

# 2022-2023 PARENT/STUDENT GUIDEBOOK



## “Building Pride in Every Way” Century Elementary School Clovis Unified School District

965 N. Sunnyside Avenue.

Clovis, CA 93611

(559) 327-8400

[Century Website](#)

[Century Facebook](#)

[Century Instagram](#)

[Century YouTube](#)

Brion Warren, Ed.D, Principal

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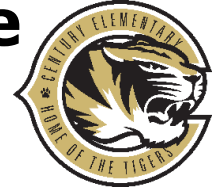
Lisa Peterson, Sr. G.I.S.

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(Revised 7-18-22)

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](mailto:NormAnderson@cusd.com); [Title IX Coordinator](#) - Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, [ShareenCrosby@cusd.com](mailto:ShareenCrosby@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](mailto:SteveFrance@cusd.com); [Section 504 Coordinator](#) - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, [WendyKarsevar@cusd.com](mailto:WendyKarsevar@cusd.com).

# Century Bell Schedule



## REGULAR SESSION

### KINDERGARTEN:

MORNING.	7:35-11:05
AFTERNOON	11:10-2:40

### GRADES 1-6:

SCHOOL DAY	7:55-2:40
MORNING RECESS 1 <sup>st</sup> - 3 <sup>rd</sup> grades	9:45-10:00
MORNING RECESS 4 <sup>TH</sup> -6 <sup>TH</sup> grades	10:10-10:25
LUNCH 1 <sup>st</sup> - 2 <sup>nd</sup> grades	10:55-11:45
LUNCH 3 <sup>rd</sup> - 4 <sup>th</sup> grades	11:25-12:15
LUNCH 5 <sup>th</sup> - 6 <sup>th</sup> grades	11:55-12:45
SCHOOL DISMISSED	2:40

## WEDNESDAY- EARLY RELEASE

### KINDERGARTEN:

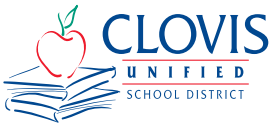
MORNING	7:35-10:20
AFTERNOON	10:25-1:10

### GRADES 1 -6:

SCHOOL DAY	7:55-1:10
MORNING RECESS 1st - 3rd grades	9:45-10:00
MORNING RECESS 4th - 6th grades	10:10-10:25
LUNCH 1st & 2 <sup>nd</sup> grades	10:55-11:45
LUNCH 3 <sup>rd</sup> & 4 <sup>th</sup> grades	11:25-12:15
LUNCH 5 <sup>th</sup> & 6 <sup>th</sup> grades	11:55-12:45
SCHOOL DISMISSED	1:10

### RAINY DAY LUNCH SCHEDULE:

1 <sup>ST</sup> & 2 <sup>ND</sup>	10:55 - 11:25
3 <sup>RD</sup> & 4 <sup>TH</sup>	11:35 - 12:05
5 <sup>TH</sup> & 6 <sup>TH</sup>	12:15 - 12:45



## CLOVIS UNIFIED STUDENT CALENDAR 2022-2023

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	
October 2022						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21#	22
23	24	25	26	27	28	29
30	31					
November 2022						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
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27	28	29	30			
December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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18	19	20	21	22	23*	24
25	26	27	28	29	30	31

IMPORTANT DATES
<u>School Starts</u>
Aug 22
<u>School Ends</u>
Jun 9
<u>Elem Conference Day</u>
<i>(No school for elementary students)</i>
Oct 28
<u>Grading Period *</u>
Sept 30
Nov 11
Dec 23 – End of Semester, secondary
Feb 24
April 21
June 9
<u>End of Quarter #</u>
<i>(Elementary Only)</i>
Oct 21
Jan 20
April 14
June 9
HOLIDAYS
Jul 4 - Independence Day
Sept 5 - Labor Day
Nov 11 - Veterans Day
Nov 21 - 25 – Thanksgiving Break
Dec 26 – Jan 6 - Winter Break
Jan 2 – New Year Holiday
Jan 16 - Martin Luther King Day
Feb 13 - Lincoln’s Birthday
Feb 20 - Washington’s Birthday
Apr 3 - Apr 10 - Spring Break
May 29 - Memorial Day
No School
October 31
January 9
Every Wednesday
90-minute early dismissal for Elementary students only

