

# Red Bank Elementary School



## Parent-Student Handbook 2023-2024

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## **PRINCIPAL'S MESSAGE**

Welcome to another exciting year at Red Bank Elementary. Your efforts last year helped us reach incredible heights in academics, athletics, and in the many co-curricular activities on the Red Bank campus. We are all united in our efforts to help each and every one of our students reach their maximum potential! The entire staff at Red Bank works diligently to provide an outstanding education to our students. In addition, our amazing community is supportive of the staff and helps us meet the needs of all students. Together we ensure every student is strong in mind, body, and spirit!

## **ABSENCES/TARDIES**

Regular school attendance is important to your child's progress. All absences must be cleared within 5 days of the absence. Parents should call the attendance hotline at 327-7852. Absences not cleared are considered trancies. If absences become a chronic issue, the matter will be referred to the site Student Attendance Review Board (SARB). If your child is absent from school and you wish to obtain his/her homework, please notify the office before 10:00 a.m. This will give the teacher time to gather materials and send the homework to the office for pick-up after 2:35 p.m.

If your child arrives to school after 7:55 a.m., he/she must first report to the office to obtain a tardy slip to be given to the teacher. This is necessary to prevent your child from being marked absent when they are present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. Only a Doctor's Note will excuse a tardy. For this reason, repeated tardiness (truancy) will necessitate a letter being sent home to the parents. If this becomes a chronic issue, the matter will be referred to the Clovis Student Attendance Review Board (SARB). Students that are tardy more than three times during the school year will be assigned time in the lunch lab or during correction lab after school to make-up time/work missed during their absence.

Perfect Attendance will be defined as a student with no absences and no unexcused tardies. A student with unexcused tardies will not qualify for the Perfect Attendance Award.

## **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 two weeks advance notice to prepare the work and contract. A packet that is not returned the first day back to school will be deemed incomplete and the student will receive an unexcused absence on their attendance record. Independent studies will not be given the first or last week of the school year.

## **ARRIVAL/DISSMISSAL**

Students may be on campus starting at 7:35 a.m. There is no supervision until 7:35 a.m. Students must go home directly at the end of the school day unless they are involved in an after-school activity. Younger siblings are not permitted to stay after school with older siblings involved in after school activities. All students must be picked up within 10 minutes of dismissal time, there is no supervision for students after school unless they are involved in an after-school activity. Failure to adhere to the arrival/dismissal times may result in consequences.

## **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 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.

## **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 as an emergency contact and/or release contact in their profile. Parents with court ordered custody papers must provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval. Please do not 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.

## **VISITORS/VOLUNTEERS**

Red Bank Elementary believes in partnering up with our community. Parents and guardians are encouraged to visit the school, talk with the teachers before or after class hours, and communicate openly with the administrative team. In order to maintain a safe and orderly school environment, **all visitors must check in at the main office, provide their driver license or a valid California ID card and pick up a visitor's badge.** All visitors without a badge will be redirected to the office. This procedure will assist the staff in offering a safe and secure environment for our students. **All volunteers must complete a volunteer application, submit proof of a negative Tuberculosis skin test or TB Risk Assessment within the last four years and submit a copy of their driver's license each year to the office to volunteer in CUSD. Volunteer applications must be submitted a minimum of one week in advance of volunteering in a classroom or for chaperoning a trip. Teachers will choose chaperones and only those chaperones chosen may attend the field trip.** Volunteer visits must be scheduled in advance with the teacher. Volunteers should plan to arrive 5 minutes prior to their volunteer time to check in at the office and obtain a volunteer badge. Volunteers chaperoning field trips should plan to arrive at least 20 minutes in advance. **Volunteers will be required to present a valid Driver License or a valid, state issued ID Card to check in.** Teachers are not able to conference with parents during class time.

## **CHAPERONE POLICY**

No person has any right to provide, nor is the District obligated to accept volunteer services. A person also has no right to a particular volunteer assignment, event, location, or classroom. Volunteers shall act in accordance with state and federal laws, District policies and regulations, including but not limited to Board Policy No. 9202 (School Visitors) and Board Policy No. 9210 (Civility Policy), and school rules.

Parents are not allowed to drive their own vehicle and meet at off campus locations (field trips). Only **pre-approved and selected chaperones (parents or legal guardians only)** will be allowed to attend all field trips. All preapproved and selected chaperones are required to ride the school bus with the participating class.

