



# Student / Parent Handbook 2014-2015

## Dry Creek Elementary School

1273 North Armstrong Avenue • Clovis • California • 93619 • Phone (559) 327-6500 • Fax (559) 327-6590

*Robert Hansen, Principal • Clovis Unified School District*

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## Dry Creek's Vision, Mission and Goals

### **Dry Creek Vision Statement**

The Dry Creek staff, working in partnership with the community, will provide a quality education enabling each student to become a successful lifelong learner.

### **Dry Creek Mission Statement**

The mission of Dry Creek Elementary is to provide exemplary programs and services that align all resources to assure that each student achieves at her or his highest level academically and socially.

### **Goals**

#### ***In the Area of Student Achievement***

- Each student will read and comprehend a variety of materials, locate and apply information at grade level or above.
- Each student will write, speak, listen, and use technology to communicate at grade level or above.
- Each student will apply mathematical skills to analyze and solve problems at grade level or above.
- Each student will think creatively and analyze tasks to solve problems at grade level or above.
- Each student will develop and demonstrate personal responsibility for learning and self-management.

#### ***In the Area of Safe Learning Environment***

- The school and community will work together to provide a safe learning environment.
- Students will demonstrate respect and responsibility for the learning environment.
- Students exhibit through their actions an understanding of the pillars of Character Counts; Trustworthiness, Respect, Caring, Fairness, Responsibility and Citizenship.

### **How Dry Creek Accomplishes Its Goals**

Continuous improvement through comprehensive planning, thoughtful implementation, and ongoing evaluation of all programs

Data-driven decision-making

Results orientation

Valuing all students, parents, and staff

Build relationships based on trust and a common goal of improved student achievement

**DRY CREEK FACULTY AND STAFF  
2014-2015**

Robert Hansen ..... Principal  
 Pam Sells ..... Guidance & Instructional Specialist (Vice Principal)  
 Jodi Winter ..... Office Manager  
 Terry Kee..... Attendance/Registration

**TEACHER ..... GRADE ..... ROOM**  
 Wendy Smith ..... Kdg. .... K1 A.M.  
 Dawn Moore ..... Kdg. .... K1 P.M.  
 Jolene Melton ..... Kdg. .... K2 A.M.  
 Yvonne Strong..... Kdg. .... K2 P.M.

Anisha Mayberry ..... 1 ..... 06  
 Kathleen Brewster ..... 1 ..... 03  
 Jennifer Koop ..... 1 ..... 04  
 Carrie Anders ..... 1 ..... 07

Darla Acosta ..... 2 ..... 15  
 Judy Garabedian ..... 2 ..... 02  
 Larae Difuria ..... 2 ..... 08  
 Dianne DeMarinis ..... 2 ..... 13

John Armendariz ..... 3 ..... 10  
 Alicynne Chaney ..... 3 ..... 18  
 Jackie Tobin ..... 3 ..... 14  
 Terri Franz..... 3 ..... 19

Stephanie Oliverius-Pauls ..... 4 ..... P39  
 Doug Crumpton-Murray..... 4 ..... P42  
 Stephanie Henderson ..... 4 ..... P30

Frances Bishop ..... 5 ..... P33  
 Brett Dose..... 5 ..... P38  
 Marnie Hutchason ..... 5 ..... P32  
 Laurie Plescia ..... 5 ..... P41

Michelle Brown ..... 6 ..... P34  
 Cecelia Dansby ..... 6 ..... P36  
 Christy Lilles ..... 6 ..... P31  
 Robert Prado..... 6 ..... P37

James Tasy ..... Choral Music / General Music ..... P43  
 Tony Luna ..... Instrumental Music / General Music ..... P47

Claudia Graves ..... SDC K-3 ..... P46  
 Alison Carberry ..... Resource Specialist ..... P45  
 Rachel Delgadillo ..... Resource Specialist ..... P30  
 Jeannette Duck ..... Speech Therapist ..... 15  
 Denise Ovoian ..... Speech Therapist ..... 15  
 Shanna Tyson ..... School Psychologist ..... 202  
 Sarah Wilson ..... School Nurse ..... Office  
 Sheree Dull ..... Health Services Assistant ..... Office  
 Marian Miyasaki..... Library Technician I ..... LMC

Maria Hernandez .....Kitchen Supervisor..... Kitchen  
Ray Blanco .....Plant Supervisor..... Custodial Office

**Contact staff members by e-mail. Format is: JohnSmith@cusd.com**

## AUXILIARY STUDENT SERVICES

**School Nurse:** A nurse or health services assistant is on campus at all times. In addition to hearing and vision screening, the nurse plays an important role in: (1) maintaining all health records for children; (2) contacting parents regarding illness, health problems and excessive absences; and (3) advising the staff regarding health related conditions and/or hazards.

**Speech & Language Specialist:** The speech & language specialists work with children who are in need of specialized remedial and developmental instruction in language proficiency.

**School Psychologist:** The school psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. She plays a counseling role to parents and students and provides assistance to teachers in the implementation of effective teaching strategies for individual students exhibiting learning and/or behavioral difficulties. **All psychological testing requires written parental consent.**

**Resource Specialists:** The resource specialists are trained as classroom teachers with special certification in special education and learning disabilities. They provide specific prescriptive instruction in academic areas to students who have been certified as requiring such instruction.

**Student Study Team (S.S.T.):** The Student Study Team is provided as a service to teachers and parents. Students with behavior, emotional, and/or academic problems that interfere with school performance are referred to the team for suggestions and/or modifications of the child's learning environment. All children that may be considered for a formal psycho-educational assessment are required to be reviewed by the S.S.T. prior to evaluation by the School Assessment Team (S.A.T.).

**School Assessment Team (S.A.T.):** Children who show signs of abnormally low achievement, learning disabilities, or emotional difficulties, may be referred by the teacher through the Student Study Team process. The team will focus the expertise of its members on testing and studying the child to determine the nature of the learning difficulty. A meeting is held with the parent at which time all of the results of the diagnostic work are discussed and explained, as well as recommendations to be implemented to improve the child's progress and success in school.

