

# 2023-2024 Tarpey Parent/Student Handbook

## Tarpey Mission Statement

The mission of Tarpey Elementary School is to provide an excellent education to a diverse community through exemplary programs, services, and activities. Our goal is to foster a lifelong commitment to academic and character development, to help each student develop in mind, body, and spirit, and enable them to realize their potential as contributing members of society.

## Tarpey Elementary Belief Statements

*We believe that all students can learn*

- We believe that a child's right to an education is non-negotiable.
- We believe that all students have the right to a safe, clean, and nurturing environment that promotes enthusiasm and challenging instruction and encourages active participation in the learning process.
- We believe that every parent, in order to fulfill their responsibility to their children's education, should feel welcome and be encouraged to participate in Tarpey's academic and extracurricular activities.
- We believe that students who are self-disciplined, self-motivated, and literate will become life-long learners and productive members of society.
- We believe students should make wise and healthy choices in all areas with the understanding that they are accountable for their actions.
- We believe that all members of the Tarpey community (students, parents, teachers, and staff) have the right to be always treated with respect and fairness.
- We believe all students should be encouraged to participate and achieve success through involvement in school activities.

## Message from Administration

Welcome to Tarpey Elementary School!

We are excited about the 2023-2024 school year and look forward to working with you. At Tarpey, our mission is to prepare our students to become lifelong learners. We are committed to providing a safe and nurturing environment where all students can learn. Students will be provided with opportunities to be the best that they can be in mind, body, and spirit. We want our students to believe in themselves, be good citizens, maximize their full potential, and have pride.

Your involvement and support matters to us. Our students' success and achievements are a result of the partnerships we have with our parents, families, and community members. We believe in working as a team toward doing what is best for kids. We invite you to come to Tarpey and join us in making a difference with our students.

## 2023-2024 BELL SCHEDULE

### Kindergarten Regular Schedule

AM Session 7:50-11:25

PM Session 11:25-3:00

### Wednesday Early Release

AM Session 7:50-10:30

PM Session 10:30-1:10

### Grades 1-6 Regular Schedule

School Starts 7:50

School Ends 2:35

### Wednesday Early Release

School Starts 7:50

School Ends 1:07

## 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 signed parental consent.

**Resource Specialists:** All 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 (SST):** The Student Study Team is provided as a service to teachers and parents. Students with behavior, emotional, and/or academic struggles 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 SST prior to evaluation.

**School Intervention Team (SIT):** Children who show signs of abnormally low achievement, learning disabilities, or emotional difficulties, may be referred to by the teacher through the Student Intervention 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 parents 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 (GATE):** The formal GATE 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 Tarpey's GATE Coordinator, Mrs. Brittany Iraheta (BrittanyIraheta@cusd.com).

**Campus Club:** Campus Club provides quality childcare 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.

**R.I.S.E. & R. I. S. E Academy:** Maintaining student conduct is necessary to achieving our goals of providing a safe school and achieving highest student achievement. There is a school-wide behavior program, R.I.S.E. Each class, under the direction of the teacher, will develop a set of rules based off R.I.S.E. The R.I.S.E. criteria are sent home with each student, and it is also explained in the classroom by the teacher at Back-To-School Night. Students struggling to demonstrate R.I.S.E. will earn the opportunity to attend the R.I.S.E. Academy or R.I.S.E. Lab to strengthen their skills.

**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 Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

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

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

- **School Site Council (SSC)**
- **English Learner Advisory Committee (ELAC)**
- **District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- **District Learner Advisory Committee (DELAC)**
- **District Migrant Education Parent Advisory Committee**

- (DMEPAC)
- District Indian Education Parent Advisory Committee (IPAC)
- School and District level School Assessment Review Team (SART)
- Intercultural and Diversity Advisory Council (IDAC)

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

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

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

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

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

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC

elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

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

#### ***Rationale***

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

#### ***Philosophy***

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

#### **Categorical Program Descriptions**

1. 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.
2. Title I, Part A, Title X, Part C, Education for Homeless Children and Youths: Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as

local community day school programs. This reservation requirement is not formula driven.

3. Title I, Part C (Migrant Education Program): A federal-funded program focused on providing services for migratory students and their families.
4. Title I, Part D: Local Delinquent Programs: A funded program that serves students who are neglected, delinquent, or at-risk, including programs involving collaboration with locally operated correctional facilities.
5. 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.
6. Title III (Language Instruction for English learners (ELs) and Immigrants): A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.
7. Title VII (Indian Education Formula Grant): A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall each school will send additional information about these activities. At the district level, we encourage you to become involved with our DELAC. We encourage and look forward to your involvement in the programs we offer our learning community.