Chaperones must have submitted all required volunteer documentation, a volunteer application, proof of a negative Tuberculosis skin test or TB Risk Assessment within the last four years and submit a copy of their driver's license each year to the front office **at least one week prior to the scheduled event.** Students must ride the school bus or travel with the school to off campus events, including sports. Parents may **NOT** drop off at off campus locations, field trips or sporting events. Students attending field trips must return to school via the school bus. Students **CANNOT** be signed out on location of a field trip.

Civility Board Policy 9210: While on District campus and premises, and/or attending or participating in District sponsored events, or activities, all staff, parents, and visitors will reciprocate civility, courtesy, and respect. Unacceptable or disruptive behavior will not be tolerated and may result in the temporary removal of the disruptive individual(s). This is a synopsis of the board policy. Please refer to the CUSD website for the complete policy.

### **SAFETY/EMERGENCY 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 always wear a helmet and lock their bike.

A plan of action has been established at Red Bank that outlines specific action if student safety is threatened. If a crisis exists, this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year, drills are conducted to ensure 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.

### **CHILD PROTECTIVE SERVICES**

It is important for parents to know that all school personnel are “Mandated Reporters” of child abuse. This means that should a staff member have even the slightest suspicion that a child has been abused, they must report it to the Child Protective Services (CPS). Failure to report a suspected case of child abuse leaves a staff member liable and could potentially result in the loss of their job.

### **TRAFFIC/PARKING REGULATIONS BEFORE/AFTER SCHOOL PICK-UP AND DROP-OFF**

For the safety of our students, it is important that drivers/vehicles adhere to all traffic regulations. We appreciate our adults serving as role models for our students. Drivers should do the following:

- Slow down and yield for pedestrians.
- Be courteous of others, be patient, be careful when pulling out of a parking spot.
- Do not create double lanes in the parking lot.
- Keep vehicles moving; drivers are not permitted to park and wait for students in the driveway of any parking lot. All vehicles must continue to move through the parking lot.
  - Parking lots and parking lot driveways are not loading zones.
  - Follow Enter/Exit signs into all parking lots.
  - Do not park in zones painted red, staff parking or reserved spaces.
  - Stay in the car when parking in a loading zone painted white.
  - Only park in handicapped spaces if you have a placard or sticker displayed.

Students are not permitted to jaywalk. For the safety of our students, we ask that parents/guardians direct their child to use the crosswalks on Locan/San Jose or Locan/Barstow. Students may only cross the parking lot or street if accompanied by an adult.

### **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**. Red Bank Elementary uses the pillars to advance curricular and behavioral goals.

### **STUDENT BEHAVIOR EXPECTATIONS**

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Red Bank follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive school environment based upon the Pillars of Good Character. We believe in the development of students to be good and productive citizens. Students are held accountable for their actions and decisions. Clovis Unified School District has a Zero Tolerance Policy, which is supported by the school. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal abuse and physical abuse are not acceptable.

### **DISCIPLINE**

Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining the highest student achievement level. Each teacher will establish a set of classroom rules and steps that lead to improving behavior. These classroom expectations will be shared at Back-to-School Night. Misbehavior results in specific steps which the teacher, GIS, or Principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of privileges, recess, detention, or campus beautification. Serious misbehaviors will result in an office referral that may result in a parent conference and/or suspension or expulsion.

## POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS

Red Bank has embraced a school-wide system to support positive student behaviors known as PBIS. This system of support includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Part of the system requires explicit teaching of student behaviors. The expected behaviors are noted on “BOBCATS RISE UP” matrix.

Behavioral Expectations	Red Bank Elementary School PBIS Matrix					
	Educational Areas					
	Hallway	Playground	Cafeteria	Bathroom	Classroom	Library/ Computer Lab
<b>R</b> espect	Voice level 1	Hands and feet to self Use kind words	Voice level 2 Use kind words	Voice level 2 Respect others' privacy	Use voice level 2 Follow teacher's rules and directions Use kind words	Voice level 1 in library Voice level 2 in lab Handle and use materials with care Leave the area neat and clean
<b>I</b> ntegrity	Turn in any items you find Stay out of planters	Solve conflict peacefully Pick up all of your equipment	Pick up your trash Be honest about what happens	Notify adults of any problems	Do your own work Be honest about incomplete or late work and parent signatures	Use Computers appropriately
<b>S</b> afety	Walk on the sidewalk Keep hands and feet to yourself	Play in approved areas Use equipment properly	Walk to and from Cafeteria Stay in your seat until dismissed Eat your own food Keep hands and feet to yourself	Use the bathroom for intended purposes Use soap and water for washing hands Keep water in the sink	Walk at all times Keep hands and feet to self Use materials and equipment appropriately	Walk at all times Keep hands and feet to self
<b>E</b> xcellence	Carry equipment and supplies Go directly to your destination	Freeze on the bell Listen to adults Be inclusive Be a good sport	Listen to adults Stay seated until dismissed	Use the restroom at the appropriate time	Engaged and intentional toward learning goals	Follow the rules

