

OUR MISSION

Cole Elementary strives to promote educational growth, productive citizenship, and life-long learning through quality instruction and adherence to the California State Standards for Education.

SCHOOL HOURS

Morning Kindergarten.....	8:00 a.m. to 11:30 a.m.
Afternoon Kindergarten...	11:35 a.m. to 3:05 p.m.
Grades 1-6.....	8:15 a.m. to 3:05 p.m.

EARLY RELEASE HOURS

Morning Kindergarten.....	8:00 a.m. to 10:46 a.m.
Afternoon Kindergarten...	10:49 a.m. to 1:35 p.m.
Grades 1-6.....	8:15 a.m. to 1:35 p.m.

ADMINISTRATIVE STAFF

Marshall Hamm.....	Principal
Carrie Hail.....	Guidance Instructional Specialist (GIS)
Elizabeth Robinson.....	Office Manager

IMPORTANT PHONE NUMBERS

Cole Elementary.....	327-6200
District Office.....	327-9000
Campus Club.....	327-6231
Transportation.....	327-9700
Student Services and School Attendance/Police Services.....	327-9200

PRINCIPAL'S MESSAGE

On behalf of our faculty and staff, welcome to Cole Elementary School. Whether you are joining the Cole family for the first time or you have been part of our community for years, we look forward working with you during the 2021-22 school year. We know that our partnership with you is vital to the educational success of our students.

Cole is committed to providing a safe and nurturing environment in which all students can learn. We believe that high expectations lead to the achievement of high standards. As a school we are committed to being on the cutting edge with the latest educational strategies to help our students learn to their fullest capabilities. Our goal is to ensure that our students have the skills that it takes to be successful not only at Cole, but at Alta Sierra Intermediate, Buchanan High School and beyond.

We feel fortunate to serve the Cole community and we are committed to helping your child reach their potential. Thank you for your support of Cole Elementary and we look forward to a successful year.

Sincerely,

Marshall Hamm
Principal

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SECTION ONE
GENERAL POLICIES & PROCEDURES

Arrival and Dismissal

Supervision is provided during the school day, *beginning at 7:45 a.m.* For their safety, **students not enrolled in Campus Club are not allowed to be on campus before 7:45 a.m.** *Students who are on campus prior to 7:45 a.m. may receive a Personal Responsibility check.* All students must leave school within 10 minutes of the final bell, unless they are involved in an after school activity or enrolled in Campus Club.

Parents picking up or dropping off their children should use the Sylmar Avenue parking lot entrance next to the student pick-up area. The **entire curb side** along the Pre-School, Campus Club, and Third Grade portables is designated as a **drop-off/pick-up zone**. You may not park your car and leave your vehicle at any time unless you park in a marked stall. Please pull ahead as far as possible to assist with the flow of traffic. We appreciate you following the directions of our staff on duty.

Attendance

When your child is absent from school, please notify the school office by phone, email (juliesteinkraus@cusd.com) or via the *absence clearing link* on Cole's web site (<http://cole.cusd.com>) by **10:00 a.m.** the day of the absence. **If your child sees a physician, please obtain a medical excuse for the absence or tardy.** If there are any physical limitations or safety procedures that need to be put in place, please have the physician document them and present this information to the health office. School

attendance is extremely important to your child's education, thus excessive absences and tardies will be monitored by our **School Attendance Review Board (SARB)**. If you wish to obtain your child's homework, please notify the school before 9:00 a.m. on the day your child is absent. This will give the teacher time to gather materials and send the homework to the office for pick-up **after 3:05 p.m.**

Tardies

Students who report to school after 8:15 a.m. (or 8:05 a.m. for morning kindergarten and 11:40 a.m. for afternoon kindergarten) must first report to the office to obtain a tardy slip to be given to the teacher.

Unexcused Tardies and Consequences

1 st – 3 rd Tardies	Verbal Warning
4 th Tardy	Responsibility Room (Morning recess)
5 th Tardy	2 days Responsibility Room
6 th Tardy (and each tardy thereafter)	3 Days Responsibility Room, plus 1 day posting at lunch recess.