**School Attendance Review Board (SARB):** The School Attendance Review Board operates at the District level and at the local site. Students are referred for being habitually truant or tardy, having irregular attendance, are **in danger of** becoming irregular in attendance, or habitually truant.

**Gifted and Talented Education (G.A.T.E.):** The formal G.A.T.E. program involves students in grades 4-6. Students are certified as "gifted" on the basis of criteria involving standardized achievement test scores, group and/or individual intelligence test scores, and academic performance in the classroom. For further information, please contact Dry Creek's GATE Coordinator, Mrs. Stephanie Henderson (StephanieHenderson@cusd.com).

**Campus Club:** Campus Club provides quality child care for school-age children before and after school. All day care is also offered during regular school vacations. The program is staffed with qualified instructors who work closely with the school age child. Questions regarding fees, procedures for enrollment, or specific site information should be directed to the Child Development Department at 327-9160.

**Categorical Funding:** 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 Economic Impact Aid/Limited English Proficient (EIA/LEP), Economic Impact Aid/State Compensatory Education (EIA/SCE), 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 Language 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 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.

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 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):** If a district uses Economic Impact Aid (EIA) funds for State Compensatory Education programs, as Clovis does, it is required to have both a SAC) and a DAC. 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 Language 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 Language 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. Children's needs 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 Delinquent Programs)** - A federal- funded program that serves 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))** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) 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 the CUSD Department of Special Projects @ 327.9086 or go to <http://www.cusd.com/specialprojects>.*

## ATHLETIC PROGRAMS

*Please check the Dry Creek website for athletic schedule download.*

### The Dry Creek Athletic Program

Student participation and involvement in athletics teaches cooperation, responsibility, team-work, and how to win and lose. Students who are involved tend to perform better in school and have fewer problems socially. All students who participate in sports must meet the criteria outlined in the Code of Ethics to participate.

### ATHLETIC CODE OF ETHICS AND BEHAVIOR

Participation as a member of a team is a privilege. Those on teams serve as a model for all the children at school. To ensure that student athletes conduct themselves appropriately, we are setting the following standards that must be met if a student is to play:

1. Team members do not get in fights.
2. Team members must have a "C" average with no "F"s on their report card.
3. Team members must display good sportsmanship, citizenship, and maturity at all times.
4. All uniforms and equipment must be returned in the same condition as they were received.
5. Team members attend practice.

### Team Selections

Every effort will be made to place all students on a team. Unfortunately, participation limits must be set because of limited facilities and safety factors. The following process will be used to make team selections:

1. Sign-ups will be announced at least 2 school days prior to the first practice.
2. Players will have at least 2 days of practice before the first selection date.
3. **Practice times are 3:20 P.M. - 4:20 P.M.**
4. Those students who are selected for the team will have their names posted for all to see.
5. Coaches may elect to have a second selection date to further reduce team size.

\*Players registering after the beginning of the season may try out for a team - but no player may be "bumped" because of the selection of a late-enrolling student.

*Coaches' decisions on player selections are final.*

*All questions regarding player selection are to be referred to the head coach of the team.*

### Insurance Requirement

All participants are required to have verification of health insurance coverage prior to any participation in any sport. It is recommended that parents purchase the insurance policy offered through the school.

### Playing Time

"A" teams are competitive teams. Students who desire guaranteed playing time should elect to play on "B" and "C" teams. "B" and "C" teams are designed to teach students basic skills. Students on these teams are guaranteed playing time in every game.

### Uniforms

All players are responsible for all equipment issued to them. **Uniforms are to be worn on game days only.** Players will be charged for the loss or damage of equipment or uniforms.

### Transportation to Games and after Practice

Clovis Unified buses transport students to all games. Parent permission for participation on a team allows for permission to transport students to all team functions during the season. Transportation will be provided for bus riders after practice. Parents who wish to pick their children up at away games must sign their child out with the coach prior to leaving. **Students will not be released to anyone without a note or prior parent contact with the coach—this is for your child's safety.**

**PE Excuses and Team Participation**

A child will not be allowed to participate in any after-school sports programs or intramurals if they are not participating in PE due to a PE excuse. Additionally, a student must be present in school to participate in same-day practices or games. No exceptions.

Season	Sport	Number of Teams	Eligibility
<b>Fall-Spring</b>	Pep & Cheer	One team	5 <sup>th</sup> -6 <sup>th</sup> graders (numbers are limited; squad selection based on tryout)
	Football (tackle)	A – B	5 <sup>th</sup> -6 <sup>th</sup> graders Weight limit of 144 lbs. (with uniform and without helmet). Minimum is 60 lbs.
<b>Fall</b>	Cross Country	Boys and girls 4 <sup>th</sup> -6 <sup>th</sup> grade teams	
	Girls Volleyball	A, B, and C	5 <sup>th</sup> -6 <sup>th</sup> graders
	Wrestling	A-B	4 <sup>th</sup> -6 <sup>th</sup> graders Weight divisions
<b>Winter</b>	Boys Basketball	A, B, and C	5 <sup>th</sup> -6 <sup>th</sup> graders
	Girls Basketball	A, B, and C	5 <sup>th</sup> -6 <sup>th</sup> graders
<b>Spring</b>	Baseball	A and B	5 <sup>th</sup> -6 <sup>th</sup> graders
	Softball	A, B, and C	5 <sup>th</sup> -6 <sup>th</sup> graders
	Boys Volleyball	A and B	5 <sup>th</sup> -6 <sup>th</sup> graders
	Track	Boys and girls 4 <sup>th</sup> -6 <sup>th</sup> grade teams.	<i>Please note that participation will drop dramatically after the first two meets because of league and district rules governing the number of qualifiers per school.</i>

**PEP & CHEER SQUAD**

The Dry Creek cheerleading program is established to focus on two primary purposes. First, the members of the cheerleading squad are to provide positive leadership for the student body in developing school spirit and pride at all athletic and student activities. Secondly, the teams are to provide the members with an outlet for developing personal poise, physical strength, stamina, coordination, and showmanship. Number of positions on squad is limited; selection is based on a competitive tryout process in late spring of the preceding school year.

