

Fancher Creek Elementary School

A PBIS Platinum School



Parent/Student Guidebook

Clovis Unified School District
Fancher Creek Elementary School
5948 E. Tulare Avenue
Fresno, CA 93727
Telephone: 559-327-6700 Fax 559-327-6790

Carisa Cordova, Principal
CarisaCordova@cusd.com

*An Affirmative Action/Equal Opportunity Employee Notice of Nondiscrimination
The Clovis Unified School District does not discriminate on the basis of race, color,
sex, disability, or national origin in admission, or access to and treatment of employment
in its programs and activities as required by Title VI, Title XI and Section 504.*

PRINCIPAL'S MESSAGE

On behalf of the faculty and staff, welcome to Fancher Creek Elementary. We look forward to working in partnership with you to provide the best possible education for your children. It has been established that students receive the best education in schools that provide strong educational programs with high expectations, dedicated teachers, and informed/supportive communities. We are dedicated to maintaining a tradition of excellence here at Fancher Creek. We encourage you to become involved in our school.

ABSENCES/TARDIES

Regular school attendance is important to your child's progress. All absences must be cleared within 2 days of the absence. Parents should call the attendance hotline or utilize the online absence form. 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 will be absent five or more days, please contact the office to place your child on an Independent Study Contract at least 3 days prior to the absence.

When your child is late, he/she should report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. 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).

**Attendance Hotline
327-6793**

AIR QUALITY PRECAUTIONS

Refer to School Board Policy 3514.

ARRIVAL/DISMISSAL

Students may come to the MPR for breakfast beginning at 7:25 a.m. There is no supervision on all other areas of campus 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. Only students involved in after school activities are allowed to be on campus after school hours. Siblings may NOT wait for them on campus due to liability purposes.

The last few minutes of school are always very busy for our students. It is important that your child remain in their classroom without any distractions until the dismissal bell has rung. If you would like to

pick your child up at the front of the school, please note that the curb on the south side of Tulare Avenue is for loading only. Drivers must stay with their vehicles on this curb. If driving through the pull through area, a staff member will come to your car to ask your child's name and radio for them to be sent out to your car. Please do not leave your vehicle unattended. If you choose to park, please park along the north side of Tulare Avenue and use the crosswalk to the front of the school. Any person parked along the red curb will be asked to move their vehicle. In order to keep our students safe for the entire school day, all parents picking up their students from the classroom must wait behind the red lines at the front of the school or by the bike/scooter racks until the final bell.

BEHAVIOR EXPECTATIONS

Failure to follow SOAR Expectations may result in a Notice of Unacceptable Behavior (NUB). If your child receives a NUB, you will be contacted and a consequence may be assigned. Severe offenses may lead to a suspension or office referrals.

1st Offense= Warning

2nd Offense= NUB 1 & minor consequence

3rd Offense= NUB 2 & minor consequence

4th Offense= NUB 3 & major consequence

A commitment to absolute non-violence is enforced at Fancher Creek Elementary. The Clovis Unified School District has a Zero Tolerance Policy, which is supported by the school, and includes sexual assault and sexual battery, battery, possession of a firearm, possession of a knife, possession of a dangerous object, possession of explosive devices, sale of controlled substances, possession of controlled substances, vandalism where property damage exceeds \$100, repeated mutual combat, robbery or extortion, participation in gang motivated intimidation, hate motivated behavior constituting a statutory violation, assault on or threats to school staff, and terroristic threats. For more information on this policy, please see CUSD Board Policy No. 5144.10.

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 and scooters. The school is not responsible for loss or damage to items.

CHILD PROTECTIVE SERVICES

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

CO-CURRICULAR INVOLVEMENT

Each student is expected to develop as a "Sparthenian." This is an individual who develops in the areas of MIND, BODY, and SPIRIT. Many opportunities are available to each student. See website for complete list of co-curricular activities.

Fall Sports

Football 5th/6th
Girls Volleyball 5th/6th
Cross Country 4th/5th/6th

Spring Sports

Baseball 5th/6th
Softball 5th/6th
Boys Volleyball 5th/6th
Track 4th/5th/6th
Paddle Tennis 5th/6th

Winter Sports

Wrestling 4th/5th/6th
Basketball 5th/6th

All students involved in co-curricular activities sign and agree to a Code of Excellence outlining the expectations for involvement in co-curricular activities.

DRESS CODE

Each student has the responsibility to dress appropriately for the school environment. The Governing Board shall authorize school regulations, which prohibit student dress, or grooming practices which present a hazard to the health or safety of the student; materially interfere with school work, create disorder, or disrupt the educational program in any way; cause excessive wear or damage to school property; prevent the students from achieving educational objectives because of blocked vision or restricted environment. Shoes that allow safe movement of the student must be worn daily for physical education. If not in dress code, your student may be subject to consequences as deemed appropriate by the office and the district. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 2105.