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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29	30	31				
February 2023						
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March 2023						
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April 2023						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14#	15
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23	24	25	26	27	28	29
30						
May 2023						
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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9*#	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Message from the Principal

On behalf of the faculty and staff, welcome to Century Elementary School, home of the Tigers. We look forward to working in partnership with you. To provide the best education possible for your children. The Century program reflects our belief in high standards and high expectations. Century's motto is "Building Pride in Every Way." Century's students are strong in mind, body, and spirit. Students build pride by succeeding in the classroom, on the stage, and during competitions. Students that attend Century are competent and confident that they can meet the future's challenging demands. This handbook has been prepared to provide a convenient reference for basic and essential school information. In order to provide a safe and efficient environment, the handbook will be updated regularly. Revision dates will be listed on the cover.

## Office Hours

The main office at Century Elementary is open all school days from 6:45a.m. to 4:00 p.m.

## Important Phone Numbers

Century Elementary .....	327-8400	Attendance line.....	327-8499
Campus Club .....	327-8433	Transportation.....	327-9700
Student Services.....	327-9200		

## Arrival Time at School

Supervision is provided during the school day starting at **7:35 A.M.** on the blacktop or in the cafeteria for breakfast. Students are **not** permitted anywhere else on the campus until the first bell at rings at **7:50 a.m.** For health and safety reasons, sports equipment will only be available during morning and lunch recesses. Students must be in class when school begins at 7:55.

## Dismissal and Pick-up of Children

Supervision is only provided for 15 minutes after school (2:55 p.m.) All students should go home immediately at the end of the school day or be picked up within 15 minutes of school dismissal unless they are involved in an after-school activity. Students/siblings who are not in after school activities are not allowed to stay on campus and wait for other students. Parents should use the Sunnyside parking lot to drop off and pick up students in Grades 1-6. Kindergarten parents should use the El Paso parking lot for pick up and drop off. In order to reduce classroom disruptions, we discourage parents from signing out students during the last 15 minutes of the school day.

## Wednesday Early Dismissal

On Wednesday, Morning Kindergarten is released at 10:20 a.m. Afternoon Kindergarten students start school at 10:25 a.m. and are dismissed at 1:10 p.m. every Wednesday. All students in grade 1-6 are released at 1:10 p.m.

## Attendance Policy

Regular school attendance is important to your child's progress. All absences must be cleared within **5 days** of the absence. Parents should call the school office, send a note when your child returns to school stating the reason for the absence, or utilize the online absence form on the Century web page. Absences not cleared are considered truancies. If absences or tardies become a chronic issue, we are obligated by California Education Code 48200 to refer the matter to the site Student Attendance Review Board (SARB). Students on independent study are not eligible for perfect attendance. Pursuant to California Education Code 48200, students shall attend the full school day. Each parent or guardian is responsible for sending the student to school for the entire day. Students may not be allowed to make-up assignments on days they had unexcused absences.

### Tardies

If your student reports to school after 7:55 a.m. they must first report to the office to obtain a tardy slip to be given to the teacher. If your student is late due to a doctor's appointment, please submit a note from the doctor to the attendance office.

### Independent Study

- If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contract.
- This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in completed once the student returns.
- Parents must request the Independent Study Contract **at least one week before the student will be absent** from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.
- Independent Study Contracts are subject to state guidelines and may include, but is not limited to, rules regarding minimum duration, maximum duration, and virtual participation. Details to be provided at the time of request.
- Approval is subject to principal's discretion.

### 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

enrollment and reinstated back to Century 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 Century, the child will be sent to the closest school with space available.

### **Withdrawal from School**

If you should decide to move from CUSD or to another school attendance area within the district, please notify the office that you are withdrawing your child. Not only does this help us with our record-keeping, but it also allows us to give you the information you will need to enroll your child at his/her new school.