**SPECTATOR CODE OF CONDUCT - ATHLETIC EVENTS**

Spectators are an important part of athletic events. At all times they should reflect high standards of support and good sportsmanship.

1. Spectators should respect officials, coaches, and participants.
2. Booing, disrespectful remarks and/or cheers or yells which "put-down" the other team are totally unacceptable.
3. Bells, whistles, or noisemakers are acceptable for outdoor athletic events, but not for indoor athletic events.
4. Noisemakers must not interfere with the various activities.

*Profanity of any type will not be tolerated and will result in the removal of the spectator from the school grounds.*

## CO-CURRICULAR ACTIVITIES

Activity	Description	Restrictions
Band / Orchestra	Band is offered to students in grades 5 and 6. Fourth grade students who are taking private lessons may audition for the band and/or orchestra. The instrumental music instructor is at school two days each week.	5 <sup>th</sup> -6 <sup>th</sup> graders
Choir	The choir performs for student assemblies at Dry Creek and at several parent functions during the school year. The choir also participates in two District choral festivals and performs at one community service function each spring.	5 <sup>th</sup> -6 <sup>th</sup> graders

Upper Grade Drama Production	Students perform at school assemblies and put on a play for students and parents. Tryout dates/times will be posted in the Panther Express.	4 <sup>th</sup> -6 <sup>th</sup> graders
Robotics Team	An exciting after-school technology, building & learning activity. Parent volunteers are needed to sponsor teams.	5 <sup>th</sup> - 6 <sup>th</sup> graders
History Day	Students research and develop a History Day project to be presented at the Fresno County History Day.	4 <sup>th</sup> -6 <sup>th</sup> graders
Chess Club	Dry Creek students are able to meet weekly and compete in the annual CUSD Elementary Chess Tournament, held each spring.	4 <sup>th</sup> -6 <sup>th</sup> graders

**STUDENT COUNCIL:** The students at Dry Creek learn the fundamentals of student government through the student council. Each semester the students elect the following officers:

Officers	Description
President	Leads the student council. Works on student council activities. Must be a 6 <sup>th</sup> grader in good standing.
Vice-President	Works on student council activities. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader in good standing.
Secretary	Responsible for recording all meetings. Maintains Student Council calendar, list of activities, events, and responsibilities. Serves as liaison with school office staff. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.
Commissioner for School Safety	Helps plan and monitor fire drills, assists with clean campus inspections, and reviews campus for safety hazards. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.
Commissioner of Lines	Helps monitor and judge lines throughout the school year. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.
Commissioner of Activities	Helps plan and put on student body activities and rallies. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.
Commissioner for School Spirit	Helps design activities and events to improve school spirit. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.
Commissioner of Athletics	Assists the school's Athletic Director in various ways to enhance the experiences of Dry Creek student-athletes. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader.

Students wishing to run for election must complete an application, secure teacher and parent approval, and be willing to speak in front of the student body in order to have their names placed on the ballot. Students may only hold one office during the school year; this allows other students a chance to participate in student government.

**STUDENT PRINCIPALS ADVISORY COUNCIL:** Two students from each classroom in the upper grades are selected by their teacher to represent their class. Student selection is based on citizenship, leadership qualities, ability to be an active participant in group discussions, and a desire to improve Dry Creek for all students. The Principal's Advisory Council meets quarterly or more often with the teacher advisor and principal during the lunch period. The role of this group will be to gather information on various subjects as requested, provide advice and input to school staff, and participate in discussions concerning important school topics.

## STUDENT GRADING POLICIES

Grade Level	1 <sup>st</sup> /2 <sup>nd</sup> Quarters Grading Criteria and Marks	3 <sup>rd</sup> /4 <sup>th</sup> Quarters Grading Criteria and Marks
<b>First Grade</b>	Grades given quarterly O=Outstanding work/effort S=Satisfactory work/effort N=Needs Improvement in work/effort	Grades given quarterly O=Outstanding work/effort S=Satisfactory work/effort N=Needs Improvement in work/effort
<b>Second through Sixth Grades</b>	Grades given quarterly 100% -90% = A Range 89% - 80% = B Range 79% - 70% = C Range 69% - 60% = D Range 59% - 0% = F Range	

### ASSIGNING OR CHANGING A GRADE

State Education Code states clearly that the only person who can assign a grade for a student is that student's teacher. Grades cannot be altered or changed by anyone other than the teacher. Parents wishing information regarding their child's grades should meet with their child's teacher.

## STUDENT RECOGNITION PROGRAMS

Award	Explanation of Award
Student of the Month	Monthly two students (upper grade) and one student (primary) are selected by each classroom teacher as Students of the Month. These are students who have demonstrated good behavior, worked hard, and have been a good example for others to follow. Parents will be notified when their son/daughter has been selected so that they may attend the awards assembly.
Character of the Month Award	This award is presented at the bimonthly awards assembly to the student who exemplifies the Character Pillar of the Month from the Character Counts Program. The character of the month is announced in the Panther Express prior to the beginning of each month.
Reader of the Month	Selected by the classroom teacher and awarded in the bimonthly awards assembly to the student in their classroom who has shown the greatest progress in reading.
Writer of the Month	Selected by the classroom teacher and awarded in the bimonthly awards assembly to the student in their classroom who has shown the greatest progress in writing.
Math Whiz	Students in first grade who master all their 60 addition and subtraction facts in three four-minute timed tests are awarded a Math Whiz certificate. These awards are given in the bimonthly awards assembly.  Second graders who master all their 100 addition and subtraction facts in three three-minute timed tests are presented a certificate by their classroom teacher. Third graders receive this award for mastering 100 addition, subtraction, and multiplication facts.
Big Four Math Award	Students who master the 100 addition, subtraction, multiplication, and division fact sheets in three three-minute timed test are awarded the Big Four Award certificate. These are given at the bimonthly academic assembly.