If you have any questions, please call your child's school or the CUSD Department of Supplemental Services @ 327-9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

## ATHLETIC PROGRAMS

*Please check the Tarpey website for athletic schedule download.*

### The Tarpey Athletic Program

Student participation and involvement in athletics teaches cooperation, responsibility, teamwork, 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 2:45 P.M. - 3:45 P.M.**
4. Those students who are selected for the team will have their names posted outside a teacher's classroom for all to see.
5. Students shall practice in at least half of available practices in each week in order to be eligible for that week's competition.
6. 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 and throughout the season.

### Playing Time

"A" teams are competitive teams. Students that are selected to play on the "A" or Varsity team are guaranteed to make an appearance and play in half of the games. Students who desire guaranteed play in every game should elect to play on "B" and "C" teams. These teams are designed to teach students basic skills.

### Uniforms

All players are responsible for all equipment issued to them. **Uniforms are to be worn on game days only.** Uniforms must be returned in a timely manner after the season and are not for sale.

**Transportation to Games and after Practice**

Clovis Unified buses shall transport students to all games that occur during school hours. 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 only be released to individuals that are listed on the RELEASE OF STUDENT TO PARENT/GUARDIAN AFTER FIELD TRIP OR ACTIVITY FORM 3204-2.**

**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, games, or any co-curricular activity on or off campus. No exceptions.

**Pep & Cheer Squad:**

The Tarpey 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. The number of positions on each 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 refer to or "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.*

Season	Sport	Number of Teams	Eligibility
Fall-Spring	Pep & Cheer	Spirit Squad (4 <sup>th</sup> Grade) Game Squad (5 <sup>th</sup> & 6 <sup>th</sup> ) Comp. Pep Comp. Cheer	4 <sup>th</sup> -6 <sup>th</sup> graders (Comp. Squad selections based on tryout)
Fall	Football (tackle)	A and B	5 <sup>th</sup> -6 <sup>th</sup> graders Weight limit of 144 lbs. (with uniform and without helmet). Minimum is 60 lbs.
	Cross Country	Boys and girls 4 <sup>th</sup> & 5 <sup>th</sup> /6 <sup>th</sup> grade teams	
	Girls Volleyball	A, B and C	5 <sup>th</sup> -6 <sup>th</sup> graders
Winter	Wrestling	A and B	4 <sup>th</sup> -6 <sup>th</sup> graders weight divisions
	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
Spring	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, B, and C	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 prior to the Area Qualifying Meet because of league and district rules governing the number of qualifiers per school.</i>

**PHYSICAL EDUCATION**

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

**CO-CURRICULAR ACTIVITIES**

Activity	Description	Restrictions
Band / Orchestra	Band is offered to students in grades 5 and 6. The instrumental music instructor is at school two days each week.	5 <sup>th</sup> -6 <sup>th</sup> graders.
Choir	The 5/6 choir performs for student assemblies at Tarpey 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 4 <sup>th</sup> grade (1 semester)
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 weekly calendar.	4 <sup>th</sup> -6 <sup>th</sup> graders-backstage crew 5 <sup>th</sup> -6 <sup>th</sup> performers

**Student Council:** The students at Tarpey learn the fundamentals of student government through the student council. Any upper grade student may participate in Student Council. Students interested in holding an office position will be elected by those students that participate in Student Council meetings. Each semester the students elect the following officers:

Officers	Description
President	Leads the student council. Organizes school service project. Must be a 6 <sup>th</sup> grader in good standing.
Vice-President	Works on student council activities. Coordinates lost and found. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader in good standing.
Secretary	Responsible for recording all meetings and attendance. 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 in good standing.
Commissioner for School Safety	Helps plan and monitor fire drills, assists with clean campus inspections, reviews campus for safety hazards, and assists Safety Patrol. Must be a 6 <sup>th</sup> grader in good standing.
Commissioner of Lines	Organize, monitor and judge lines throughout the school year. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader in good standing.
Commissioner of Activities	Helps plan and put on student body activities, rallies, and lunch time activities. Must be 6 <sup>th</sup> grader in good standing.

Commissioner for School Spirit	Helps design activities and events to improve school spirit. Puts up signs and decorations on campus. Must be a 5 <sup>th</sup> grader in good standing.
Commissioner of Athletics	Assists the school's Athletic Director in various ways to enhance the experiences of Tarpey student-athletes. Monitors playground equipment. Must be a 5 <sup>th</sup> or 6 <sup>th</sup> grader in good standing.
Commissioner of Recycling	Helps the school to be environmentally conscious by recycling cans and bottles from the cafeteria and staff recycling receptacles.
Member	Serves on the Student Council committees and events.