### **Student Emergency Procedure Information**

It is extremely important that each student have accurate and current emergency information on file in case of injury or sudden illness. If your child has a known allergy or other medical problem, please note this on the online Annual Information Update and notify our nurse. Any change of address, phone number, or medical condition must be changed on Parent Connect and to reported immediately to the school office.

### **Student Check – Out**

On occasion, it may be necessary for you to pick up your child for an appointment or emergency. Students may not be removed from the school directly from the classroom. The student will not be called to the office until verification of California Driver's License of the adult, who must be listed on the Student Release Authorization form that you listed in Parent Connect signs them out. Please make sure that all the students' information is updated in the system. ***Please note do reduce classroom interruptions we ask that students not be checked out within the last 15 minutes of the day.***

### **Bicycles, Skateboards, Scooters**

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

### **Campus Club**

Before and after school childcare is available under the Campus Club program. Campus Club cost varies depending on the program session. For more information, please call 327-9160.

### **Lost and Found**

All outer apparel, such as coats and sweaters, and other items, such as binders and lunch pails, should be **labeled with your child's full name**. The lost and found box is located outside the cafeteria. Items not claimed will be given to a charitable organization every quarter.

### Grading Policy

In grades K-1 at Century Elementary, students' proficiency will be measured based on the framework of a 4, 3, 2, or 1.

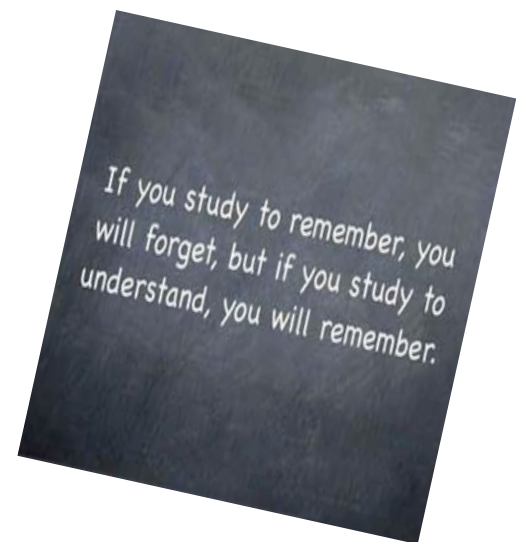
- 4= Sustained Mastery
- 3= Approaching Mastery
- 2= Progressing
- 1= At-Risk

Century students in grades 2 – 6 are graded on the following scale:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0-59%

- O = Outstanding
- S = Satisfactory
- N= Unsatisfactory

### Effort



\*\*\* It is CUSD's policy that parents will be notified whenever students are in danger of failing classes or subjects.

### PARENT/TEACHER CONFERENCES

Teachers are available for conferences with parents/guardians either in person, by phone, or via tele- conferencing site. Parents/guardians will be asked to attend at least one individual conference during the year to discuss student progress. Additional conferences may be scheduled by contacting the teacher. Parents/guardians should not confer with teachers during class time.

## **Block “C” Award**

Block C is the highest honor students in grades 4-6 can earn at Century Elementary. Criteria for this award is based on a year-long plan that is designed to recognize students who exemplify the qualities that Century hopes to foster in all its students. The Century Block C is meant to be a school involvement and achievement award. Therefore, points are only given for participation in Century Elementary school events. Applications can be found online.

## **Quarterly Awards**

Quarterly awards will be given to students in 4-6 grades.

- *Principal’s Honor Roll*: Students who have earned a 4.00 GPA
- *Honor Roll*: Students who have earned a 3.50-3.99 GPA
- *High Honor Roll*: Students who have earned a 3.00-3.49

## **Sports Awards**

At the end of each sports season, participating students and students selected for specific sports awards will be honored during a Sports Awards Ceremony during the school day.

## **Tiger of the Month Award**

Each month Century will recognize one student from each classroom that has exemplified the focused character trait for that month. A group picture will be taken and seating at a special lunch table with the principal will be provided to honor these students.

## **Positivity Project Award**

Each month one student will be chosen out of the entire school who has demonstrated the positive character attribute being spotlighted for the month! Their name will be mentioned on the morning announcements, they will receive a special gift, and their picture will be taken and displayed in the cafeteria.

