



Dear Parents:

On behalf of our faculty and staff, it is my pleasure to welcome you to the 2019-2020 school year at Mickey Cox Elementary School.

This handbook was prepared to provide a convenient reference for basic and essential information concerning the philosophy and operation of the school. Please, take time to read it thoroughly. We hope that it will give you a sense of what Mickey Cox is all about and that you will find it useful and informative. Our doors are always open to your questions, concerns, and participation.

We have been accorded the honor of being named a California Distinguished School five times, received national recognition as a Blue Ribbon School, a Gold Ribbon Distinguished School and have been named on the California Business for Educational Excellence honor roll. These honors continue to validate the efforts and dedication of the teachers, staff, students and parents. Our challenge is to strengthen the foundations that brought our school this honor.

We have enhanced our methods of diagnosing the instructional needs of our students through our assessment program, using common formative assessment testing results to drive instruction and our Illuminate Program to create ongoing assessments aligned to the Common Core State Standards. Another key factor in the achievements made at Mickey Cox is the participation of parents in our children's educational lives. We operate on the premise that we will not sit back and merely say that we want the very best for our children, but we will help our children to be the very best they can be.

We believe in the power of collaboration and teamwork as we work toward the same goal: educating children so that they become adults who are sound in Mind, Body and Spirit.

The Mickey Cox Spirit will continue through the 2019-2020 school year as we "work hard, play fair, and take care of each other."

Sincerely,

A handwritten signature in black ink that reads "Ms. Floth". The signature is written in a cursive style with a large, looping flourish at the end.

Cheryl Floth  
Principal

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## DIRECTORY

### DISTRICT ADMINISTRATION

Eimear O'Farrell, Ed.D., Superintendent, Deputy Superintendent  
Norm Anderson Associate Superintendent, School Leadership  
Steve Ward, Legislative Analyst/Government  
Michael Johnston, Associate Superintendent, Administrative Services  
Barry Jager, Ed.D., Associate Superintendent, Human Resources  
Steve France, Assistant Superintendent, Educational Services  
Debbie Parra, Ed.D, Assistant Superintendent, Curriculum and Instruction  
Scott Dille, Assistant Superintendent, Clovis Area  
Corrine Folmer, Assistant Superintendent, Clovis East Area  
Darin Tockey, Assistant Superintendent, Clovis North Area  
Marc Hammack, Assistant Superintendent, Clovis West Area  
Robyn Castillo, Ed.D., Assistant Superintendent, Buchanan Area  
Susan Rutledge, Assistant Superintendent, Business Services  
Kevin Peterson, Assistant Superintendent, Facility Services

### GOVERNING BOARD

Christopher Casado  
Steven G. Fogg, M.D.  
Susan K. Hatmaker  
Hugh Awtrey  
Ginny L. Hovsepian  
Tiffany Stoker Madsen  
Elizabeth J. Sandoval

Mickey Cox Elementary School ..... 327-6400  
District Administration Office ..... 327-9000

## FACULTY AND STAFF

Cheryl Floth	Principal	Office
Amanda Torres	Sr. GIS	Office
Karen Majchen	Resource Teacher	Office
Kristin Ervine	Kindergarten	K1
Leanne Chacon	Kindergarten	K1
Leesa Lee	Kindergarten	K2
Der Her	Kindergarten	K2
Holly Frankfort	Grade 1	Room 5
Angela Klein	Grade 1	Room 1
Megan Ratliff	Grade 1	Room 10
Madison Wilson	Grade 1/2	Room 9
Allison Glaser	Grade 2	Room 8
Michelle Talley	Grade 2	Room 3
Rebecca Vines	Grade 2	Room 4
Christian Carlson	Grade 3	Room 15
Mandy Ormonde	Grade 3	Room 19
Shelby Goddard	Grade 3	Room 6
Jeanette Bedwell	Grade 4	Room 12
John Walker	Grade 4	Room 11
Kirsten Primrose	Grade 5	Room 14
Michelle Houston	Grade 5	Room 20
Cassie Reynolds	Grade 5	Room 13
Matt Filippi	Grade 5/6	Room 17
Chris Simon	Grade 6	Room 16
Stephanie Tannen-Macias	Grade 6	Room 18
Don Hansen	Resource Specialist/DI	Room 21
Ashley Nabavi	Resource Specialist	Portable 24
Tiffany Villard	Special Day Class	Room 7
Casey Linnenkohl	Special Day Class	Room 2
Aaron Burdick	Chorus Director	Music Portable
Jill Gerloff	Band	Music Portable
Emily Johnson	Orchestra	Music Portable
Soleil Rojas	Speech	Room 21A
Grace Ulbrich	Library Technician	Library
Keri Machado	Psychologist	Room 22
Jennifer Hunt	School Office Manager	Office
Katie Titus	Attendance	Office
Lori Cuadras	Nurse	Office
Vanessa Gonzalez	L.V.N.	Office
Bob Fox	Plant Manager	Campus
Lee Lor	Night Custodian	Campus

## **DISTRICT MISSION**

To be a quality education system providing the opportunity for all students to reach their potential in mind, body and spirit.