Sight Word Mastery Awards	Students are given a certificate after completing their grade level's site word list. Certificates are presented by the student's teacher.
Perfect Attendance Award	Students in grades K - 6 are eligible for this award. The Perfect Attendance Award is given at the end of the year. Students on pre-approved Independent Study contracts are considered 'present' for purposes of this award. Unexcused tardies will disqualify a student from this award.
District Physical Fitness Award	All Clovis Unified School District students in grades 1-6 participate in Physical Fitness Assessments in the spring. Students who meet their age-level fitness goals will be recognized (the specific form of recognition will change from year to year).
Principal's Honor Roll	This award is given at the end of the 6 <sup>th</sup> grade year, and requires that students receive all A's on report cards for all four quarters in grades 4-5-6 earned at a Clovis Unified school.
Special Awards	Occasionally, local businesses donate certificates for our awards assemblies and incentive programs. Some examples are: Carl's Jr., Baskin-Robbins, T.G.I. Friday, Blackbeard's, McDonald's, MiMi's Café, Little Caesar's, John's Incredible Pizza, Tahoe Joe's, etc. These are used to reward students for exemplary behavior and academic excellence.

## Block "DC" Award

The Block DC Award is the highest award a student may earn at Dry Creek. The Block DC is available to fourth, fifth, and sixth grade students, and is awarded at the end of each semester.

This award is designed to recognize students who exemplify the qualities that Dry Creek hopes to foster in all of its students, namely: (1) the desire for self-improvement; (2) dedication and commitment in reaching for goals; (3) concern for and service to others; and (4) the willingness to be a positive role model to others. Individuals earning this prestigious award will receive a Block "D.C." plaque. Block DC criteria forms will be passed out to all upper grade students during the first week of each semester (and are available as a downloadable file from the school's web page).

## Dry Creek Personal Responsibility Program

The **Dry Creek Personal Responsibility Program** provides for a reward at the end of each quarter in recognition of those students in grades 1-6 who have demonstrated appropriate **personal responsibility**. Students in grades 3-6 can earn a fun field trip, while students in grades 1-2 will get to attend a special activity or performance planned just for them.

If a student receives 3 "PR" points per quarter they will be excluded from participation in the reward trip or special event. A suspension from school is an automatic disqualifier. Teacher decisions on personal responsibility points are final.

## GUIDELINES FOR STUDENT BEHAVIOR

In order for any organization to operate effectively, it is important that all concerned parties be aware of what the rules are and why they exist. The rules governing the behavior of students and the operation of the school reflect three guiding principles: (1) the school exists as a place to learn; (2) teachers have a right to teach and all students have a right to learn; and (3) self-discipline is the key to school discipline. Our expectations for student conduct, therefore, boil down to common sense, good manners, and respect for one another. With this in mind, we have provided the following for your guidance and information.

**GENERAL RULES OF STUDENT CONDUCT:** These rules of conduct are discussed with all Dry Creek students.

1. All students should display courteous behavior at all times.
2. Personal items such as balls, toys, knives, bean shooters, cameras, personal electronic devices, etc., are not to be brought to school unless so directed by the teacher.

3. Gum and seeds are not allowed at school. Candy brought from home with lunch must be eaten in the cafeteria. Glass containers are not allowed at school.
4. Students are not to enter another student's desk unless directed by the teacher.
5. Students should not leave valuables or money in desks or restrooms. The school is not responsible for the loss of these items.
6. Students should return all lost and found articles to the office or to their teacher.
7. Students are not to use the telephone without specific permission from the teacher or other school staff member.
8. Students are not to run in corridors, or in any room.
9. Play stops immediately when the bell rings. Students are to quickly and quietly line up in straight class lines.
10. Students must play at recess in the designated play areas only. Other areas, buildings, and corridors are OFF LIMITS during recess.
11. During recess, students must not go in to the hallways or office without teacher or supervisor permission.
12. All students must check through the office if tardy to school or if leaving during the school day.
13. Students are not allowed to sell any item on school premises to other students.

Section 48900 of the California Education Code and the Governing Board Policies of the Clovis Unified School District indicate the following as inappropriate student behaviors which constitute cause for suspension/expulsion or other disciplinary measures.

1. Verbal abuse and/or defiance of a supervisor, teacher, or administrator.
2. Disruptive behavior on campus, in the classroom, at a student body activity, on a school bus or at a bus stop, or at a club or other supervised activity.
3. Gambling.
4. Hazing.
5. Immoral behavior, possession and/or possession for sale of pornographic materials.
6. Leaving school without permission of school
7. Truancy (second offense).
8. Knowingly received stolen property or private property.
9. Violation of Clovis Unified School District Governing Board policies and/or regulations.
10. Caused or attempted to cause damage to school property or private property.
11. Caused, attempted to cause, or threatened to cause, physical injury to another person.
12. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind

#### **FIVE DAY NON-PRIVILEGE STATUS FOLLOWING SUSPENSION:**

Any student suspended from Dry Creek will be placed on non-privilege status for five school days beginning on the first day of their return to school from their suspension. Non-privilege status requires that the student not participate in or attend any school activities or functions for these five days.

#### **"NO LOVE" AT DRY CREEK:**

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

## **BUS SAFETY TO AND FROM SCHOOL**

The state law provides that the bus driver has complete responsibility for student safety and conduct on the bus. Student misbehavior constitutes a serious safety hazard on the bus. Students not conducting themselves properly will be issued a citation by the bus driver that must be signed by the parent before the student may be readmitted to the bus. Continued misconduct will result in suspension or denial of transportation privileges.

Transportation is furnished for students who live in excess of:

Grades K-3	1 mile from the school
Grades 4-6	1.25 miles from the school
Grades 7-12	2.5 miles from the school

The distance is measured by the most direct route from the school property to the student's home.