## **Homework Policy**

Century regards homework as an integral part of its students' education. The purpose of homework is for the completion of assignment in class and or practice of skills and concepts already taught. Homework for Kindergarten – third grades should range from approximately 10 to 30 minutes per night. Homework for fourth – sixth grades should range from approximately 40 to 60 minutes per night. If your child is spending considerably more or less time on his/her homework, please feel free to contact your child's teacher.



If your child is absent from school and you wish to obtain his/her classwork, please email the teacher. When possible, the teacher may be able to provide the work missed. This service is a courtesy and is available through teacher discretion, not all requests may be granted due to special circumstances. Many lessons and assignments are meant for an in-person type environment and are not easily replicated as homework.

### **Student Character Counts**

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Century follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive based intervention system based upon the Pillars of Good Character. We focus on a character pillar each month. The development of students to be good and productive citizens in society is part of the school's mission. Students are held accountable for their actions and decisions. A commitment to absolute non-violence is enforced at Century. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal and physical abuse are not acceptable.

### **Discipline**

Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining the highest student achievement. Misbehavior results in specific steps which the teacher, GIS, or Principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of recess, detention, loss of co-curricular privileges, or suspension. See CUSD Board Policy 2102 & 2110 for the details.

### **Dress Code**

Each student has the responsibility to dress appropriately for the school environment. The Governing Board shall authorize school regulations, which prohibit student dress, or grooming practices which present a hazard to the health or safety of the student, materially interfere with schoolwork, create disorder, or disrupt the educational program in any way, cause excessive wear or damage to school property, prevent the students from achieving educational objectives because of blocked vision or restricted environment. **Shoes that allow safe movement of the student must be worn daily for physical education.** Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 5132. **Only Buchanan Area hats will be allowed to be worn.** Students **can wear** Century, Alta Sierra, or Buchanan hats. For more information on the dress and grooming policies, please refer to our district's Parent and Student Rights and Responsibilities Handbook at **<https://www.cusd.com/DressCode.aspx>**

## **Student Technology**

Students shall not use a cellular phone or other electronic device without permission during the school day, while riding on a school bus, or at any time while students are under the supervision of District employees, unless essential to the health of the student or authorized by a teacher/coach/advisor.

If a disruption occurs or a student uses any cellular phone or other electronic device for improper activities, a school employee may confiscate the device. If there is reasonable suspicion the student is violating the law, Board Policy, Administrative Regulation, or other rules of the district, school officials may search the cellular phone or other electronic device, including, but not limited to, reviewing messages, or viewing pictures. If confiscated, the device will be returned at a time determined by school officials. For more information on this policy please see <https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>

## **Personal Athletic Equipment**

Personal outside equipment may not be brought from home for use throughout the school day. This includes personal baseball, basketball, football, soccer, volleyball equipment, etc.

## **Items That Stay Home**

Cameras, portable music players, video games, water guns, trading cards, stuffed items, stickers, and toys are considered 'nuisance items' and should not be brought to school unless permission is granted by the teacher or school site for special activities/events/rewards. Students should not bring seeds, candy, or gum to school. These items are not allowed on school grounds or buses because they get onto chairs, desks, tables, and the ground, unless permission is granted by the teacher or school site for special activities/events/rewards.

## **Bus Conduct**

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

## **Bus Rules and Regulations**

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn and participate in activities. Board Policy requires passengers to follow instructions of the bus driver. All school and CUSD regulations apply while students are aboard the bus (school or charter bus).

## Bus Rules of Conduct

- Fighting is prohibited (physical contact or verbal altercation).
- Threatening behavior and/or harassment of any kind is prohibited.
- Weapons, smoking, laser pens, drugs, and alcohol are forbidden on or near a school bus.
- Cross the street in front of the bus and only under the supervision of your bus driver.
- Follow the instructions of your bus driver at all times.
- Students are to remain seated and facing the front while the bus is in motion. **If the bus is so equipped, students SHALL appropriately utilize seat belts at all times.**
- Keep your arms and head inside the bus at all times.
- Profanity, indecent language, and obscene gestures are prohibited.
- Any property defaced or destroyed on the school bus will be paid for by the student and/or their parent/guardian.
- Eating, drinking, and chewing gum are prohibited.
- Spitting or throwing objects on the bus or out the window is prohibited.
- Loud or boisterous noises, singing or whistling will not be permitted.
- Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, and skateboards will not be permitted.
- Animals or insects (dead or alive) are not allowed on the bus.