## **SCHOOL MISSION**

The Mickey Cox staff will collaborate as an educational team to establish high expectations, implement a rigorous curriculum, provide an engaging environment, and impart values in order to support all students in becoming independent, life-long learners

## **SCHOOL BELIEFS**

- We believe that school decisions should be based on what is best for children and not necessarily adults.
- We believe that all students are capable of learning and being productive and self-sufficient citizens.
- We believe that a successful partnership between the home and school will directly improve student achievement.
- We believe that curriculum content must reflect high expectations and relevancy for students and families.
- We believe that essential learning occurs in both curricular and co-curricular programs.
- We believe that the school should maintain a safe and orderly environment.

## **SCHOOL GOALS**

The following school-wide goals have been established for the 2019-2020 school year:

1. Every student at Mickey Cox will become competent within the scope of the CUSD grade level benchmarks in mathematics and language arts as evident on Interim Clovis Assessment Language Arts (iCAL) and on the iReady Math Diagnostic Assessment or Interim Clovis Assessment Math (iCAM).
2. Writing skills will become an instructional priority at all grade levels.
3. Implement a comprehensive program for English Learners that provide designated English language development.
4. Mickey Cox will receive a superior rating in all categories outlined in the 2019-2020 CUSD CLASSI Model.
5. As of June, 2020, all of the students in grades 3-6 will score at or above the proficient level on the CAASPP Common Core Assessments in Language Arts.
6. As of June, 2020, all of the students in grades 3-6 will score at or above the proficient level on the CAASPP Common Core Assessments in Mathematics.
7. As of June, 2020, all of the students in 1st grade will score a 2, 3, or 4 on the iReady Math Diagnostic Assessment and achieve a minimum level 12 (a level 16 is optimal) on the DRA assessment. All Kindergarteners will score at or above level 4 on the DRA assessment.

**MICKEY COX PARENT CLUB  
2019-2020**

President .....	Andree Dillon & Anna Marie Maldonado
Vice President.....	Kerri Morell
Treasurer.....	Dolores Boldt
Recording Secretary.....	Ashleigh Servadio
Corresponding Secretary.....	Ashleigh Servadio
Membership.....	Dolores Boldt
Red Ribbon Week.....	Ray & Brandi Roa
Movie Night.....	Alyssa Morelock & Amy Wolf
Special Projects.....	Andree Dillon & Kerri Morell
Box Tops Coordinator.....	Jessica Almadovar
Silent Auction Coordinator .....	Anna Marie Maldonado
Spirit Wear.....	Lisa Lopez - Vento
Crossing Guard.....	Wendy Dunkley
Room Parent Coordinator .....	Jessica Almadovar
Kris Kringle's Kloset.....	Missy Frost & Kerri Morell
Special Fundraising.....	Amy Wolf
Helping Hands.....	Stefanie Odaffer
Library.....	Mary Martinez & Terri Castillo
Snack Bar.....	Lindsey Brown & Kaitlin Welton
Fall Carnival .....	Andree Dillon
Soda Drive .....	Lindsey Brown
Teacher Appreciation .....	Alyson Strickland
Health and Wellness.....	Anna Marie Maldonado & Jyothirmayi Koppiseti

**Parent Club** meetings are held the **second Tuesday** of each month at **6:00 PM** in the library. All parents are encouraged to become involved in the Parent Club and are invited to attend these meetings.



## SCHOOL CALENDAR

<b>First Day of School</b> .....	<b>August 19</b>
Back to School Night (6:00-7:30).....	August 29
End of First Quarter .....	October 18
End of Second Quarter.....	January 17
End of Third Quarter.....	March 20
Last Day of School (School Dismissed at 1:30 P.M.) .....	June 5

## SCHOOL HOLIDAYS

Labor Day.....	September 2
Elementary Parent Teacher Conference Day .....	October 25
Staff Development Day.....	October 28
Veteran's Day.....	November 11
Thanksgiving.....	November 25-29
Winter Vacation .....	December 23-January 3
Staff Development Day.....	January 6
Martin Luther King Day. ....	January 20
Lincoln's Birthday.....	February 10
Washington's Birthday.....	February 17
Spring Vacation. ....	April 6 – April 13
Memorial Day .....	May 25

## SCHOOL MEETINGS

Parent Club Meetings.....	Second Tuesday of the month
S.A.R.T. ....	Four meetings per year
I.D.A.C. ....	Four meetings per year

## DISTRICT MEETINGS

District Governing Board.....	Second and Fourth Wednesday of the month
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## BELL SCHEDULES

### Kindergarten

#### A.M. Session:

M/T/Th/F

Wednesday, Early Release

8:00 A.M. – 11:30 A.M.