Students wishing to participate in Student Council must complete an application and secure teacher and parent approval.

## 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
First Grade	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
Second through Sixth Grades	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

### Primary Awards – Bimonthly (one student per award per month)

### Upper Grade Awards – Quarterly (two students per award per quarter)

Parents will be notified when their son/daughter has been selected so that they may attend the awards assembly. Assemblies are scheduled in the afternoon to not interrupt morning instructional time.

Award	Explanation of Award
P2 Character Award	A student who demonstrates Spartan pride and exemplifies the Positivity Project (P2) character strength of the month chosen by
Reader Award	Selected by the classroom teacher and awarded to a student who has shown the greatest progress in reading.
Writer Award	Selected by the classroom teacher and awarded to a student who has shown the greatest progress in writing.
Math Award	Selected by the classroom teacher and awarded to a student who has shown the greatest progress in math.
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 – Grades 4, 5, &6	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 <u>at a Clovis Unified school</u> .
Quarterly Awards: Principal’s Honor Roll Honor Roll	The Honor Roll recognizes students who achieve at a high level. The requirements reflect a student’s academic achievement and his/her effort and citizenship. The criteria for the Honor Roll include no “N” effort grades on the report card and the following grades: Honor Roll: All A’s and 2 B’s or All A’s and 1 C Principal’s Honor Roll: All A’s Students earning the Honor Roll will be recognized in their classrooms with a certificate.

**Block T Award:** The Block T Award is the highest award a student may earn at Tarpey and should be difficult to achieve. The Block T is available to fourth, fifth, and sixth grade students, and is awarded at the end of school year.

This award is designed to recognize students who exemplify the qualities that Tarpey 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 “T” plaque. Block T 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).

## 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.

We believe in setting clear expectations for behavior and then following up with clear communication between all staff members regarding our students. In the event a student receives a “Minor Slip” for not being respectful, responsible, or safe, we stress to parents that the slip is a communication tool to inform the home of what the school did to respond to the behavior concern or challenge. We thank you in advance for being active partners in our student’s education.

**General Rules of Student Conduct:** These rules of conduct are discussed with all Tarpey 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. Microwaves are not available to heat student food.
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 members.
8. Students are not to run in corridors, or in any room.
9. Play stops immediately when the bell rings. Students are to “freeze” and then quickly and quietly line-up in straight class lines when directed.
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 into 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 Tarpey 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 school days.

**"No Love" At Tarpey:** 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 Tarpey will be on learning and developing positive 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-6  | 1 mile from the school    |
| Grades 7-12 | 2.5 miles from the school |

The distance is measured “as the crow flies” 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 the 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 schoolbooks 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 buses.
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 ensure 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 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 than **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 canceled.**
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 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.

Please realize that foggy days are called on a districtwide basis and, due to the size of the district (190 square miles), not all areas in the district have the same fog density. Therefore, while it may or may not be foggy in your area, the decision to delay school is made in the best interest of the students districtwide.

## GENERAL POLICIES & PROCEDURES

**Arrival and Dismissal:** Supervision is provided only during the school day, starting 25 minutes prior to the start of the school day. **Therefore, students who do not ride the bus should not arrive at school prior to 7:30 a.m.** 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. Siblings not involved with afterschool programs should not wait after school due to no supervision outside of co-curricular activities. Students must be in class by 7:50 am or they will be tardy.

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 utilize the online Report an Absence link on the Tarpey website/app or 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 student needs.
- Absences due to attendance at a funeral for a member of one's immediate family.
  - o 1 day for local funerals.
  - o 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 written on the contract and provided to the student one school day prior to the contract start date. All assignments must be returned completed on the first day the student is back at school.
- c. Students on Independent Study are not eligible for the perfect attendance award in all Buchanan Area schools.
- d. Independent Study contracts are not available if the return date is within 7 school days prior to the last day of school.

**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 or 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 Tarpey 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 Tarpey 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 Tarpey Tardy Policy is implemented.

**Excused tardies** will be issued in the office for a doctor or dentist appointment with note. *All other tardies are unexcused and may involve disciplinary consequences.* One (1) unexcused tardy disqualifies a student from receiving the perfect attendance award.

**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. Parents who regularly fail to pick up their children in a timely manner may be referred to the proper authority.

**Lost and Found:** Many articles become lost or are left unclaimed during 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 outside the snack bar area or the old cafeteria. Periodically, unclaimed items are given to a charitable organization.

**Transportation of Students on Field Trips:** Students are required to ride the bus or district transportation to and from school sponsored events.

**Breakfast/Lunch Program:** Breakfast is served daily 30 minutes prior to the start of the school day. Breakfast is available to all students from TK - 6.