## Physical Education

According to Education Code section 51210(a)(7), the CUSD is required to provide, in the elementary setting, no less than two hundred minutes every ten school days.

## 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.

## Library

Grades K-2 can have one book checked out. Grades 3-6 are allowed to check out two books. All books are stamped with the date the book is due. Overdue lists are sent to teachers weekly. We encourage our students to be responsible with their library book by taking good care of them and returning them on time. Any student with an overdue library book may not check out another book until it is returned. If a book has been lost or damaged it must be paid for so a replacement can be ordered. Any student with an overdue book(s) at the end of the school year will not be allowed to attend any end of the year activities until the obligation is taken care of.

## 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 by them. Any lost, missing, or stolen textbooks are the responsibility of each student. Parents will be charged the full replacement cost for any textbook not returned at year's end.

## Telephone Use

Each classroom is equipped with phones with outside lines. A student is allowed to use the telephone in their classrooms only in the event the teacher directs them to do so. 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. Phone calls from parents will not be put through to students. **We do not encourage Century 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.** Century and Clovis Unified will not be responsible for any cell phone that a student brings to school that may be damaged, lost, or stolen.

## Emergency Plan

Century has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists, this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year planned drills are conducted to insure appropriate reactions from students and school employees.

## Safety Concerns

Please notify the office staff or administration if you have any on-site or off-site safety concern that may impact the well-being of our students. Please remind your children to follow all safety rules, including using the crosswalk as the only area to cross the street.

## Child Protective Services

It is important for parents to know that all school personnel are "Mandated Reporters" of child abuse. This means that should a staff member have even the slightest suspicion that a child has been abused, they must report it to the Child Protective Services (CPS). Failure to report a suspected case of child abuse leaves a staff member liable and could potentially result in the loss of their job. Should social services ask to meet with a student, Century administration will ask if the student would like a school official to accompany them during the meeting. It is

important, for safety reasons, that school officials do not contact parents concerning any meetings.

### **Insufficient Funds**

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

### **Rights and Responsibilities Information**

Information regarding the rights and responsibilities of all CUSD parents and students is available on the District's Web site at [www.cusd.com](http://www.cusd.com). If you do not have Internet access and would like a copy of the "District Handbook of Parent and Student Rights and Responsibilities," please contact Century. Hard copies of the handbook will be made available to parents upon request.

### **Century Parent Teacher Club (PTC)**

The Century Elementary Parent/Teacher Club is an organization open to all parents and staff. Every parent is encouraged to join and support the school and its functions. A close feeling of partnership prevails between the school and the families it serves, which relates directly to the enthusiasm and accomplishments of the Century children. The Parent/Teacher Club, with its many activities, is an integral part of the total school program. For more information on the Century PTC visit the website linked from Century's home page.

### **Parent Visitation**

In the interest of safety, ***all visitors must report to the office and check out a visitor's badge before being allowed on campus.*** Parents are encouraged to stay involved with their child's education. Prior arrangements must be made with the teacher to work in or visit the classroom. All visitors without a badge will be directed to the office. Teachers will not conference with parents during class time. Parents must report to the office when picking up their child for lunch. If parents wish to eat lunch on campus with their child, the office staff will find an alternate location. **Parents cannot stay in the cafeteria at lunchtime.** Visitors must be on the student's emergency check out list in order to check students out of school or to have lunch with them in an alternate location.