8:00 A.M. – 10:45 A.M.

Class

#### P.M. Session:

M/T/Th/F

Wednesday, Early Release

11:30 A.M. – 3:00 P.M.

10:45 A.M. – 1:30 P.M.

Class

### Regular Session

#### Primary Grades 1-3

7:50 A.M. - 8:05 A.M.

7:55 A.M. – 8:10 A.M.

8:15 A.M. – 10:15 A.M.

10:15 A.M. – 10:28 A.M.

10:28 A.M. – 11:55 A.M.

11:55 P.M. – 12:47 P.M. (Grades 1-2)

12:15 P.M. – 1:07 P.M. (Grade 3)

12:47 P.M. – 3:00 P.M.

**340 Minutes**

Breakfast  
Students Arrive  
Class  
Recess  
Class  
Lunch  
Lunch  
Class

#### Upper Grades 4-6

7:50 A.M. - 8:05 A.M.

7:55 A.M. – 8:10 A.M.

8:15 A.M. – 10:42 A.M.

10:42 A.M. – 10:55 A.M.

10:55 A.M. – 12:15 PM

12:15 P.M. – 1:07 P.M. (Grade 4)

12:35 P.M. – 1:27 P.M. (Grade 5-6)

1:07 P.M. – 3:00 P.M.

**340 Minutes**

Breakfast  
Students Arrive  
Class  
Recess  
Class  
Lunch  
Lunch  
Class

**EVERY WEDNESDAY SCHOOL DISMISSED AT 1:30 P.M.**

## GENERAL INFORMATION

### ARRIVAL AND DISMISSAL

Supervision is provided only during the school day, starting at **7:55 a.m.** Students **may NOT arrive at school before 7:55 a.m.** All students have go home immediately at the end of the school day or be **picked up within 10 minutes of school dismissal** unless they are involved in an after school activity or as approved by the teacher and parent. **Students who are not involved in a co-curricular after school may NOT wait for a sibling that is involved in a co-curricular after school unless a parent is present.**

Parents who wish to have their student excused early must come to the office and then the child will be called from class. Upon arriving back to school, the parent is to check their child back into school through the front office. A sign-in and sign-out sheet is provided for parent/guardian signature. Please adhere to this policy to ensure the safety of your child.

### CHANGE OF ADDRESS

Parents must come to the office to process address changes as soon as they occur. Failure to do so may result in the student being denied a transfer.

### ATTENDANCE

Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school or come to school late, he/she should have a note from home explaining the reason(s) or a doctor's verification of his/her visit. In addition, we encourage you to telephone the school office in the morning when your child will be absent. Absences may also be cleared by utilizing our school website at: [cox.cusd.com/parents/attendance](http://cox.cusd.com/parents/attendance). All absences must be cleared within 5 days of occurrence.

It is a well-established fact, that faithful and regular school attendance is directly related to student achievement and success. The California Education Code 48200 requires all children ages 6 to 18 to attend school and be on time. Clovis Unified requests that students absent for three or more consecutive days receive a note from the doctor or be seen at one of the three CUSD Health Clinics.

In the event of an absence, the California Education Code specifies the following reasons for excused absences:

1. Funeral (1 day allowed in state and 2 days allowed out of state)
2. Wedding (1 day)
3. Doctor's verified illness or office visit (school must be provided with note from doctor's office)

If your student will be absent five days or more from school, an independent study contract may be set up which will help maintain continuity in your child's studies. Please notify the school office **at least** one week prior to the scheduled absences so that the request for approval can be made and necessary paperwork can be filled out.

For appointment purposes, a child can be counted as present if he/she is in school for any portion of a day. Therefore, if your student is absent for any part of a school day (family emergency for example), it is still better to bring them to school for a part of the day rather than have their absence be unexcused for the entire day. Parents are urged to schedule medical appointments in the afternoon, on staff

development days, or designated early release days. Students will be called to the office upon arrival of parents or person requesting the checkout of the student(s).

Students will only be released to adults listed on the student release contacts in Parent Connect. Please be prepared to show I.D.

Parents will be notified of a student's excessive absences and/or tardies and referred to the school's SARB coordinator for a scheduled meeting. Failure to resolve the truancy concerns will result in a referral to the CUSD Master SARB. All absences and tardies verified by your student's doctor will be excused and not tallied in SARB determinations but may result in an Attendance Review Meeting if excessive.

