air quality reading to determine when the AQI actually reaches 150. **No parent waivers are accepted.**

GENERAL RULES FOR STUDENT CONDUCT

Bud Rank Elementary has high standards of conduct and behavior for all its students. We believe it is important for students and parents to know and understand the following rules. Every student has the right to learn, and every teacher has the right to teach!

The Bud Rank staff will work in partnership with students and parents to reinforce positive behavior. Staff will counsel with students and make parent contact as necessary. Intervention steps will be taken to correct the behavior. Parent/student conferences will be held to address inappropriate behavior. California Education Code will be enforced to insure a safe and positive learning environment. **Please use the CUSD Student and Parent Rights and Responsibilities Guide for detailed Governing Board policies and Administrative Regulations.**

NON-PRIVILEGE STATUS

Any student suspended from Bud Rank will be placed on non-privilege status for five school days beginning on the first day of their return to school from their suspension. Any non-privilege status requires that the student not participate in or attend any school activities or functions for the assigned number of school days. No exceptions will be made to this rule for athletes, performers, or for any special events. Any offense that leads to suspension, an office referral or poor attendance, will be an automatic elimination from the special character accountability event and may affect participation in extra-curricular activities.

BUS CONDUCT

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a District bus regulation, the bus driver will report the incident to the principal. Student and parent contact will be made. If a student violates bus regulations, he/she may be suspended from riding the bus for a specific period of time. See CUSD Student Rights and Responsibilities for general bus riding rules.

DRESS CODE

The Governing Board of Clovis Unified School District has established specific standards of dress and grooming in order to promote a safe school setting conducive to a positive learning environment. Dress or grooming that draws undue attention detract from the educational process and is therefore unacceptable.

General Guidelines – the following apparel is unacceptable to wear to school:

- Articles of clothing which display gang symbols, profanity, and any other inappropriate material.
- Extreme fashion that draws undue attention to the student.
- Apparel and school supplies (binders, folders, backpacks, pens, pencils, etc.) depicting professional sports/pro-logos or college apparel associated with gangs.
- Underwear-type sleeveless shirts, athletic tank tops, beach/swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits or off the shoulder or low cut tops.
- Dresses, skirts, and shorts are to be worn no shorter than five inches above the top of the kneecap, but no shorter than mid-thigh. Shoulder straps on tops and other clothing must be a minimum of 2 inches wide.
- 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.
- Military paramilitary, or camouflage (military style) clothing will not be permitted.
- Leggings will be allowed if over garment is no shorter than five inches above the kneecap, but no shorter than mid-thigh.
- For safety reasons, students in pre-school through 6th are not allowed to wear flip flops, shoes or sandals without a heel strap
- No slippers or sleepwear will be allowed
- Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed 5 inches when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. Pants cannot be frayed, stapled, pinned or taped.
- Oversized shirts that present a safety concern or reflect gang style are not allowed.
- **Only Clovis North Area Hats**, beanies or head sweat bands may be worn to school unless it is school colors with no logo. A hat or visor may not be modified in any manner.
- No frayed or torn clothing is acceptable (manufactured or otherwise).
- Clothing, jewelry, and personal items shall be free of inappropriate material or wording.
- Clothing shall be worn as intended and be sufficient to conceal undergarments, which shall be worn or covered at all times.
- Hair shall be clean and neatly groomed. Hair 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.
- Bangs or other hairstyles must not obstruct or interfere with vision.
- Tattoos, permanent or temporary, must be covered at all times.
- Piercing jewelry is acceptable in the ears only. Piercing that is intended to alter the natural shape of the ear is prohibited. Distracting jewelry, including piercing jewelry that draws undue attention is not allowed.

- A petition for waiver of Dress Code and Grooming Compliance for a specified portion of the Dress Code Policy shall be submitted to the Student Services and School Attendance Office.

CUSD CATORICAL FUNDING PROGRAM INFORMATION FOR THE 2017-2018 SCHOOL YEAR

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.