Independent Study

If a student is going to be absent from school for three or more consecutive days, the student should be placed on an Independent Study Contract. This contract must be signed by the student and parent. All assignments are written on the contract and must be submitted on the day the student returns. **PLEASE contact the office at least five days in advance of the days your child will be absent.** Students

who do not complete the Independent Study Contract will have their grades affected accordingly.

Field Trips

All field trips are curriculum based and support the standards of each grade level. **Permission slips must be signed by the parent and turned in by the deadline before a student is eligible to attend the field trip.** In some instances, a donation and/or a transportation fee may be requested to off-set the cost. However, no child will be excluded due to financial need.

Parent Volunteers

Parents are encouraged to stay involved with their child's education. **When visiting the classroom, arrangements should be made with the teacher in advance. Please remember, all visitors must report to the office with a photo ID, sign in, and check out a visitor's badge before being allowed on campus, unless they are on campus for a school-sponsored function. When finished volunteering, parents need to sign-out and return the badge.** Volunteers must be dressed appropriately so that the educational process is not disrupted. Volunteers must not use, or go into the student restrooms. Volunteers including, but not limited to, field trips and classroom parties, will be asked to fill out a Clovis Unified School District (CUSD) Volunteer form.

California Education Code: Section **44811.**

Disruption of class work or extracurricular activities; punishment; exemptions

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her own duties materially disrupts class

work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

California Penal Code: Section **626.8**

Disruptive presence at schools; specified sex offenders; offenses; punishment; notification

- (a) Any person who comes into any building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities is guilty of a misdemeanor if he or she does any of the following:
- i. Remains there after being asked to leave
 - ii. Reenters or comes upon that place within seven days
 - iii. Has otherwise established a continued pattern of unauthorized entry

Restrooms on Campus are for Student Use ONLY.
Adult Restrooms are available in the front office.

Emergency Procedure Card

It is extremely important that each student have an Emergency Procedure Card 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 card. **Any change of address, phone number, or medical condition must be reported *immediately* to the school office.**

Reducing Classroom Interruptions

Instruction ceases every time there is a classroom interruption. Students learn less when there are disruptions to the learning process. Many of these interruptions can be stopped if we all follow the guidelines listed below:

- Please **limit** deliveries! *Students need to learn to take responsibility for being “forgetful.”*
- If you do make a delivery, please **do not ask office staff to call into the classroom to contact your child**. Office staff will make the contact through email.
- Please pre-arrange medical or other *appointments* for your student with the teacher in advance, either through a note or email. *No student will be called out of class until the parent arrives.* Please note, there may be a delay in your student arriving to the office due to campus activities; therefore, it is best to **arrive well in advance of your appointment time**.
- When *picking up* your student at the *end of the day*, please **do not arrive at the classroom door more than five minutes before the bell rings**. If you arrive any earlier than that, you will be asked to obtain a

visitor's badge at the front office. ***THIS IS A SAFETY ISSUE!***

- Please *pre-arrange* with the teacher when you are bringing *treats*.
- During the school day, **ALL** parents must obtain a **badge** in the front office before going into the classroom.
- **Homework** requests must be made by 10:00 a.m. at the front office or please email the teacher when possible.
- **No calls from parents are transferred to the classroom during the school day.**

Campus Club

Campus Club begins at 7:00 a.m. and ends at 6:00 p.m. The cost varies depending on the program session. For more information, please call 327-9160.

Breakfast and Lunch Program

**Lunch and Breakfast are currently free of charge.

In previous years, hot lunch, including milk, is available to students in first through sixth grades for \$2.25.

Breakfast is also available in the morning for \$1.00.

Students have a “debit account” which is used when buying a hot lunch. Checks or cash may be added to the student’s account before school or at the morning recess.

Pay Pal may also be used to make payment or add money to your child’s account. Pre-payment for reduced and full-paid lunches is mandatory to keep the lunch lines moving as quickly as possible. Your student will be allowed only one lunch charge before receiving a cheese

sandwich, two sides and milk. Remember, **your child's current cafeteria balance is on Parent Connect.**

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 in the cafeteria. Items not claimed will be given to a charitable organization periodically through the year.