### **TARDIES**

First through sixth grade students not in their seats by 8:15 AM are considered tardy (A.M. kindergarten starts at 8:00am and P.M. kindergarten starts at 11:30am.) First through sixth grade students are allowed three (3) tardies per quarter. On the fourth (4<sup>th</sup>) tardy, and every tardy thereafter, the parent will be contacted and the student will be assigned study hall for each tardy. After-school detentions may also be assigned for excessive tardies (more than 7 per quarter). Habitual problems with tardiness will be dealt with by the GIS, principal, and/or the District Student Services and School Attendance (SSSA) office.

### **FOGGY DAY SCHEDULE**

On extremely foggy days, the Clovis Unified Transportation Department may call a "Foggy Day." Foggy Days will be broadcast over most local radio and television stations starting by 6:30 AM. On such days, Mickey Cox students who walk or have their own transportation to school should arrive at their normal time as school will begin at 8:15 AM; however, parents are advised to exercise discretion relative to particular conditions in and around their respective areas.

### **GRADING POLICY**

Mickey Cox students in grades 2 - 6 are graded on the following scale:

#### **Effort**

O = Outstanding  
S = Satisfactory  
N = Needs to Improve

#### **Achievement**

A = 90-100% (outstanding work)  
B = 80-89% (above average work)  
C = 70-79% (average work)  
D = 60-69% (below average work)  
F = Below 60% (failing work)

Both of these criteria scales are easy ways to help parents to see and understand their child's academic progress.

Kindergarten and First grade students receive standards based trimester reports indicating their progress towards mastery.

### **PROGRESS REPORTING**

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. The following policy will be in effect at Mickey Cox Elementary:

- 1) A progress report will be completed for all students in second through sixth grades.

- 2) The student will be informed of the report and it will then be sent home for the parent to sign and returned to the school within three (3) days.
- 3) This notice must be sent home at the midway point of each quarter, as determined by the school site. Failure to notify the parents during this period will result in a passing grade being issued or the grade of the previous quarter being placed on the report card.

### **HOMEWORK GUIDELINES**

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

Homework provides a communication between home and school. It gives parents an opportunity to see what the student is doing in school and an idea of the student's progress. Parents become involved in their student's education as they encourage them, assist them, and provide positive reinforcement. Each student will work better when they sense their parents are interested in their schoolwork.

The homework assigned by our teachers is designed to provide extra practice in and reinforcement of the skills taught in the classroom. Normally, a teacher may expect and/or require a student to devote up to twenty minutes (grade 1), thirty minutes (grades 2-3), and forty-five minutes (grades 4-6) to after school study time.

If your child is not regularly bringing home school work, it is suggested that you contact your child's teacher for clarification. An excessive amount of time required for homework is a signal that something is wrong. Generally, when students must devote an excessive amount of time to homework, it is due to one or both of the following reasons:

- 1) The student may not be applying him/herself. For example, anyone can easily take an hour to complete a thirty-minute task due to frequent interruptions, distractions or lack of attentiveness.
- 2) Some of the work may be that which was intended and expected by the teacher to be completed during class time. When students fail to complete class work in the allotted class time, the work must be completed at home.

If either of these conditions exists and the child seems to be devoting an extraordinary amount of time to school work at home, the parent should contact the teacher immediately to determine and resolve the problem. If allowed to continue, this situation is stressful to the student, parent, and teacher.

Parents can be helpful in making homework meaningful and productive for the student. We encourage the following:

- 1) Establish a regular time and place in the home for the child to do his/her homework. The place, of course, should be relatively free of distractions. The time must be determined by the family's schedule; however, a consistent time each day is most conducive to the development of good study habits.

- 2) Remember that the responsibility for completing homework assignments is the student's, not the parent's. No student is required to do at home anything he/she does not know how to do or is incapable of doing. The parent, therefore, should be expected only to encourage the child and/or provide some guidance. In some cases, specific arrangements concerning guidance and monitoring may be developed with the teacher.
- 3) Inform the teacher immediately if difficulties occur with respect to the student's homework routine.
- 4) Do not allow the student to fall into the habit of making excuses for not completing homework assignments. If there is a legitimate reason for not completing the assignment, the parent should communicate it to the teacher. The teacher may, then, allow the student to turn in the assignment late.

### **CAMPUS CLUB**

Campus Club provides quality childcare for school-age children before and after school. All day care is also offered during regular school vacations. The program is staffed with qualified instructors who work closely with the school staff to develop an enrichment program tailored to the needs of the school age child. The components of the program (thematic activities, outdoor activities, homework and snack) act as an extension of the child's educational experiences. Questions regarding fees, procedures for enrollment or specific site information should be directed to the Child Development Department at 327-9160.

### **LIBRARY**

The library offers books and a wide range of multi-media materials. Students are responsible for all overdue, lost, or damaged materials. Please return damaged books to the library for repair. Do not attempt to repair them at home. The library also houses a computer lab for students to utilize under the supervision of a teacher.