## Parent Involvement

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

## School Parties and Birthday Treats

Room parents plan class parties scheduled during the year by each grade level. Room parents coordinate with the teacher for these events, which generally are scheduled at the end of the day. Please contact classroom teacher regarding birthday policy. **If** a teacher allows a small treat for birthdays, we ask that they be served during a recess, or at the end of the school day so that school learning time will be uninterrupted. Please do not deliver treats to the classrooms. Be mindful of food allergies when selecting class treats. We also ask that **no balloons or gifts deliveries be sent to the school**. Please do not distribute invitations to private parties at school. Uber, Door dash, and all other forms of food and drink drop off companies are not allowed on campus for student delivery. If your child forgets a lunch, call the school and Century can provide a delicious school meal.

## Volunteers

A key part of Century Elementary's total plan is community involvement. If you are interested, please talk to your child's teacher regarding how you can volunteer. Please note volunteering in the classroom is at the discretion of administration and the teacher. Often times, privacy or special concerns prohibit adults helping in the classroom on a regular basis. However, often times the school can find alternative methods if you are interested in helping. All volunteers must conform to CUSD guidelines by submitting a volunteer application and picture ID to the school office each year. Volunteers should dress appropriately as to not detract from the educational process and **must obtain a visitor's badge from the office before going to the classroom**. Please do not bring small children with you when you are volunteer. Adults and or Volunteers may not use or enter the student restrooms.

## Home/School Communication

Communication between the home and the school is essential to the progress and development of each student at Century. The parent and the school are partners and your input into your child's education and the school is welcome and essential for effective operation. In addition to personal contacts between parents and school personnel, the following are the formalized forms of communication used at Century.

**Tiger Bulletin** is a weekly publication that is emailed home on Friday evening. This

communication contains a weekly calendar and list events that will be occurring during the next week. The Tiger Bulletin is also available on the Century web page.

### **Web Site**

For up-to-date information, please refer to Century's website at <http://www.century.cusd.com> The web site also provides a direct link to the email address of your child's teacher.

### **Parent Connect**

Parent Connect is an online tool parents can use to access key information regarding student's grades (second-sixth), attendance, lunch monies, and teacher communication. Parents receive login and password information in an email. Password and login information may also be requested from the school registrar.

### **Insta-Connect**

Insta-Connect is another tool that we use to communicate information to parents and may also be used to alert parents or guardians of an emergency/safety situation on campus. Insta-connect attendance phone calls go out daily around 10am for students who are absent.

### **Peach jar**

CUSD utilizes Peach jar for electronic flyer distribution. Parents with an email address on file will automatically begin receiving flyers in their inbox. Additionally, all flyers can be viewed by clicking the Peach jar button located on our school's website.

## **School Assessment Review Team (S.A.R.T.) Committee**

At Century, we have a committee of interested parents who meet once a quarter to study and evaluate the various components that comprise our total school and to offer input for ways of improving those components.

Basically, the objectives of our S.A.R.T. Committee are as follows:

1. To study and become knowledgeable about the various programs and components that make up the total school operation.
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 help communicate with the community.
5. To provide representatives for the Superintendent's Roundtable and District S.A.R.T. which meets once a quarter.

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## CLOVIS UNIFIED SCHOOL DISTRICT

### STUDENTS

#### Rights and Responsibilities

#### **DRESS AND GROOMING**

This administrative regulation specifies standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with Board Policy No. 5132.

#### 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; or 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 midriffs 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.



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## CLOVIS UNIFIED SCHOOL DISTRICT

9. Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings 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 are not allowed. Pants cannot exceed five inches (5”) when measured out from 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.

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## CLOVIS UNIFIED SCHOOL DISTRICT

20. 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 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).

### 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, or 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 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.

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## CLOVIS UNIFIED SCHOOL DISTRICT

- 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.

### E. School Uniform Policy

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school S.A.R.T. committee and the site principal.
2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.
3. For a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.
4. The Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
5. The school site shall notify all parents or guardians no less than six months prior to the time the uniform policy is implemented.
6. 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.