## ITEMS THAT ARE NOT PERMITTED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, sports equipment, permanent markers (i.e., Sharpies) electronic games, or music players to school. A teacher or administrator may take away such items from students and hold them for the parent to pick up. The school is not responsible for any lost or damaged item a student brings to school. Any student apprehended with any type of gun, knife/blade or other item deemed a weapon on school grounds or at school sponsored functions will be recommended for expulsion.

## BICYCLES/SKATES/SCOOTERS

Students are to obey all traffic laws when riding bicycles to and from school. Helmets must be worn. Students are to remove their skates, walk their bikes, scooters, and skateboards while on school grounds. Riding any type of vehicle on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bicycles, skates, or scooters.

## BUS CONDUCT

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a CUSD bus regulation, the bus driver will report the incident to the Principal. The student and parent will be notified as a warning. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time. Violations Include:

- Leaving the seat while the bus is in motion.
- Putting any part of the body out of the bus windows.
- Using profanity/vulgar language or gestures.
- Eating/drinking on the bus.
- Having dangerous objects on the bus.
- Not following proper bus procedures.
- Being defiant or needing constant correction.
- Fighting

- Damaging or defacing the bus.
- Making unnecessary noise or commotion.
- Glass of any type, balloons, or pets are not allowed on the bus.

### **FOGGY DAY SCHEDULE**

During the winter months dense morning fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial Schedule A or B delay will be broadcast over most local radio and television stations. Therefore, if your student rides the bus their normal pick-up time will be delayed based on Schedule A or B. Even though buses are delayed, classes will start at the usual time. Note: Schedule A is a two-hour delay, Schedule B is longer. A foggy day schedule does not interfere with our regular school starting time.

### **DRESS CODE**

Please refer to CUSD Board Policy/Administrative Regulation 2105 for the complete Dress & Grooming Regulations.

### **GRADING**

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

<u>Effort</u>	<u>Achievement</u>
G = Good	A = 90-100%
S = Satisfactory	B = 80-89%
N = Needs Improvement	C = 70%-79%
	D = 60%-69%
	F = Below 60%

Both of these criteria scales are easy ways to help parents see and understand their child's academic progress. Quarterly report cards are distributed the week after the end of each quarter. Progress reports will be sent home during mid-quarter.

### **PHYSICAL EDUCATION (PE)**

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

### **CO-CURRICULAR PROGRAMS**

Involvement is the key word in the Red Bank Elementary co-curricular program. Please encourage your child to become involved. It is a school goal that 100 percent of the 5<sup>th</sup>-6<sup>th</sup> grade students participate in at least one co-curricular activity. See our website for a complete list of co-curricular activities. All students involved in co-curricular activities sign and agree to a Code of Conduct outlining the expectations for involvement in co-curricular activities. **Students must have all reenrollment paperwork and a sports packet completed for the school year prior to participating in any co-curricular activities.**

### **CO-CURRICULAR ELIGIBILITY POLICY**

Academic Qualifications

1. The student must maintain a 2.0 GPA (C- Average) to participate in any co-curricular program.
  - a. Students not meeting the 2.0 GPA requirement at each grade reporting period, will be placed on Academic Probation until the next grading reporting period.
  - b. Students placed on Academic Probation must attend the weekly Lunch Lab every Tuesday and Thursday to remain eligible for any co-curricular activities.
    - i. Failure to attend one of the two Lunch Labs will result in the student's inability to practice due to attending after school detention.
    - ii. Failure to attend both Tuesday and Thursday Lunch Labs will result in the student's inability to practice and compete on game day due to attending after school detention on

Tuesday and Thursday. Absences from school whether excused or not due not negate the lunch lab requirement to be eligible for sports.

2. Two consecutive grading periods below a 2.0 GPA will result in the student being ineligible and removed from all co-curricular activities until a grading period resulting in a GPA of 2.0 or greater occurs (note: eligibility is determined at the end of a grading period and could fall at any point during the season of a sport or co-curricular activity. Therefore, it is possible that a student may be ineligible for an entire sport/activity).