### **LOST AND FOUND**

The lost and found box is located in the cafeteria. All items should have the student's name clearly marked on them. This will make it easy to identify clothing, lunch boxes, etc. that ends up in the lost and found box. All unclaimed items are given to charity on a quarterly basis. Again, it is recommended that the student's name be written on all clothing items that are frequently taken off, e.g.: coat, sweater, etc and lunch boxes.

### **BREAKFAST/LUNCH PROGRAM**

Breakfast is served in the morning before school for \$1.00. Breakfast is served between 7:55am and 8:05am each day. Hot lunches, which include milk, are available to students in grades 1-6 for \$2.25. We have implemented a debit card system so that students and parents can pre-pay any amount for lunches from \$2.25 for a single lunch to any amount you wish to deposit. Milk is 40 cents for white, chocolate or strawberry. For free lunch program information, please contact the school cafeteria. Please note that no checks will be accepted after May 1<sup>st</sup> (cash only). In order to serve students lunch in a timely manner, all lunches should be prepaid no later than 11:00 AM each day. For your convenience, parents may pay on-line through Parent Connect or students may deposit money in the lunch mailbox located in the main office. Please note that balance notes sent home are courtesy notifications and that parents are responsible to keep track of lunch account balances and deficits.

### **LUNCH DELIVERIES – AFTER 8:10AM**

Please check into the office prior to taking your student's lunch to the stage area in the cafeteria. Also, please make sure the student's name is on their lunch.

## PHYSICAL EDUCATION

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, no less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, BP/AR 9208, which is included in this handbook.

## DISTRICT AND STATE TESTING PROGRAMS

The Clovis Unified School District is very much interested in the progress of all its students. We have several tests listed below that measure the ability and progress of our students at Mickey Cox. Please arrange for any appointments during testing timeframes to occur in the later afternoon to avoid interrupting the testing environment.

Test Name	Subject(s)	Grades	Timeframe
CAASPP	ELA and Math	3 <sup>rd</sup> – 6 <sup>th</sup>	April/May
CAST	Science	5 <sup>th</sup>	April/May
Physical Fitness Test (PFT)	Physical Education	1 <sup>st</sup> – 6 <sup>th</sup>	January through April
K-1 Assessments	ELA and Math	Kindergarten & First Grades	March through May

## SONORA TRIP

The sixth grade students will make their annual trip to Sonora from March 13-15. Parent chaperones are needed for this trip. If we have more parent chaperones sign up than we can use, parents will be chosen by a lottery system. Sixth grade students will be given the opportunity to fundraise to help offset the cost of the field trip.

## STUDENTS GOING HOME FOR LUNCH

Parents must sign students out in the front office for lunch. Only individuals listed on a student's contact release information on Parent Connect will be allowed to sign a student out. Be prepared to show I.D. Students are not allowed to go home with friends to have lunch. Students are expected to return from lunch on time for class and parents must sign students back in through the front office. Due to limited seating in the cafeteria, **visitors will not be allowed to sign in and eat lunch with a student in the cafeteria.** If you wish to have lunch with your student, they will need to be signed out of school and signed back in through the front office before the end of their designated lunch period.

## VOLUNTEERING AT MICKEY COX

Volunteers are needed at Mickey Cox for a variety of reasons. Many children need individual help and encouragement in particular subject areas. **When you come to school, please report to the office to obtain a visitor/volunteer badge.** An individual flyer will be sent home at the beginning of school to solicit parent volunteers. **All volunteers must have a completed volunteer form on file ONE WEEK prior to field trip or scheduled classroom time and must supply a photo identification.** If a parent plans on volunteering for a total of more than eight (8) hours for the year, a TB risk assessment must be completed. Please see the Mickey Cox nurse for more information. Volunteer badges will not be required to attend sporting events.

## **SAFE SCHOOL POLICIES AND PROCEDURES FOR VISITORS/VOLUNTEERS**

Before school: When the bell rings at 8:10am, parents are to leave campus unless they have checked-in at the main office and obtained a visitor's badge. **Classroom volunteers must be prearranged with the teacher.** Parents may not loiter on school grounds once school is in session.  
After school: Visitors may be on campus 10 minutes before school is out for pick-up.

### **CUSD Chaperone Policy:**

No person has any right to provide, nor is the District obligated to accept, volunteer services. A person also has no right to a particular volunteer assignment, event, location or classroom. Volunteers shall act in accordance with state and federal laws, District policies and regulations, including but not limited to Board Policy No. 9202 (School Visitors) and Board Policy No. 9210 (Civility Policy), and school rules.

Parents are not allowed to drive their own vehicle and meet at off campus locations (field trips). Only preapproved and selected chaperones will be allowed to attend all field trips.

Students must ride the school bus or travel with the school to off campus events, including sports. Parents may not drop students off at off campus locations, field trips or sporting events.