In a regular year, school lunch costs will be publicized in a letter prior to the start of school. Milk may be purchased separately. Students purchase lunches using their lunch account that holds money to purchase the lunch. All payments for lunches are made at the cafeteria or through ParentConnect, not the office.

**Providing Food to Share With Others:** Please do not provide food for anyone other than your student. Parents should not bring food to share with other students (ex. Pizza or other fast-food). Although this is a nice gesture, students are not permitted to share food or drinks.

**Parent Visitations:** Parents are welcome and encouraged to visit the school. Visits must be scheduled with the teacher in advance. 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.** To avoid distraction and ensure campus safety, parents should refrain from loitering outside the school fence or inside a parking lot while students move about the campus. Parents should also refrain from walking on to campus until the final bell rings.

There is no adult or parent supervised visitation at school.

**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.

**Birthday Balloons or Flowers:** Student deliveries of gifts, flowers or balloons will not be sent to the classroom. Students will not be allowed to leave these items in their classroom during the school day

**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 the 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 4:45 p.m.

On rainy or bad air quality days, outdoor after-school activities will be canceled. Obviously, this decision in many instances will not be made until the afternoon. We recommend that you check

the school’s text messages. As soon as a decision has been made, school administration will send out updated information on the day’s activities. Students will be permitted to call parents from the classroom once practices or games are canceled so that after-school pick-up arrangements can be made.

**Student Use of the Office Telephone:** Each classroom is equipped with a phone with an outside line. A student's first request for phone use should be to their classroom teacher. 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 recess and lunch. Students are not permitted to text a parent without permission.

**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 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 and shall be returned at the end of the school year.

**Animals on Campus:** Animals or pets of any kind are not to be brought onto the school campus during or after school hours. Service animals are permitted.

## 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 all students.

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 schoolwork, 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.

These regulations specify standards of dress and grooming, promoting a safe school setting conducive to a positive learning environment consistent with the Board’s policy governing acceptable and appropriate apparel and appearance for students.

### **A. 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.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco,

- alcohol, drugs or sex; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed.
2. 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.
  3. Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
  4. 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.
  5. Underwear-type sleeveless shirts, athletic tank tops, 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. Clothing that exposes bare midriff or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
  6. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
  7. Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
  8. Straps on shoes and clothing must be fastened at all times.
  9. Leggings and jeggings are permitted but cannot be see-through or have mesh or rouching above the knee. Tops worn with legging and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
  10. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," "zories" and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
  11. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip flops, shoes or sandals without a heel strap. See Exhibit No. 5132(2).
  12. No slippers will be allowed.
  13. Excessively baggy pants, including sweatpants, 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 drag on the ground. Pant hems must not be stapled or pinned.

14. Sleepwear is not permissible.
15. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
16. If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
17. Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
18. Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
19. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
20. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, 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 discrimination or harassment of race, religion, or sexual orientation.
21. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

### **B. Grooming**

1. Hair shall be clean and neatly groomed.
2. Hair, beard, or mustache styles which disrupt the learning environment are not acceptable, e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
3. Bangs or other hairstyles must not obstruct nor interfere with vision.
4. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
5. Tattoos, permanent or temporary, must be covered at all times.

### **C. Jewelry**

Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the

eyebrows, nose, lips, tongue) is not acceptable. Jewelry, including piercing jewelry that disrupts the learning environment, is not allowed.

#### **D. Exemptions**

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of the Board Policy No. 5132.
2. A petition for an exemption from enforcement of a specified portion of Board Policy No. 5132 (see Exhibit No. 5132(1) - Petition for Waiver of Dress and Grooming Compliance) may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent of School Leadership within 30 calendar days of the denial.
  - a. In the event that an appeal does not raise allegations within the District's uniform complaint procedures (UCP) in Board Policy No 1312.3, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent of School Leadership or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent of School Leadership shall be final.
  - b. In the event that the allegations raised in the appeal are determined to fall within the District's UCP in Board Policy No. 1312.3, the District will use the District's UCP process to investigate and respond to the appeal rather than the above appeal process. Consistent with law and Board Policy and Administrative Regulation No. 1312.3, any appeal of that decision may be appealed to the California Department of Education.

Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students, and a procedure for parents/guardians to opt out of the policy shall be in place.

## **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”.

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.**

## **HOME/SCHOOL COMMUNICATION**

#### **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. Tarpey IDAC meetings are open to all DC parents and other interested community members. Meeting notices will be published and sent out to families via email.

**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 parents update their contact information through ParentConnect immediately 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, Tarpey 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* 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.

**Notice of Nondiscrimination:** The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator –

Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, SteveFrance@cusd.com; Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com.