#### **BLOCK "RB" AWARD**

The Red Bank Block RB Award is the highest award a student may earn. Students in grades 4<sup>th</sup>-6<sup>th</sup> 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 Spartenian model of achievement in Mind, Body and Spirit. In order to earn the BLOCK RB, a student must accrue points in each category as outlined in the Block RB scoring sheet. Students earning this prestigious award will receive a Block RB plaque presented at a special ceremony at the end of each semester. Students who earn Block RB for both semesters will be invited to attend a trip at the end of year. The trip will involve a direct fee/cost.

#### **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 must be paid in advance; therefore it is very important parents pay attention to the deadline for the permission slip and money requested 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 meet all CUSD volunteer requirements. Please do not bring small children with you to field trips. All students are required to ride in the bus with his/her classmates. See also medication at school.

#### **SONORA**

Red Bank believes that the 6<sup>th</sup> grade trip to Sonora is an educational experience that will help our students grow. We also believe in the importance of responsibility by each student at Sonora. Students who have multiple behavioral referrals, or have been suspended are subject to losing this privilege.

#### **WILD WATERS PICNIC**

The 6<sup>th</sup> grade Wild Waters picnic is a privilege for students showing responsibility and good character over the course of the year. Students who have multiple behavioral referrals, or has been suspended is subject to losing this privilege.

#### **TELEPHONE USE**

Students are allowed to use the telephone in their classrooms, only in the event the teacher directs them to do so. Students are not allowed to text or call their parents from their personal phone during school hours. Students may use the office phone if deemed necessary or an emergency. Phone calls from parents will not be put through to students in the classroom. Parents needing to leave a message can do so through the office or via e-mail. Cell phones are not permitted to be in use on campus until 2:35.



### **SCHOOL MEALS**

Hot lunches, which include milk, are available to students in grades 1-6 for \$2.25. Breakfast is offered daily starting at 7:45 a.m. for \$1.00. All milk is available for 40 cents. Students are issued an "account" which is used when buying a meal. Checks or cash to add to the student's account may be taken to the cafeteria before school or during break. Applications for free/reduced meals are available in the school office. 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.

### **DROPPING OFF OF LUNCHES/STUDENT ITEMS**

Protecting classroom instruction time at Red Bank is a priority, we encourage parents and guardians to send their child to school with everything they need for their day including lunch or a plan to purchase hot lunch prior to dropping them off at school. Parents, guardians, or family members who must drop off a lunch or other item after bringing their child to school must deliver it to the main office. In order to minimize interruptions to valuable class time, the office staff will send an email to the child's teacher if the parent indicates the student isn't aware the lunch or other item is being dropped off. All items must be labeled by parents, guardians, or family members prior to dropping them off. Students will NOT be called out of class as this can be a disruption to their class.

### **NURSING SERVICES**

A School LVN will be in the health office 5 days a week. When necessary the LVN will contact parents/guardians regarding illness and injuries that occur during the school day. All LVN's are CPR/First Aide certified.

**Credentialed School Nurses** are on campus for the following:

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

### **FIRST AID, ILLNESS, AND INJURIES**

- If a student becomes ill or injured at school he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Crutches, wheelchairs, and other devices require a doctor's prescription indicating directions for use and that the student has been educated to use the device.
- Injuries and illnesses occurring at home should be cared for at home.
- Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

### **REASONS TO KEEP STUDENTS HOME**

- Temperature 100 F or greater within 24 hours
- Illness affecting child's ability to learn
- Vomiting/Diarrhea (must not have these symptoms for 24 hours prior to returning to school)
- Starting antibiotics within 24 hours
- Coughing that will not stop.
- Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat)

## HEAD LICE POLICY

Clovis Unified School District operates on **NO LICE** guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. Student's must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Student's must check with health office and be cleared to return. Class checks are no longer part of district guidelines. Refer to **Head Lice Guidelines** on the CUSD Nursing Services website.

## RETURN TO SCHOOL

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

- Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.
- Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin
- Students should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics)

## MEDICATIONS

- **ALL** medications (even over the counter medications including Tylenol, Advil, cough drops, essential oils, and eye drops) must be checked in through the health office and require a physician order that must be updated at the beginning of each school year.
- 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 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.
  - Medications 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 from the school or on the CUSD District web site under Parent.
- The Health office does not keep medication for general student use.