Civility Board Policy 9210: While on District campuses and premises, and/or attending or participating in District sponsored events, or activities, all staff, parents, and visitors will reciprocate civility, courtesy and respect. Unacceptable or disruptive behavior will not be tolerated and may result in the temporary removal of the disruptive individual(s). (This is a synopsis of the board policy. Please refer to the CUSD website for the complete policy.)

Parent/Volunteer Procedures: Preapproval must be obtained through the classroom teacher prior to classroom visits. All visitors **must report to the main office and sign in and obtain a visitor's badge** before being allowed on campus.

**Students may not bring non-Mickey Cox students on campus during the day.** This restriction is due to space availability at the school and liability circumstances.

## **CO-CURRICULAR ACTIVITIES**

Mickey Cox Elementary provides students with the opportunity to participate in a variety of co-curricular activities. We believe that participation in a wide variety of activities helps students to achieve balance in their academic, social, and emotional development. Therefore we have established the stated school-wide goal for upper grade students of 100% participation in some form of co-curricular activity.

### **CO-CURRICULAR ELIGIBILITY**

#### ***Academic Qualifications***

1. The student must maintain a 2.0 GPA (C- Average) to participate in any co-curricular program.
  - a. Students not meeting the 2.0 GPA requirement at each grade reporting period, will be placed on Academic Probation for one grading period only.



- b. Students placed on Academic Probation must attend the weekly Academic Study Lab to remain eligible for any co-curricular activities. Attendance in Academic Study Lab will be considered an *excused absence* from practice.
  - i. Failure to attend weekly Academic Study Lab will result in the student's inability to practice or compete until attendance of the next study lab.
2. Two consecutive grading periods below a 2.0 GPA will result in the student being ineligible and removed from all co-curricular activities until a grading period resulting in a GPA of 2.0 or greater occurs (note: eligibility is determined at the end of a grading period and could fall at any point of a sport or co-curricular activity. Therefore, it is possible that a student may be ineligible and removed during a sport/activity).

- The end of grading period dates are:

- Friday, September 21, 2018
- Friday, October 19, 2018
- Friday, November 30, 2018
- Friday, January 25, 2019
- Friday, February 22, 2019
- Friday, April 5, 2019
- Friday, May 10, 2019
- Friday, June 7, 2019

### ***Attendance***

- The student must be in attendance the day of performance unless verified by the principal.

### ***Citizenship***

- Citizenship is to be satisfactory as judged by the principal. Students with serious discipline referrals may not participate in practice and/or subsequent games. The principal will have the discretion to suspend game practice and/or game privileges.

### ***Uniforms and Equipment***

- If a student does not have all equipment (all uniforms components, instrument, etc.), they will not be allowed to attend their designated co-curricular event that day.
- It is the player's responsibility to return all uniforms and equipment issued to him/her the week after the final game/event of the season. The student is responsible for items damaged or not returned.

### ***Quitting Policy***

- If a student quits before the second league game, he/she may pursue a spot on another team but may not play on that sport's varsity squad. If a student quits after the second game, he/she will not be allowed to join another team until the end of the season of the sport he/she has left.

### ***Participation***

- A student will abide by the Code of Ethics for the duration of each co-curricular activity or sport season in which he/she participates.
- An unexcused absence from practice will jeopardize an athlete playing in the subsequent game.
- A student *must* attend two practices a week in order to be eligible to participate in that week's game/race.

### **CHOICE MUSIC:**

All students in grades 5 and 6 will choose to participate in one of the following on a yearly basis:

- **Vocal Music:** sing in the school choral program.
- **Band:** A limited variety of school owned instruments are available. Some parents may opt to rent or purchase instruments for their children.
- **Strings:** A limited variety of school owned instruments are available. Some parents may opt to rent or purchase instruments for their children.

### **CLASSROOM MUSIC**

Students in grades 2 and 3 receive classroom music instruction from the choir director for a minimum of one time a week. Students in grades 1, 4, 5, and 6 receive similar instruction from the band instructor for a minimum of one time a week.

### **DRAMA**

All students in grades 4, 5, and 6 may try out for the school drama production. Students involved in the play must commit to attending all practices unless excused by the advisor.

### **ORAL INTERPRETATION**

All students in grades 4, 5, and 6 may try out for oral interpretation. Students involved in oral interpretation must commit to attending all practices unless excused by the advisor. Students involved in the Oral Interpretation program present programs for the school and compete at the Annual CUSD Speech Festival.