Adopted: 06/04/1975

Reviewed: 05/28/2008, 05/27/2009, 05/26/2010

Amended: 05/23/1984, 05/28/1986, 06/28/1989, 01/04/1978, 05/28/1980, 05/22/1985,  
06/08/1988, 07/08/1992, 06/25/1993, 01/26/1994, 06/08/1994, 05/24/1995,

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03/27/1996, 03/17/1997, 06/18/1997, 01/28/1998, 01/09/2002, 06/26/2002,  
08/24/2005, 06/14/2006, 05/23/2007, 03/08/2011, 06/12/2013, 01/15/2014,  
04/06/2016, 10/24/2017, 07/01/2019, 07/21/2021 (AR 2105 renumbered as AR  
5132), 01/12/2022

Doc# 46564-7 (01/2022, 05/2019)

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## NURSING SERVICES

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### School Nurse & School Health Services Assistant

**Health Services Assistant** will be in the health office 5 days a week. When necessary, the site H.S.A. will contact parents/guardians regarding illness and injuries that occur during the school day. All H.S.A. are CPR/First Aid certified. H.S.A. are also LVNs or RNs.

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

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

### Reasons to keep students' home:

Temperature 100.0F or greater within 24 hours.

Illness affecting child's ability to learn.

Vomiting/Diarrhea.

Starting antibiotics within 24 hours.

Sore throat with headache and/or upset stomach.

Coughing that won't stop.

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## RETURN TO SCHOOL

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

Student may not return until the following criteria are met:

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

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### First Aid, Illness, Injuries

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

## LICE

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

**ALL Medications** - even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) must be checked in through the Health Office and require a physician order that must be updated at the Beginning of each School Year.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the *original container from the pharmacy*.
- The **Medication at School form** is available from the school or on the *CUSD district website – under Parent*.
- The Health office does not keep medication for general student use.

## **Immunizations – Refer to School Board Policy 2204**

### **First Grade Physical**

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

### **Child Protective Services**

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

## Physical Education Excuse

**Parent Notes- Students will be limited to 3 days per quarter for handwritten parental note excusals from PE. Doctor's note will be required after the 3 days.**

This note should include a diagnosis and specific date for returning to PE, as well as any limitations that might apply.

Doctor's note: If your child has an injury that requires student to remain out of PE they will also be held out of recess and sports.

## AIR QUALITY PRECAUTIONS

**Refer to School Board Policy 2403**

## EMERGENCY CONTACT

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

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



## CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2022-2023 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information, submitted by June 30<sup>th</sup> each year; and Part II, which contains budget information and program data submitted by January 31 each year. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement. Title II, Part A - Supporting Effective Instruction and Title III - English Learner (EL), and Immigrant Programs and Title IV, Part A - Student Support and Academic Enrichment. 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 pleased and proud 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 English Learner Advisory Committee (DELAC)**

**District Indian Education Parent Advisory Committee (IPAC)**

**School and District level School Assessment Review Team (SART)**

**Intercultural and Diversity Advisory Council (IDAC)**

**Local Control Accountability Plan Public Forums (LCAP)**

We encourage all parents and guardians to become involved with their child's education at the classroom level, the school-wide level, as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement. 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. 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.

Listed below are several parent committees that assist with categorical programs and funding.

**School Site Council (SSC):** All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the 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 that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved 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 advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

**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's ELAC.

**District Indian Education Parent Advisory Committee (IPAC):** The CUSD Native American Indian Education Parent Advisory Committee meets four times a year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

**Local Control Accountability Plan (LCAP) Forums:** CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

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

### **Rationale**

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

### **Philosophy**

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

### **Categorical Program Descriptions**

1. **After School Safety and Education Funds (ASES):** This state-administered funded program is a result of the voter approved Proposition 49; provides three-year grant funding for afterschool programs that align with the core instructional day and have the following components: educational and literacy element (tutoring/ homework assistance); educational enrichment element (Additional program/activities that reinforce what is learned in the core instructional day); and provide a nutritious snack or meal that conforms to California State Education Code requirements. 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. **Expanded Learning Opportunities Program (ELOP):** The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences
3. **Title I, Part A (Improving Academic Achievement):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
4. **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.
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 VI (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 you 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.

Additional information may be found @ <https://www.cusd.com/SupplementalServices.aspx>