

# Fancher Creek Elementary School

*A California Gold Ribbon School*



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## Parent/Student Guidebook

Clovis Unified School District  
Fancher Creek Elementary School  
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Fresno, CA 93727  
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*An Affirmative Action/Equal Opportunity Employee Notice of Nondiscrimination  
The Clovis Unified School District does not discriminate on the basis of race, color,  
sex, disability, or national origin in admission, or access to and treatment of employment  
in its programs and activities as required by Title VI, Title XI and Section 504.*

### PRINCIPAL'S MESSAGE

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

### ABSENCES/TARDIES

**Regular school attendance is important to your child's progress. All absences must be cleared within 2 days of the absence. Parents should call the attendance hotline or utilize the online absence form. Absences not cleared are considered truancies. If absences become a chronic issue, the matter will be referred to the site Student Attendance Review Board (SARB). If your child will be absent five or more days, please contact the office to place your child on an Independent Study Contract at least 3 days prior to the absence.**

When your child is late, he/she should report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. In addition, students arriving after the tardy bell will be issued a PR violation. Only a Doctor's Note will excuse a tardy. For this reason, repeated tardiness (truancy) will necessitate a letter being sent home to the parents. If this becomes a chronic issue, the matter will be referred to the Clovis Student Attendance Review Board (SARB).

**Attendance Hotline  
327-6793**

### ARRIVAL/DISMISSAL

Students may be on campus starting at 8:00 a.m. There is no supervision until 8:00 a.m. Students must go home directly at the end of the school day unless they are involved in an after school activity.

The last few minutes of school are always very busy for our students. It is important that your child remain in their classroom without any distractions until the dismissal bell has rung. If you would like to pick your child up at the front of the school, please note that the curb on the south side of Tulare Avenue is for loading only. Drivers must stay with their vehicles on this curb. If you choose to park, please park along the north side of Tulare Avenue and use the crosswalk to the front of the school. Any person parked along the red curb will be asked to move their vehicle. If you would like to pick your child up from their classroom, you may do so after the dismissal bell has rung. In order to keep our students safe for the entire school day, all parents picking up their students from the classroom must wait behind the red lines at the front of the school or by the bike racks until the final bell.

### BICYCLES/SKATES/SCOOTERS

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

### 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.

### CO-CURRICULAR INVOLVEMENT

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

#### Fall Sports

Football 5<sup>th</sup>/6<sup>th</sup>  
Girls Volleyball 5<sup>th</sup>/6<sup>th</sup>  
Cross Country 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>

#### Spring Sports

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

#### Winter Sports

Wrestling 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>  
Basketball 5<sup>th</sup>/6<sup>th</sup>

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

### DISCIPLINE

The students are recognized for their positive behavior through the SOAR program, a positive behavior intervention system. Students who have demonstrated personal responsibility and outstanding character are recognized and can earn tickets that will allow them to purchase prizes from the weekly Falcon Store. The criteria for earning tickets are discussed with the students, explained to parents at Back-To-School Night and a copy is also located in the student planners for you to review with your child. Severe offenses may lead to a suspension or office referrals.

Fancher Creek is fortunate to be a school with a diverse population. Families of all backgrounds deserve to feel valued on our campus. Derogatory or discriminatory comments are serious offenses that create a disruptive environment in our classrooms and on our campus. Comments of this nature will be handled via the office. Consequences will be issued appropriately for students making these types of comments.

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, Resource Teacher or principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of privileges, recess, detention or 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 school work, create disorder, or disrupt the educational program in any way; cause excessive wear or damage to school property; prevent the students from achieving educational objectives because of blocked vision or restricted environment. Shoes that allow safe movement of the student must be worn daily for physical education. If not in dress code, your student may be subject to consequences as deemed appropriate by the office and the district. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 2105. This handbook can be picked up from the main office.

#### EARLY DISMISSAL

Early release days will be every Wednesday dismissing at 1:45 p.m. for grades 1-6. Kindergarten early dismissal is at 1:00 p.m. This allows for teacher planning, preparation, and grade level articulation.

#### FIELD TRIPS

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

#### FIRST AID, ILLNESS & INJURIES

- If a student becomes ill or injured at school he/she will receive every care and consideration.
- Parents will be contacted for injuries of a serious nature, if student is too ill to remain at school, or has a rash of unknown origin.
- Injuries which occur at home should be cared for at home.
- The nurse is always happy to consult with parents regarding health problems.
- After an extended illness or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
  - a. Illness with fever of 100 or greater
  - b. Vomiting/diarrhea.
  - c. Fever of 100 or greater within the last 24 hours

- d. Initiation of antibiotics within the past 24 hours.
- e. Has a sore throat, particularly if accompanied by headache and/or upset stomach.

In an emergency a parent will be contacted, so it is very important that the Health Office has up-to-date phone numbers of parents/guardians.

#### FIRST GRADE PHYSICAL

CA 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. If you have not yet provided the school with proof of the physical, please drop off the completed CHDP form to the nurse as soon as possible.

#### FALCON FRIDAY – SPIRIT DAY

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

#### GRADING POLICY

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

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

The classroom teacher is given the discretion to figure grades based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis.