### **INTERSCHOLASTIC ATHLETIC PROGRAM**

Mickey Cox Elementary provides an interscholastic athletic program in which our teams compete with other elementary schools in the district. The goals of our athletic program are, 1) to teach and develop proficiency in the skills associated with each sport, 2) to develop the personal qualities of discipline, commitment, and sportsmanship associated with being a member of a team. The sports and their seasons are as follows:

#### **FALL SPORTS**

Football	All Students	Grades 5-6
Volleyball	Girls	Grades 5-6
Cross Country	All Students	Grades 4-6

#### **WINTER SPORTS**

Basketball	All Students	Grades 5-6
Wrestling	All Students	Grades 4-6

#### **SPRING SPORTS**

Softball	Girls	Grades 5-6
Baseball	Boys	Grades 5-6
Volleyball	Boys	Grades 5-6
Track	All Students	Grades 4-6

Any eligible student may participate in our athletic program. All team participants are required to provide proof of insurance and complete a concussion awareness form. Insurance may be verified through a family policy or purchased through the school.

All athletes who represent Mickey Cox Elementary in a co-curricular activity will be asked to make a commitment prior to the start of the season/activity. Students and parents will sign the Mickey Cox Athletic/Co-Curricular Contract and the Code of Ethics which outline the expectations for all participants involved in co-curricular activities.

Most of the time team practices will occur after school three afternoons per week (Monday, Tuesday and Thursday) from 3:00 p.m. to 4:00 p.m. Games are scheduled on Friday afternoons beginning with the J.V. game at 2:00 p.m. and most Varsity games at 3:00 p.m. Varsity Baseball and Softball games will start at 2:45 p.m. during the Spring Sports Season. Game schedules will be available on our school website: <http://cox.cusd.com>

### **STUDENT COUNCIL**

The students at Mickey Cox learn the fundamentals of student government through the student council. Each semester, the students elect the following officers:

**President:** Must be a sixth grade student in good standing.

**Vice President:** Must be a sixth grade student in good standing.

**Secretary:** Must be a sixth grade student in good standing.

**Commissioner of Grounds:** Must be a fifth or sixth grade student in good standing.

**Commissioner of Athletics:** Must be a fifth or sixth grade student in good standing.

A student "in good standing" exhibits the traits of a Spartan student. Student Body Officers must have a 2.0 GPA, exemplary citizenship, and demonstrate respect for others. Students cannot be on academic probation as outlined in the Mickey Cox Athletic/Co-Curricular contract.

## **SPECIAL PROGRAMS**

The school has a team of professionals to provide specialized assistance and support for parents, teachers, and students when needed. It is comprised of the following individuals:

### **RESOURCE SPECIALIST**

The resource specialist is on campus five days a week. He/she is trained as a classroom teacher with special certification in special education and learning disabilities. The resource specialist provides specific prescriptive instruction in academic areas to students who have been identified as requiring such instruction. He/she plays an active role as a resource to teachers in designing and implementing teaching strategies for students with average intelligence, but experience discrepancies between ability and academic achievement.

### **SCHOOL ASSESSMENT TEAM (SAT)**

Students, who show signs of abnormally low achievement, learning disabilities, or emotional difficulties, may be referred by the recommendation of the Student Study Team to the SAT. During the SAT conference staff members, parents, classroom teacher, and an administrator will participate in diagnosing and prescribing an appropriate educational program. All forms of evaluation require written parental consent.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is on campus two days per week. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. He/she provides assistance to teachers in the implementation of effective teaching strategies for individual students exhibiting learning and/or behavioral difficulties. All psychological testing requires written parental consent.

## **SPEECH AND LANGUAGE SPECIALIST**

The speech and language specialist is on campus two and one-half days per week. He/she tests and works with students who have certified needs in specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing. In addition, he/she serves in an advisory capacity to teachers in the area of language development.

## **STUDENT STUDY TEAM (SST)**

Students who are having difficulty with academics, but have not received formal testing, may be referred to the Student Study Team for evaluation. The team is comprised of the parent, classroom teacher, administrator, and other experienced teachers. A meeting is conducted and specific information about the student is gathered. A plan of interventions and strategies are compiled by the team and implemented during the following weeks, after which the team may reconvene to evaluate the progress made. Should further evaluation be indicated, the team may recommend more in-depth formal assessment by the Student Assessment Team.

## **SPECIAL FUNDING**

### **ENGLISH LEARNER PROGRAM**

Bilingual tutors assist students in the transition from their native language to English. Students remain in the regular classroom and receive instruction in English Language Development through CLAD/BCLAD teachers.

### **CATEGORICAL PROGRAMS**

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

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

CUSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school

parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the CUSD include:

- School Site Council (SSC)**
- English Learner Advisory Committee (ELAC)**
- District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- District Learner Advisory Committee (DELAC)**
- District Migrant Education Parent Advisory Committee (DMEPAC)**
- District Indian Education Parent Advisory Committee (IPAC)**
- School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**

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

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

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

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

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

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent

English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

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

### **Rationale**

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

### **Philosophy**

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

### **Categorical Program Descriptions**

1. **After School Safety and Education Funds (ASES)** - This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
2. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds to provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs. This reservation requirement is not formula driven.
4. **Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families.