***All school and CUSD regulations apply while students are on the school bus or charter bus and at all bus stops.***

#### **CONDUCT ON THE BUS:**

1. Follow the directions of the driver.
2. Walk to assigned seat and stay there. Do not stand or move around while the bus is moving.
3. Students must face forward with both feet on or toward the floor.
4. Do not talk to the driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road.)
5. Talk quietly so that the driver can hear traffic sounds.
6. Fighting and scuffling are forbidden.

7. Keep arms, feet, and school books out of the aisle.
8. Do not open or close windows without permission.
9. Keep hands and head inside the bus.
10. Spitting or throwing objects on the bus or out of the windows is forbidden.
11. Loud yelling or profane language is not permitted.
12. Eating, drinking, gum chewing, smoking, and candy sales are prohibited.
13. Do not deface or litter the bus. Each person will be held financially responsible for any property which he/she defaces or damages.
14. Do not tamper with any safety device or any other equipment.
15. No glass objects, balloons, skateboards, rollerblades, radios, or tape recorders may be taken on the bus unless kept in their backpack.
16. Animals (dead or alive) and weapons (real or simulated) are forbidden on busses.
17. A STUDENT MAY BOARD OR LEAVE HIS/HER ASSIGNED SCHOOL BUS ONLY AT HIS/HER AUTHORIZED BUS STOP. EXCEPTIONS TO THIS REGULATION WILL BE PERMITTED ONLY WHEN THE STUDENT HAS A WRITTEN STATEMENT BEARING THE PARENT'S SIGNATURE, AND SIGNED BY A SCHOOL ADMINISTRATOR. (Administrator's signature should include his/her title, and the time and date signed. If there are any questions, administrators will contact parents.)

If the student is over 15 minutes later than their normal time to arrive home, parents may call transportation at **327-9700** for the latest information regarding the bus route.

### **BUS CITATION POLICY**

If a student receives a warning, parents should work with their child to assure that further action need not be taken. If a suspension has been written, the school of attendance will contact the student's parent or guardian, giving the number of days of the suspension, the effective date and the date when the student can return to riding the school bus. The third violation will result in an automatic suspension of bus riding privileges, with the length of the suspension to be determined on an individual basis.

**FOGGY DAY BUS PROCEDURE:** During the winter months, dense morning fog may interfere with normal bus schedules. It is important to know the procedure used by the Clovis Unified School District to alter bus times and to communicate changes to parents. We have found in the past very few problems when the following procedure is understood and properly implemented:

1. A decision will be made no later than 6:00 a.m. as to whether or not the departure time of buses must be delayed.
2. If departure times of school buses must be delayed, an announcement will be made on **KVPT-TV Channel 18, KMPH 107.5 FM Radio, and KMJ 580 AM Radio** starting no later **6:15 a.m.** There will be continuous broadcasting on these channels.
3. If buses within the District are delayed, the word "**Schedule A**" or "**Schedule B**" will appear after the name of the district.
4. "**Schedule A**" means that buses will be **delayed two (2) hours**. "**Schedule B**" means that buses will be **delayed four (4) hours**. If fog conditions require that "**Schedule B**" is necessary, **all transportation for morning Kindergarten classes will be cancelled.**
5. **ALL CLASSES IN THE DISTRICT WILL OPERATE AS PER THE REGULAR SCHEDULE. FOGGY DAY INSTRUCTIONS APPLY ONLY TO BUS TRANSPORTATION SCHEDULES AND RIDERS.**

Students who walk or have their own transportation to school should arrive at the normal time. However, parents are advised to exercise discretion relative to particular conditions in and around their respective school attendance areas. Unless an additional announcement is made, afternoon bus runs and athletic runs will operate on a regular schedule.

## **GENERAL POLICIES & PROCEDURES**

**ARRIVAL AND DISMISSAL:** Supervision is provided only during the school day, starting 20 minutes prior to the start of the school day. **Therefore, students who do not ride the bus should not arrive at school 20 minutes prior to the start of school.** Those students arriving to participate in the breakfast program may report to the cafeteria no more than 30 minutes prior to the start of school.

Parents who wish to have a student excused early **must come to the office** and sign out and the child will be called from the classroom.

**ABSENCES:** Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school, he/she must have a note from the parent or guardian explaining the reason(s) for the absence. The parent or guardian may also **telephone the school office** in the morning verifying the absence.



**ATTENDANCE—SOME ADDITIONAL INFORMATION:** The following information concerning student attendance may be useful. It is well established, of course, that faithful and regular attendance in school is related to improved student progress and achievement. There are times, however, when it is necessary for a child to miss school. Therefore, we (and the state) make the distinction between "excused" and "unexcused" absences.

**Excused Absences** are classified as the following:

- Absences due to illness.
- Absences due to professional medical appointments related to physical needs.
- Absences due to attendance at a funeral for a member of one's immediate family.
  - 1 day for in town funerals
  - 3 days for out of state.
- Absences due to the exclusion of students failing to meet immunization requirements.

*Student absences for any reason other than the four specified are counted as "unexcused".*

Obviously, missing school is undesirable both from an educational and a financial point of view. Excused absences, of course, are unavoidable; we certainly do not recommend that a child come to school if he/she is ill or could spread his/her illness to others. Unexcused absences, however, are another matter.

**INDEPENDENT STUDY:**

- a. If a student is going to be absent from school for **five or more** consecutive days (other than illness), the student should be placed on an Independent Study Contract.
- b. This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in completed on the day the student returns.

**INFORMING THE OFFICE OF UPCOMING VACATION:** We ask that you let your child's teacher know well in advance if your child is going to miss a day, or days, of school due to a vacation or a trip, etc. This gives the teacher time to prepare schoolwork on an Independent Study contract to be done so the student will not fall behind in class.

**LEAVING THE COUNTRY:** If a student should leave the country for more than two weeks they will be dropped from our rolls and reinstated back to Dry Creek on a space-available basis upon their return. There are no guarantees for placement back into the class from which the child left. If no space is available at Dry Creek the child will be sent to the closest school with space available.