If you have any questions, please call your child's school or the CUSD Department of Supplemental Services @ 327.9559, additional information may be found @ <http://www.cusd.com/supplemental>services

“Donut Stop Believing, Donut Stop Learning!”

Ryan Gettman	Principal
Jessica Sanchez	Guidance Instructional Specialist
Nichole Gambrell	Office Manager
Lindsay Crawford	Registrar/Attendance
Patti Cullins	School Nurse
Amanda Kunishige	Health Aide
Crissy Abirached	Library Technician
Staci Bletscher	Kindergarten
Sara Hall	Kindergarten
Shelly Roach	TK/Kindergarten
Michelle Leath	Kindergarten
Becky Sosa	Kindergarten
Nikki Kilbert	First Grade
Clare Espinoza-Morris	First Grade
Andrea Ross	First Grade
Kristin Brewer	First Grade
Theresa Pope	Second Grade
Julia Richardson	Second Grade
Julie Samhammer	Second Grade
Wendie Martinez	Second Grade
Christine Sargent	Second Grade
Sharla Harvey	Third Grade
Rachel Campbell	Third Grade
Amy Steadmon	Third Grade
Tammy Dornay/Denise Gregerson	Third Grade
Ted Thompson	Third/Fourth Grade
Jaymee McCall	Fourth Grade
Sylvia Boris	Fourth Grade
Stephanie Tuttle/Alexandra Gerena	Fourth Grade
Simi Gill	Fourth/Fifth Grade
Kelly Johnson	Fifth Grade
Kevin Wendorff	Fifth Grade
Chris White	Fifth Grade
Allison Vargas	Sixth Grade
Sarah Jackson	Sixth Grade
Mike Derby	Sixth Grade
Quinnett Swank	School Psychologist
Melissa Dewey	RSP Teacher
Sylvia Ogdan	SDC Teacher
Mary Kate Lucas	Speech Teacher
Alyssa Shamp	Choir Teacher
Joe Farkas	Band Teacher
Steve Daily	Orchestra Teacher
Tami Adams-Kelly	Food Services Supervisor
Matt Moss	Plant Supervisor
TBA	Night Custodian
Darin Tockey	Clovis North Area Assistant Superintendent

DATES TO REMEMBER:

All Wednesdays K-6 – Early Release Schedule
 August 21 – First Day of School
 September 4 – Labor Day Holiday-No School
 October 20 – End of First Quarter
 October 27 – Elementary Conference Day-No School
 October 30 - Staff Development Day-No School
 November 10 – Veteran’s Day Holiday-No School
 November 20-24 – Thanksgiving Holiday
 December 25 – Jan. 7 – Winter Recess-No School
 January 8 – Staff Development Day-No School
 January 15– Martin Luther King Holiday- No School
 January 19 – End of Second Quarter (1st semester ends)
 February 12 – Lincoln Holiday- No School
 February 19 – Washington Holiday- No School
 March 26- April 2 –Spring Break – No School
 April 6– End of 3rd Quarter
 April - June – SBAC State Testing
 May 28 – Memorial Day Holiday –No School
 June 9 – Last Day of School (Early Release Schedule)

ATHLETIC PRACTICES & GAMES

The schedule for games will be included with the athletic sports packet distributed at the beginning of the school-year. Games are usually on Fridays, with the except of the following Thursday games Oct. 26 and Dec. 21. Game times will be the same as Friday.

Practices – Mon., Tues., Thurs. - 3:20-4:20PM

Games/Fall & Winter Seasons - 2:00-JV, 3:00 – Varsity

Games/Spring Season - JV 2:00, Varsity SB/BB-2:45, Varsity VB-3:00

ASSISTANCE

Bud Rank Elementary School prides itself on being a community resource. If you have specific needs that are beyond the normal scope of the school community, we may be able to help. We have many county wide resources that we can get in touch with to help you with specific situations. Contact school administration to access these resources. The staff members are on site to help you and can be contacted at 327-4900 or by email using the following format: janedoe@cusd.com. The school administration is the primary contact for complaint handling.