Items Not Allowed at School

Students are not allowed to bring any toys, trading cards, or sports equipment to school. **Flowers, balloons and gifts will not be delivered to the classroom by parents or professionals, nor are they allowed on the school bus.** Electronic equipment, such as hand-held gaming devices, IPODS, cameras, etc. are not allowed at school.

NURSING SERVICES

School Nurse – School Health Services Assistant
A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

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.

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.
- Crutches, wheelchairs, and other devices require a doctor's prescription indicating direction for use and that the student has been educated to use the device.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- 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.

Reasons to Keep Students' Home:

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

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.

LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused.

Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines. Refer to **Head Lice Guidelines** on the *CUSD Nursing Services* website.

MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) 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:

Physical Education Excuse

If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.

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

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use

- 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 district web site under - *Parent*.
- The Health office does not keep medication for general student use.

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).

Immunizations – Refer to School Board Policy 5141.31

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.

SECTION THREE

RULES OF STUDENT CONDUCT

Dress Code

All clothing should be neat, clean and acceptable within the bounds of decency and good taste as appropriate for school.

- Excessively baggy or oversized pants, shirts or shorts that present a safety concern or reflect a gang style image are not allowed.
- Clothing and hats with professional sports teams' logos are not allowed.
- Only Cole, ASI or BHS hats will be allowed. Head apparel may not be worn inside buildings.
- Halter-tops, tops with shoulder straps less than two inches in width and bare midriffs are not appropriate for school wear.
- Shorts and skirts may not be shorter than five inch inseam.
- Elementary students may only wear sandals that have a strap around the heel.
- Hairstyles that include unusual designs, colors, symbols, messages, Mohawks/faux hawks, or tails are not allowed.
- Bangs or other hairstyles must not obstruct nor interfere with vision.

*For a complete listing of the Dress Code Policy and other CUSD rules, please see the **District Handbook of Parent and Student Rights and Responsibilities**.*

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, and consequences may be given. If a student receives a major citation or multiple minor citations, he/she may be suspended from riding the bus for a specified period of time or permanently.

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, signing, 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.

Student Conduct

Cole Elementary has high standards of conduct and behavior for all of its students. It is important for students and parents to know the following school rules:

- Every student has the right to learn, and every teacher has the right to teach! Therefore:
 - Show courtesy and respect for everyone;
 - Respect school and private property;
 - Be on time and prepared to work;
 - Do not disrupt the learning process.

Students in 1st-6th grade may earn a **Personal Responsibility Reward** each quarter through the Personal Responsibility Program. (The program is explained fully at Back-to-School Night; however, please note that students who receive two office referrals or are suspended are automatically disqualified.) *Rewards may take place on or off campus. Off campus rewards are **chaperoned by staff only**.*

The staff has established fair and consistent consequences when a student violates any of these rules of behavior.

Step 1. Verbal warning and counseling by the teacher:

Student will restate appropriate rule and acceptable behavior.

- Step 2. **Teacher/student conference:** Teacher counsels and disciplines within the classroom. Discipline may include recess detention.
- Step 3. **Teacher/student conference:** The parent will be contacted about the concerns. Further discipline may include after school detention, loss of snack bar and loss of rally privileges.
- Step 4. **Referral to office:** Parents will again be contacted. Further discipline may include after school detention, loss of co-curricular activities, work detail, or other appropriate actions.
- Step 5. **Referral to office:** Conference will be held with the principal or GIS. Parent will again be contacted. Discipline may include suspension, after school detention, and loss of all school privileges.
- SEVERE DISRUPTION:** Student is immediately sent to the office for discipline; student may be suspended.

Suspension Consequences

Any student suspended from Cole will be placed on **non-privilege status** for five school days beginning on the first day of their return to school after their suspension. Non-privilege status requires that the student not participate in or attend any school activities or functions for these five days. No exceptions will be made to this rule for athletes, performers, or for any special events. In addition, students will be assigned **one hour of detention for each day suspended.**

Telephone Use

Students are allowed to use the telephone in their classrooms only in the event the teacher directs them to do so. Phone calls from parents will not be put through to students. Students must have their **cell phones** turned *off* during the school day. If a student's phone rings or a student uses the phone during the school day, the following consequences will apply.