## Immunizations-Refer to School Board Policy 5141.31

## FIRST GRADE PHYSICAL

California state law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical. CHDP Form is on the CUSD website under Parent.

## 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).

## PHYSICAL EDUCATION EXCUSE

Parent Notes-Students will be limited to 3 days per quarter for handwritten parental note excusals. A PE Doctor's note will be required after the 3 days. This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply. Doctor's note: If your child has an injury that requires student to remain out of PE they will also be held out of recess and sports.

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

## **EMERGENCY CONTACT**

In case of emergency parents/guardians will be contacted. It is very important that the Health Office have updated contact information.

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

## **AIR QUALITY INDICATORS**

The school follows the CUSD Air Quality Standards (Board Policy 3514) in determining students eligible to participate in outdoor activities on "Bad Air Days". The AQI is a forecast provided by the San Joaquin Valley Air Control District. In the summer months the ozone levels are measured and in the winter months the particulate matter is measured. These numbers are placed on a scale and assigned a color rating. The ratings are then used to provide direction for our schools and community members to determine activities that are reduced or eliminated for students on the nurse's health list. Clovis Unified's protocols were developed in close collaboration with physicians and representatives from the Air District in order that we act carefully to protect the health of our students.

When air quality moves into the **RED** level, students with asthma, heart conditions, or other respiratory ailments are not allowed to participate in outdoor activities. This includes afterschool sports and physical education, but does not eliminate recess activity.

## **INSUFFICIENT FUNDS**

All checks returned to Red Bank Elementary due to insufficient funds or due to closed account may be assessed a \$25.00 returned check fee. After April 24<sup>th</sup>, all payments for field trips, yearbooks, etc. must be paid by CASH ONLY.

## **DONATIONS**

All donations made to Clovis Unified School District/Red Bank Elementary are non refundable. Once donations have been accepted they belong to the school and may only be used for ASB approved activities. Donations include those given for fundraising as well as for field trips. All donations given to Clovis Unified School District/Red Bank Elementary belong to the school and its students as a whole. Donations do not belong to a specific student. ASB Fundraising donations are non refundable regardless of whether a student attends any incentive trips that may be offered. If the fundraising activity does not raise sufficient funds for the activity to occur, the funds may be used for other alternative ASB Approved Activities at the Principal's discretion.

## **LOST AND FOUND**

Be sure to mark every item of clothing your child may take off while at school with his/her full name. Also, label any other items sent to school such as binders and lunch pails. The Lost and Found box is located by the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

## **MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL**

If you move, you must notify the school within five days. If you are found to be out of zone and have not notified the office, you will be required to immediately complete a transfer request in order for your child to remain at the school. Notify the school at least two days prior to your child's last day of school. Return all library and textbooks, any school uniforms, and pay any fines. Check with the Food Service staff regarding your child's lunch account.

## **SCHOOL PARTIES**

Parties are scheduled and organized by the classroom teacher and parent volunteers. There are generally three per year: Fall, Winter Holiday, and Valentine's Day. Special events such as student birthday celebrations need to be scheduled with the classroom teacher in advance.

**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.

**PTC**

Please consider joining our Parent Teacher Club. Your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the weekly calendar. Contact the school should you need more information.

**COMMUNICATION**

Communication is a top priority for the staff at Red Bank Elementary School. Red Bank uses several types of media to inform parents and the community of upcoming events at the school site. Periodically parents may receive flyers from Red Bank through Peachjar. The PAWS for THOUGHT is updated weekly and available online. This gives detailed information for the upcoming week including a weekly calendar. In addition, classroom newsletters are sent home by some of the teachers. Red Bank has a website that can be accessed at: [www.redbank.cusd.com](http://www.redbank.cusd.com). The web site includes e-mail addresses for all teachers and administration at Red Bank Elementary School and the weekly PAWS for THOUGHT. Parents may also sign up to receive text messages through Parent Connect. For more information contact the office or visit our website.



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

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

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

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

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

- School Site Council (SSC)**
- English Learner Advisory Committee (ELAC)**
- District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- District Learner Advisory Committee (DELAC)**
- District Migrant Education Parent Advisory Committee (DMEPAC)**
- District Indian Education Parent Advisory Committee (IPAC)**
- School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**

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

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

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

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

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

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

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

### **Rationale**

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

### **Philosophy**

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

### **Categorical Program Descriptions**

1. **After School Safety and Education Funds (ASES):** This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local

standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.

2. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)**: A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths**: Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs. 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 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 Supplemental Services @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