**TARDY POLICY:** Students are expected to arrive at school on time much the same as adults are expected to arrive at their jobs on time. It is very disruptive to a teacher and students in the classroom when other students arrive late. In the event students do arrive late, the Dry Creek Tardy Policy is implemented.

**Excused tardies** will be issued in the office for:

- Doctor or dentist appointment
- Illness

*All other tardies are unexcused and may involve disciplinary consequences.*

**TRUANCIES:** If a teacher or other school personnel suspects a student's non-attendance to be a truancy, the student involved will be referred to the principal. Truancies will result in a parent conference, disciplinary consequences, and possible referral to Student Services & School Attendance. Students declared truant will be placed on the school's non-privileged list. Placement on the non-privileged list will result in a limitation of participation in school activities.

**WITHDRAWAL FROM SCHOOL:** If you should decide to move from the District or to another school attendance area within the District, please notify the office that you are withdrawing your child. Not only does this aid us in record-keeping, but it also allows us to give you the information you will need to enroll your child in his/her new school.

**FAILURE TO PICK UP CHILDREN AFTER SCHOOL:** It is parents' responsibility to know dismissal times and to pick up their children from school in a timely manner. Students are not allowed to remain on campus after the regular instructional day without being involved in a co-curricular program, tutoring, or enrolled in Campus Club. Parents who regularly fail to pick up their children in a timely manner will be referred for a School Attendance and Review Board hearing.

**LOST AND FOUND:** Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Lost and found articles are temporarily located just outside the old cafeteria. Periodically, unclaimed items are given to a charitable organization.

**PARENT TRANSPORTATION OF STUDENTS ON FIELD TRIPS:** We strongly encourage parents to allow their children to travel to and from field trips on the buses provided. Having all the students together allows teachers to plan, teach, and supervise their students more effectively. Parents wishing to transport their child on field trips need to realize that no allowances or changes in the itinerary will be made to the group's plans to accommodate personal transportation of a child. The school and district take no responsibility and accept no liability for parental transportation of a child to and from a field trip.

Transportation on a field trip by someone other than a child's parent is not permitted. The liability, responsibility, and potential consequences are substantial for the person driving the car. No child will be allowed to ride with someone other than their parent without prior authorization from the principal and written permission from the student's parent/guardian.

**BREAKFAST/LUNCH PROGRAM:** Breakfast is served on a daily basis 30 minutes prior to the start of the school day. Breakfast is available to all students from K - 6.

Hot lunch is served to students in grades 1-6. School lunch costs will be publicized in a letter prior to the start of school. Milk may be purchased separately. Students purchase lunches through the use of a "lunch card" that holds the amount of money a parent has placed in a student's lunch account. Student's name and room number are automatically placed on the card to prevent loss. A charge will be made if the card is lost or destroyed. All payments for lunches are made at the cafeteria, not the office.

**STUDENTS WITHOUT MONEY FOR HOT LUNCHES:** Clovis Unified's Campus Catering Department has established a clear procedure on non-payment for hot lunches. A child without money for hot lunch will receive a full meal on the first incident. On the second consecutive incident, and until the account is paid in full, the child will be served a peanut butter sandwich. Parents must be aware that subsequent money brought in for lunches will be used to first settle the account before being used to purchase additional lunches.

**PARENT VISITATIONS:** Parents are welcome and encouraged to visit the school. Visits should be scheduled with the teacher in advance, so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, **ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM—NO EXCEPTIONS.**

**BIRTHDAY PARTIES:** Birthday parties are not appropriate for school. In lieu of birthday "goodies," may we suggest the donation of a book to the school's library or the classroom library? A special bookplate with the student's name will be affixed to the donated book and the student will receive a certificate acknowledging the donation. Please consult the classroom teacher or the librarian for suggestions of appropriate books.

**SCHOOL VANDALISM:** As our area grows and our facilities are used more and more during non-school hours, there is an increasing need for all of us to be observant in an effort to protect our beautiful school. We ask you to join us in this effort. If you are using the facilities after school hours, on weekends, or just passing by and you notice something of a suspicious nature, please call the school, or if after hours, contact Clovis PD (324-2800 or 911).

**STUDENTS STAYING AFTER SCHOOL:** Only those students who are involved in regular after-school activities, supervised by members of our staff, may remain after school. A teacher may request that a student remain after school for additional tutoring or for other reasons. This will be with parent knowledge and permission. On game and practice days, all students who regularly go home at end of the regular school day must do so. We have no means of providing supervision for students (including siblings of athletes) remaining after school as spectators. Non-participating students may remain after school (or return to school) to watch the game, only if they are under adult supervision.

If, by chance, a student should miss the recreation bus after a practice or game, he/she must go to the office. The office is open until 5:00 p.m.

On rainy days, outdoor after-school activities will be cancelled. Obviously, this decision cannot be made until the afternoon. We recommend that on rainy days, you call the school after 1:45 p.m. to confirm whether or not the activity

will be conducted. Students will be permitted to call parents from the classroom once practices or games are cancelled so that after-school pick-up arrangements can be made.

**STUDENT USE OF THE OFFICE TELEPHONE:** Each classroom is equipped with phones with outside lines. A student's first request for phone use should be to their classroom teacher. Students will be permitted to use the office telephone only if they are unable to contact their teacher prior to or after school and the principal and/or the secretary feel it is absolutely necessary. We do not encourage Dry Creek students to bring cellular phones to school. However, if a parent determines that it is necessary for their child to carry a cell phone, it must be turned "OFF" during the school day, including recesses and lunch.

**SUPPLIES & TEXTBOOKS:** All essential student supplies are provided at school. However, often teachers will suggest a few items that are helpful and an added convenience to the student, but are never mandatory. Students are, of course, responsible for the care of textbooks and other non-consumable items issued to them. Any lost, missing, or stolen textbooks are the responsibility of each student. Parents will be charged the full replacement cost for any textbooks not returned at year's end.