EARLY DISMISSAL

Early release days will be every Wednesday dismissing at 1:15 p.m. for grades 1-6. Kindergarten early dismissal is at 10:30 a.m for AM classes and 1:15 p.m. for PM classes. This allows for teacher planning, preparation, and grade level articulation.

EMERGENCY CONTACT

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

If there is a change in contact information, please contact the Health Office to ensure the correct information is on your student's health information card.

FALCON FRIDAY – SPIRIT DAY

Each Friday the school displays its outstanding spirit by wearing our school colors: Blue and Red. T-shirts and sweatshirts can be purchased from PTC.

FIELD TRIPS

All students wishing to participate in school or class field trips must have written permission from a parent or guardian. Students will not be allowed to attend an off-campus activity or field trip without written consent. Parents who wish to chaperone must have all appropriate paperwork on file in the office. Chaperones are chosen on a lottery basis except in cases where students may have unique needs.

FIRST AID, ILLNESS & INJURIES

- If a student is injured or ill at school, he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- 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.

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 – Parent.

GRADING POLICY

All students at Fancher Creek in grades 3-6 are graded utilizing the A, B, C, D and F criteria. Within this policy, latitude has been given to the teacher to calculate grades on the following percentage basis:

- A = 90 – 100% (Excellent Work)
- B = 80 – 89% (Above Average Work)
- C = 70 – 79% (Average Work)
- D = 60 – 69% (Below Average Work)
- F = 59% – below (Failing Work)

The classroom teacher is given the discretion to figure grades based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis. In addition, it is the Clovis Unified School District's policy that parents be notified whenever students are in danger of failing classes or subjects.

HEAD LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Student's must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Students must check in with the Health Office and be cleared to return to class. Class checks are no longer part of district guidelines. Refer to Head Lice Guidelines on the CUSD Nursing Services website.

HOMEWORK POLICY

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. Teachers may expect and/or require a student to devote up to 20 minutes (Grades K-1), 30 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

HONOR ROLL

Honor roll awards will be given quarterly at an awards assembly. The awards are as follows:

- | | |
|-------------------------|--------------|
| Honor Roll: | GPA 3.3-3.59 |
| High Honor Roll: | GPA 3.6-3.99 |
| Principal's Honor Roll: | GPA 4.00 |

INSUFFICIENT FUNDS

All checks returned to Fancher Creek Elementary due to insufficient funds or due to a closed account will be assessed a \$25.00 returned check fee. After May 1st, all payments for field trips, yearbooks, library fines, etc. must be paid by CASH ONLY.

INTERVENTION/ENRICHMENT

Your child is receiving top-notch instruction. At times, they may need additional support in order to fully master a critical concept or may need to be challenged in their academics. In order to ensure your child's academic success, they may receive a variety of instructional support including small group instruction with an intervention teacher, deployment to a different classroom, or re-teaching with the classroom teacher during the school day. Push-in teachers allow your child to remain in their classroom while receiving the instructional/enrichment support they need. The deployment method allows multiple classes to combine kids with a specific academic need. Re-teaching with the classroom teacher may be done while other students are in class or are sent to a different activity.

ITEMS NOT ALLOWED 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 weapon on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 2011 and 2102.

IMMUNIZATIONS

Immunizations – Refer to School Board Policy 5141.31

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 outside the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

LUNCH OFF CAMPUS

Students must have written permission from a parent or guardian in order to leave campus with an adult during lunch. The permission slip must state the name of the adult who will be taking the student to lunch. Please do not check out students early for lunch. The principal may remove off-campus privileges if students are tardy after lunch.

MEDICATIONS AT SCHOOL

ALL Medications - even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) 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 medication, amount, method, and time medication is to be taken.
 - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement. Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The Medication at School form is available from the school or on the CUSD district website – under Parent.
- The Health office does not keep medication for general student use.

MOVING/WITHDRAWING

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.

NEWSLETTERS

A Weekly Newsletter called the "Sunday Snapshot" is emailed and texted to parents every Sunday for the upcoming week. This is how we will communicate school news and important dates with parents.

NURSING SERVICES

A Health Services Assistant will be in the health office 5 days a week. When necessary, the site H.S.A. will contact parents/guardians regarding illness and injuries that occur during the school day. All H.S.A.'s are CPR/First Aid certified. H.S.A.II are also LVNs or RNs. Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students, and parents/guardians.
- Maintain student health records.

- Contact parents/guardians regarding health problems and/or excessive absences.
- Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
- Develop health/safety plans for students with high risk medical diagnosis.

OFFICE HOURS

The office is open at 7:30 a.m. to 4:15 p.m. daily. The office is closed on all school holidays. On Wednesdays, the office closes at 3:45 p.m.