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

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

In addition, it is the Clovis Unified School District's policy that parents be notified whenever students are in danger of failing classes or subjects.

#### HEAD LICE

Clovis Unified School district operates on a no nit policy. 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 nits and lice. The student must check in with the school nurse or the office staff before he/she returns to the classroom.

## HOMEWORK POLICY

Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. Teachers may expect and/or require a student to devote up to 20 minutes (Grades K-1), 30 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

## INSUFFICIENT FUNDS

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

## INTERVENTION/ENRICHMENT

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

## ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, sports equipment, permanent markers (i.e., Sharpies) electronic games, or music players to school. A teacher or administrator may take away such items from students and hold them for the parent to pick up. The school is not responsible for any lost or damaged item a student brings to school. Any student apprehended with any type of gun on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 2011 and 2102.

## LOST AND FOUND

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

## LUNCH OFF CAMPUS

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

## MEDICATION PROCEDURES

- ALL medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers, etc.) must be checked through the nurse's office. Students may carry inhalers after checking with the nurse.
- CA Education Code Section 49423 requires that medications to be taken during the school day must be presented with:
  - a. A written statement from the physician detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
  - b. 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.
  - c. The medication must be clearly labeled and sent to the school in the original container from the pharmacy.
  - d. The Health Office does not keep medication for general student use.
  - e. The "Medication at School" form is available in the Fancher office or on the District Web Site under Departments, Nursing, and Medication at school form. Please review the policy carefully.
  - f. NO MEDICATION WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.

## MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL

If you move, you must notify the school within five days. If you are found to be out of zone and have not notified the office, you will be required to immediately complete a transfer request in order for your child to remain at the school.

Notify the school at least two days prior to your child's last day of school. Return all library and textbooks, any school uniforms, and pay any fines. Check with the Food Service staff regarding your child's lunch account.

## OFFICE HOURS

The office is open at 7:30 a.m. to 4:30 p.m. daily. The office is closed on all school holidays. On Wednesdays, the office closes at 4:00 p.m.

## NEWSLETTERS

A Weekly Calendar is sent home every Friday for the following week. This is how we will communicate school news and important dates with parents. We also provide parents with monthly calendars printed on the back of the first weekly calendar of the month. However, the dates on the monthly calendars may be subject to change due to unforeseen changes in the schedule, which is why we recommend parents check the weekly calendar.

## PARENT INVOLVEMENT

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

### PARENT/TEACHER CONFERENCES

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

### PARTIES

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

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

### PHYSICAL EDUCATION EXCUSE

If a child is to be excused from PE for more than a 3 day period, a doctor's excuse will be required.

### PTC

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

### REPORTING PUPIL PROGRESS

During the sixth week of each quarter, Mid-Quarter Progress Reports will be distributed to students in grades 1-6. Report cards will be issued four times per year. All progress reports and report cards must be signed and returned as soon as possible.

### SCHOOL ASSESSMENT REVIEW TEAM (SART)

School Assessment Review Team (SART) is a team of parents and staff who meet quarterly to provide a forum for school communication among all groups in the school community. The committee also coordinates the annual SART Parent Survey and selects a site representative for the district and area level of the SART process. The team evaluates school programs and their effectiveness and makes recommendations.

## SCHOOL BREAKFAST AND LUNCH PROGRAM

Fancher Creek provides breakfast and lunch to students on a daily basis. Hot lunches are available to students in grades K-6. Parents may deposit money in their child's account after 8:00 a.m. Breakfast \$1.00 Lunch \$2.25 Milk \$.40

## SCHOOL NURSE

A Health Services Assistant will be in the Health Office 5 days a week. You may reach the school nurse by leaving a message with the Health Service Assistant. The Health Office plays an important role in the school by:

1. Completing mandated vision and hearing testing, collecting first grade physicals, doing color vision screen on Kindergarten boys, arranging for Dental Screening, and checking immunizations.
2. Providing health education resources for school staff.
3. Maintaining all health records for students.
4. Contacting parents regarding illness, health problems, and excessive absences.
5. Advising the staff regarding health related conditions and/or hazards.

## SCHOOL SITE COUNCIL (SSC)

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

## STUDENT BEHAVIOR EXPECTATIONS

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Fancher Creek follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive school environment based upon the Pillars of Good Character. We 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 Fancher Creek. The Clovis Unified School District has a Zero Tolerance Policy, Board Policy 2110, which is supported by the school. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal abuse and physical abuse are not acceptable.

## 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 white Student Release Authorization form, signs them out.

#### TELEPHONE

We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Cell phones (Board Policy 2106), must remain “off” during the school day and may only be used before 8:00 a.m. and after 3:15 p.m. Cell phones found on students during the school day may be removed from the child and may result in a PR violation. The office will not transfer calls for a student to the classroom. This is academic time and phone interruptions will interfere with classroom instruction. In certain situations, we will take a message for the student and make sure the student receives the message.

#### VISITORS/VOLUNTEERS

Fancher Creek is a school that welcomes the involvement of the community. Parents and guardians are encouraged to visit the school, talk with the teachers before or after class hours, and communicate openly with the administrative team. In order to maintain a safe and orderly school environment, **all**

**visitors must sign in at the main office and pick up a visitor’s badge.**

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

#### WEBSITE

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