## DRESS CODE

We believe that consistent dress and grooming is necessary in order to maintain order, provide a safe school environment and promote discipline. Dress or grooming that draws undue attention detracts from the educational process and is therefore unacceptable. We also believe that attention to appearance, and a student's attitude toward him/herself and his/her school, are related. Good taste, good grooming and appropriateness of attire are a part of learning for both boys and girls.

The CUSD Governing Board shall authorize school regulations which prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement

To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. Purposely frayed and garishly patched clothing is not appropriate.

### **Apparel**

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military, paramilitary, or military-style camouflage attire will not be permitted. Non-military camouflage attire (e.g., pink or blue) is acceptable for elementary students.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes exotic clothing, exotic jewelry, exotic make-up, body piercing, etc.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel. *Note: For Dry Creek, this means no "Bulldogs" logos or names on any article of clothing.*
- Tank tops are not appropriate or acceptable. Shoulder straps on tops worn by females must not be less than one inch (1") in width, and any apparel determined by District personnel to be too revealing is not acceptable.
- Beach wear, swim wear, halter tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable.
- Mini-skirts and culottes are acceptable for females so long as they extend to a minimum of six (6) inches above the knee but no higher than mid-thigh.
- Shorts are permissible throughout the school year. Shorts are to be worn no shorter than six inches (6") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. All sportswear-type shorts, bike shorts (*spandex*), gym shorts, frayed shorts, or shorts with holes are unacceptable. Board shorts are also unacceptable. Appropriate shorts may be worn for physical education activities and athletic practices.
- Straps on clothing, such as overalls, must be fastened at all times.
- Leggings will be allowed if over-garment reaches 4" above the knee.
- Shoes must be worn by all students. Thongs or shoes without heel straps are not allowed for safety reasons.

- Excessively baggy pants are not allowed. Pants cannot exceed five inches (5") when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
- Oversized shirts that present a safety concern or reflect gang style are not acceptable.
- Appropriate hats, caps, and other types of head coverings worn by males or females shall not be worn inside buildings. Rules relative to professional team apparel apply to hats, caps and other types of head coverings. Gang related symbols of any kind are not acceptable.
- No frayed clothing is acceptable (manufactured or otherwise).
- Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Athletic wear as well as fleece sweatpants are not acceptable, with or without a team/designer logo.
- Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.).

### **Grooming**

- Male haircuts may not fall below the mid-point of a standard stand up shirt collar and earlobes must be visible.
- Hair which causes undue attention is not acceptable; i.e., unusual designs, colors, symbols, razor cuts, messages, mohawks, or "tails". Complete shaving of the head is allowed. Partial razor shaving of the head may be **only one inch (1") above the top of the ear**.
- Bangs or other hair styles must not obstruct nor interfere with vision.
- Facial makeup is not allowed unless medically necessary.

### **Jewelry**

- Earrings are not appropriate or acceptable for males as school attire.
- Body piercing (eyebrows, nose, lips, tongue) is not acceptable.

### **Exemption to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy. A petition for an exemption from enforcement of a specified portion of Dress Code Policy may be submitted to the Office of Student Services and School Attendance.

## **HOMEWORK POLICY**

Homework is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework encourages students to work independently, use time wisely, and develop a sense of responsibility. Homework fosters good study habits that will be useful throughout the individual student's school career.

### **Homework Procedures**

**Kindergarten** - Our kindergarten teachers ask that parents read to their child 10 to 15 minutes in the evening three times a week. Our kindergarten teachers will work with parents to establish this program at the beginning of school each year.

**Primary** (Grades 1-2-3) – Each primary student should have approximately 20-40 minutes of homework each evening Monday through Thursday. Homework assignments will be in an academic area, reinforcing a skill or concept previously taught.

**Upper Grades** (Grades 4-5-6) – Please refer to the "Policies and Procedures for Grades 4-5-6" (nextpage).

Parents should consider the following factors that build good study habits:

- Provide a Study Area - good lighting, proper seating at a table or a desk, adequate materials, sufficient space. Distractions such as radio, T.V., family conversation and phone should be eliminated.
- Provide a specific time period - same time period daily.
- Give encouragement - encourage your child to understand the value of homework. Give your child assistance, but remember that homework is your child's responsibility.
- Help the homework habit. If your child doesn't bring home homework, determine whether he/she is completing it in school, forgetting it, or failing to bring it home.

**Whenever you have concerns or questions about homework please contact the teacher.**

## **POLICIES AND PROCEDURES OF GRADES 4-5-6**

*Upper Grade is a wonderful time* at Dry Creek. Students have many opportunities for school involvement and academic success. Along with choices and more school involvement, there is a greater need for responsibility, accountability, and character as we develop habits that will ensure success in the years to come.

The upper grade teachers at Dry Creek are excited to work with your children and want to help make the transition from primary grades as smooth as possible. We have developed some “UPPER GRADE” policies and procedures to provide consistency among the upper grade classrooms. These policies and procedures will be effective from the first week of 4<sup>th</sup> grade through the end of your child’s 6<sup>th</sup> grade year.

### **Homework**

Homework will be assigned daily, not weekly. Students are expected to follow classroom routine and write down their homework in their Daily Planner (students will be given one on the first day of school) each day to ensure home to school communication for assignments.

### **Homework Time**

- Grade 4..... 25-35 minutes daily, not including AR reading time
- Grade 5..... 35-45 minutes daily, not including AR reading time
- Grade 6..... 45-60 minutes daily, not including AR reading time – *Weekend homework included in this grade level.*

### **Homework Consequences**

<b>Homework completed and turned in on time</b>	<b>Late or incomplete homework consequences</b>
1. Student comes to school prepared and ready to learn new California State Standards. There is a lot to cover and we can go farther if everyone has done his/her homework.	1. Personal Responsibility point given <b>*no exceptions</b> <i>* ONE parent note per quarter may be used for any reason.</i>
2. Student receives full credit on homework assignment.	2. Detention is assigned at recess, lunch, and/or after school by teacher/parent arrangement.
3. Student is eligible for Block DC recognition.	3. Students may receive partial or no credit on assignments.
4. Students will gain independence, responsibility, and organizational practices that will enable him/her to be a more successful student	

### **Homework Planner**

Planners are given to each student on the first day of school. Students are expected to have their planners daily. Loss of this booklet will result in a PR point and a fee to replace it.