PARENT INVOLVEMENT

Parent involvement is an important part of implementing programs at Fancher Creek. Parents are invited and encouraged to participate in the following: School Site Council (SSC), English Learner Advisory Committee (ELAC), School Assessment Review Team (SART), Intercultural & Diversity Advisory Council (IDAC) and the Parent Teacher Club (PTC).

PARENT/TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents should not confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

PARTIES

Birthday celebrations that consist of a small treat are permitted during the last 20 minutes of the school day. Please check with your child's teacher if you would like to bring a small treat such as a cupcake or cookies. Treats must be prepackaged so that ingredient labels can be read for allergies. No balloons and/or flowers are to be delivered to individual students while at school.

Your child's teacher may choose to celebrate at four different times throughout the year: a Harvest party in November, a Winter party in December, a Friendship party in February, and an end-of-the-year celebration. These parties will be limited to the last 30 minutes of the school day. These celebrations are at the discretion of the teacher and are not a mandatory event. Please see your child's teacher for ways you can be of assistance.

PHYSICAL EDUCATION EXCUSE

Parent Notes- Students will be limited to 3 days per quarter for handwritten parental note excusals from 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.

POSITIVE REINFORCEMENT

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Fancher Creek Elementary is a Platinum Level PBIS (Positive Behavior Intervention System) school. We promote a positive school environment by teaching and reinforcing the Positivity Project character strengths and 4 key PBIS behavioral expectations: S.O.A.R. – Safe, Outstanding, Accountable, and Respectful. Students are expected to treat each other with respect and kindness, in a courteous and considerate manner always. Verbal abuse and physical abuse are not acceptable. Students will be held accountable for their actions and decisions.

Students are recognized for their positive behavior through the SOAR program, a positive behavior intervention system. Students who have demonstrated personal responsibility and outstanding character are recognized and can earn SOAR Points that will allow them to purchase prizes from the SOAR Store. The criteria for earning SOAR Points are discussed with the students and explained to parents at Back-To-School Night.

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 held on the first Tuesday of every month at 6pm. Contact the school should you need more information.

REASONS TO KEEP STUDENTS HOME

- Temperature 100.0F or greater within 24 hours
- Illness affecting child's ability to learn
- Vomiting/Diarrhea
- Starting antibiotics within 24 hours
- Sore throat with headache and/or upset stomach
- Coughing that will not stop

REPORTING PUPIL PROGRESS

TK/K: Progress reports will be sent home three times per year, at the conclusion of each trimester.

Grades 1-2: During the sixth week of each quarter, Mid-Quarter Progress Reports will be distributed, and Report Cards will be issued four times per year, at the conclusion of each quarter.

Grades 3-6: Grades are updated in Zangle Q, at minimum, every two weeks by the teacher. Parents/guardians should check their child's grades on a routine basis through Parent Connect. During the sixth week of each quarter, Mid-Quarter Progress Reports will be distributed, and Report Cards will be

issued two times per, once on parent teacher conference day in October as well as the last day of school. All other report cards will be viewable on Parent Connect.

RETURN TO SCHOOL

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

Student may not return until the following criteria are met:

- Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough, and rash.
- Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.
- Student should complete 24 hours of any prescribed antibiotic treatment prior to returning

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.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Fancher Creek provides breakfast and lunch to students on a daily basis. Hot lunches are available to students in grades PreK-6. As a part of California's Universal Meal Program, school meals are free to students.

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) serves as a liaison between the school and the neighborhood community. It advises the principal regarding budget and program decisions. Committee members are voted in by either parents or by the Fancher Creek Elementary staff.

STUDENT CHECK-OUT

On occasion it may be necessary for you to pick up your child for an appointment or emergency. Students may not be removed from the school directly from the classroom. The student will not be called to the office until verification of California Driver's License of the adult, who must be listed in Parent Connect, signs them out.

TELEPHONE

We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Cell phones (Board Policy 2106), must remain "off" during the school day and may only be used before 7:40 a.m. and after 2:45 p.m to call parents. Cell phones found on students during the school day will be removed from the child and held in the front office for a parent to pick up. The office will not transfer calls for a student to the classroom. This is academic time and phone interruptions will interfere with classroom instruction. In certain situations, we will take a message for the student and make sure the student receives the message.

VISITORS/VOLUNTEERS

Fancher Creek is a school that welcomes the involvement of the 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 sign in with proper ID at the main office and pick up a visitor's badge.**

All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe and secure environment for our students. **All Volunteers must complete a Volunteer Application located on the CUSD website where they can upload a copy of their driver's license in order to volunteer in CUSD.** Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers are not able to conference with parents during class time.

WEBSITE

The Fancher Creek School Website contains information of importance regarding weekly school calendars, monthly calendars, school activities, school events, classroom highlights, information regarding various school programs and co-curricular programs. SchoolWebsite address: <http://fanchercreek.cusd.com>.