First Offense – Warning and parent contact.

Second Offense – Staff member will hold cell phone for parent to pick up and student will be assigned after-school detention.

Third Offense – Student loses the right to carry a phone at school.

SECTION FOUR HOME/SCHOOL COMMUNICATION

Parent Connect

- Good **school-to-home communication** is an important factor in the success of a child's education. To enhance this communication, Cole Elementary uses **Parent Connect** to keep parents informed of their child's progress via the **Internet**. With this program, parents can view attendance, cafeteria purchases, assignments and grades (in 2nd through 6th

grades only), and testing information. Parent Connect is free of charge and is accessible 24 hours a day, 7 days a week from any computer with Internet access. To access parent Connect, go to www.cusd.com, click on the Parent link, and then click the Parent Connect link. Next, use the **Personal Identification Number (P.I.N.) and Password provided in your Back-to-School packet**. Please call the Cole office for assistance.

Instant Connect

Cole also uses **Instant Connect**, an automated parent notification system, which allows the school to reach parents with important messages about the school. On occasion parents will receive a phone call (Instant Connect) or a text message from a Cole staff member with reminders about important information, school events, or announcing good news about our school. This system will also be used in the event of a school emergency.

Paw Prints and Web Site

A weekly newsletter will be sent home to all Cole households the last day of each week. The purpose of *Paw Prints* is to provide parents with important information related to the week and to provide the times, dates, and locations of school-wide activities that parents may wish to attend. It will also be used to communicate information of general interest concerning the school, District, and community. **It is the primary vehicle to communicate school policy, Parent/Teacher Club**

information, and to chronicle the major events at school.

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

Homework Policy

Cole regards homework as an integral part of a student's education. Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by students outside of the school day. Homework for the grade levels is as follows per night:

Kindergarten – 10 to 15 minutes

First to third grades – 20 to 40 minutes

Fourth to sixth grades – 45 to 60 minutes

If your child is spending considerably more or less time on his/her homework, please contact the teacher.

Library

Kindergarteners and first graders are allowed to have one book checked out at a time. Second through sixth graders are allowed two books checked out at a time.

All books are stamped with the date the book is due. Overdue/fine notices are sent out weekly. Books that are overdue more than one day are charged two cents every day until the book is returned. Once a book becomes two weeks late, the overdue notice will require a parent signature. The student will be assigned Recess Responsibility Room until the notice is returned with a signature. Once the book becomes a month overdue, the student will be assigned Recess Responsibility Room

until the obligation (return the book or pay for book) is fulfilled. Students having an overdue book(s) at the end of the school year will not be allowed to attend year-end activities or receive their yearbook until the obligation is fulfilled. Students will also be given a mark on their Personal Responsibility chart for any overdue items.

All textbooks must have a book cover on them.

Acceptable book covers include paper or cloth. No covers with sticky adhesive are allowed.

Emergency Plan

Cole 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.

Cole PTC

The Cole Elementary PTC is an organization open to all parents and guardians. 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 Cole students. The Foundation, with its many activities, is an integral part of the total school program.

Other Parent Committees

Parent involvement is an important component of Cole's success. Please consider getting involved with the following committees:

- **School Site Council (SSC)** – SSC is responsible for developing, implementing, and evaluating school programs. Members are elected.
- **English Learner Advisory Committee (ELAC)** – ELAC provides input and makes recommendations regarding services for English Learners. Members are elected.
- **School Assessment Review Team (SART)** – SART sponsors four meetings a year on topics of interest to parents regarding safety, operations, educational programs, etc. It also oversees the annual SART survey.
- **Intercultural and Diversity Advisory Council (IDAC)** – IDAC provides input and makes recommendations regarding multicultural issues such as staff training of cultural differences, minority achievement, acceptance of all groups, and other diversity issues.



**CUSD CATEGORICAL
FUNDING PROGRAM
INFORMATION
FOR THE 2020-2021
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 30th 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. 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 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. **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.
3. **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.
4. **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.
5. **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.
6. **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 @
<http://www.cusd.com/supplementalservices.aspx>.

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