### **Discipline Progression for Behavior**

- |                   |   |
|-------------------|---|
| First Infraction  | Warning                                     |
| Second Infraction | Check Mark – Teacher Conference             |
| Third Infraction  | Two Check marks by name – Loss of Privilege |
| Fourth Infraction | Personal Responsibility Point Issued        |

### **Excused Absences**

To receive full credit, students who miss school (and the absences are “excused” for school attendance reporting requirements) will be allowed **one week** from the day of their return to school to turn in all missed work. *It is helpful to call the teacher and get assigned work to help keep student keep current with classroom assignments.*

### **Unexcused Absences**

Students will not be allowed to make up work or tests for unexcused absences. A score of a ‘0’ will be placed in the grade book.

### **Extra Credit**

Extra Credit assignments are not given to make up work missed as a result of unexcused absences.

## HOME/SCHOOL COMMUNICATION

**Panther Express:** *Panther Express* is a weekly publication that is sent home on Friday and is always printed on yellow paper. This communication contains a weekly calendar and lists events that will be occurring during the next week. The *Panther Express* is also available on the Dry Creek web page as a PDF file.

**IDAC (Intercultural Diversity Advisory Committee):** The primary purpose of the Intercultural Diversity Advisory Council, originally formed in 1988 as the Intercultural Advisory Council, is to assist in the formation and review of policies that assure non-discriminatory practices in all operational areas of the Clovis Unified School District. Its further mission is to assist in improving the cultural environment of the District. Dry Creek's IDAC meetings are open to all DC parents and other interested community members. Meeting notices will be published in the *Panther Express*.

**SART (School Assessment and Review Team):** School programs and the basic objectives of a school must reflect the needs of the community it serves. In order to accomplish this, however, two conditions are necessary: (1) the school must be able to identify and interpret the needs of its community; and (2) parents must be knowledgeable about the objectives and programs of the school in order to judge whether those needs are being met.

A committee of interested parents meets quarterly to study and evaluate the various components that comprise our school and to offer input for ways of improving these components. This committee is called the **School Assessment and Review Team** or SART.

The objectives of the SART Committee are the following:

1. To study and become knowledgeable about the various programs and components that make up the total operation of the school.
2. To discuss (as representatives of the community) the effectiveness and appropriateness of these programs and components relative to the goals of the school.
3. To aid in assessing school community attitudes about the total school program.
4. To act as a communication liaison between the community and the school.
5. To provide a representative for the District SART Committee.

## HEALTH INFORMATION

**FIRST AID AND ILLNESS DURING THE SCHOOL YEAR:** First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the parent at once. For this reason, the school requires an emergency number to call when parents are not at home. If the parent cannot be reached, the school will arrange to have the child taken to the hospital when necessary. It is important that the school be notified immediately of any changes in phone numbers for the benefit and welfare of the child.

**MEDICATION:** California State law states that medications may not be dispensed by school personnel without a physician's order. Occasionally a child under medical care may continue to attend school. A student is not allowed to carry medication with him/her on school grounds. In these special cases, school personnel may administer medication when parents provide a written physician's order which includes name(s) of the medication, dosage, time(s), and duration that the medicine is to be given to the child. This physician's order can be obtained at the time of the visit if the child will be returning to school while on medication. A parent permission slip is also required. The medication must be in the original container and correctly labeled. This includes over the counter medications.

Doctor's instructions must be reviewed and renewed each year. Any changes in medication, dosage, or means of administering require new doctor's instructions.

**HEAD LICE POLICY:** Clovis Unified School District operates on a nit free policy based on data supported by the Fresno County Health Department. Under this policy, students will be sent home if evidence of head lice is found. A student may not return to school until he/she has been treated and his/her hair and scalp are free of lice and nits. The student must check in with the school nurse before he/she returns to the classroom.

**COMMUNICABLE DISEASE GUIDELINES AND POLICIES:** To ensure that all children remain safe and healthy, the following guidelines should be used in determining when a child should return to school. It is important that parents inform the nurse should their child develop any of the following communicable diseases.

Disease	Incubation Period	May Return to School
Chicken Pox	12 to 14 days	Minimum of 7 days after appearance of pox and all pox are dry.
German Measles	14 to 21 days	When rash is completely gone. Avoid contact with non-immune pregnant women.
Measles	10 days	Minimum of 7 days after appearance of rash. Recommended isolation from children under 3 years of age.
Mumps	12 to 26 days	When swelling of the salivary glands has subsided, usually in about 10 days.
Ringworm	No way to determine	Must be under treatment and visible lesions covered.
Scabies	24 to 48 hours	Must remain at home until completely cleared.
Scarlet Fever	2 to 5 days	May return when fever, sore throat and rash are gone.
Whooping Cough	7 to 10 days	At least 21 days after appearance of typical cough and upon recovery.

***Any child with a temperature of 100 degrees or above will have their parents contacted and be sent home to recover. Students should be fever-free for 24 hours before returning to school.***

## INTERNET & ELECTRONIC MAIL USE AT SCHOOL

### **Internet and E-Mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply while using any school computer.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access carries with it a responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, Dry Creek Elementary and the Clovis Unified School District are not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers/desks. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they would other information sources such as television, telephones, movies, radio and other potentially offensive media.

Copies of the District's approved *Acceptable Use of Information Resources* (Policy #7203) are available through the CUSD web page. Briefly stated, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language or intentionally getting access to obscene or pornographic material
- Harassing, insulting, or attacking others
- Posting information that is designed to ridicule or embarrass students or staff
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

Violations may result in disciplinary or legal action as well as a loss of access to the computer network.