5. **Title I, Part D: Local Delinquent Programs:**

A funded program that serve students who are neglected, delinquent, or at-risk; including programs involving collaboration with locally operated correctional facilities.

6. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals)**

- A federal-funded program focused on teacher and principal training and recruitment programs.

7. **Title III (Language Instruction for English learners(ELs) 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.

8. **Title VII (Indian Education Formula Grant)**

- A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

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



If you have any questions, please call your child's school or the CUSD Department of Special Projects @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

**GIFTED AND TALENTED EDUCATION (GATE)**

Special funding received from the State of California is utilized for students in grades 4-6. Students are certified as "gifted" based on standardized achievement test scores, group and/or individual intelligence test scores, and academic performance in the classroom.

## NURSING SERVICES

### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. The 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.
- 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.

### **LICE**

Clovis Unified School District operates on a NO LICE guidelines. Students will be sent home if evidence of live lice is found.

Students may not return until treatment has been completed and hair/scalp are free from nits and lice.

Students must check with health office and be cleared to return.

Class checks are no longer part of district guidelines.

### 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, especially with headache and/or upset stomach (these are symptoms of strep throat).

## 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 antibiotic treatment prior to returning to school (if treated with antibiotics).



## MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- 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 district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

## FIRST GRADE PHYSICALS

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.

## 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).

## DRUG PREVENTION POLICY

Because the use of alcohol, tobacco and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board believes it is necessary for the schools of the District to be free of alcohol, tobacco and other drugs.

## IMMUNIZATIONS

Parents of kindergarten children and those registering from out of state will provide proof of immunization at the time of registration. Those transferring from other schools in California will provide immunization dates, if Mickey Cox has not received their transferred records within thirty (30) days, a parent must either sign a waiver or the student may not attend school.

## 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 the device.

## 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. (Changing information on Parent Connect does not alert or inform the health office.)

## HOME/SCHOOL COMMUNICATION

Open communication between the home and school is essential to the progress and development of our students and the effective operation of the school. The parent and the school are partners when it comes to meeting the educational needs of the student. Establishing good communications is a major objective of the school and each teacher should be diligent in keeping in contact with parents concerning the progress of the child. In addition to personal contact between parents and school personnel, the following are the more formalized means of communication used at Mickey Cox Elementary School:

### **WEEKLY ROUND-UP**

This weekly news sheet will be sent home every Friday with each student. It will highlight any upcoming events and provide you with a detailed account of the following week's scheduled activities. The Weekly Round-Up may also be accessed via the web at [cox.cusd.com](http://cox.cusd.com).

### **PONY EXPRESS**

The school publishes this newsletter once each month from September to May. It contains information of importance regarding school activities, upcoming events, classroom highlights, and co-curricular programs.

### **ROBO CALLS**

Important information will be shared through an automated message as needed.

### **CLASSROOM NEWSLETTER**

This weekly news sheet will be sent home or posted on a classroom website every week by your child's teacher. Homework assignments, upcoming plans, and general class information is disseminated through this weekly correspondence.

### **PARENT CLUB (PC)**

This is a voluntary organization of parents that meet monthly to work on projects and programs to benefit the school. There is an annual membership drive in September. All adults are encouraged to join and support the school through this club.

### **PARENT TEACHER CONFERENCES**

Conferences will be held during the month of October. **Parents are also encouraged to request a conference at any time.**

### **REPORT CARDS/PROGRESS REPORTS**

Progress Reports are sent home at the midway point of each quarter, as determined by the school site and stated in the Parent Handbook. Report Cards are sent home at the end of each quarter. Conferences are scheduled with all parents at the end of the first report period or as needed.

### **SART COMMITTEE**

The School Assessment and Review Team meet on a quarterly basis to review components that comprise our total school and to offer input into methods of improving the various components. The objectives of the SART Committee are as follows:

- 1) To study and become knowledgeable about the various programs.
- 2) To discuss the effectiveness and appropriateness of these programs and components relative to the goals of the school.

- 3) To aid in assessing school community attitudes about the total school program.
- 4) To act as a communication liaison between the community and school.
- 5) To provide representatives for the District SART Committee.

### **SART / TITLE I PARENT SURVEY**

Each year the school district sends home a SART/TITLE I survey with each student. This survey is used to obtain parent feedback regarding the strengths and weaknesses of the individual school program, and the extent to which the school is meeting the needs of the community. The survey is prepared jointly by the District and the SART Committee. Results from this survey are discussed with the school SART Committee. Improvements and/or changes are communicated back to the community through a special SART meeting at the start of the new school year.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

One of the quality indicators for exemplary schools is the existence of a school recognition program to provide positive reinforcement to students for a job well done. In an effort to promote curricular and co-curricular goals and to recognize student achievement in a wide variety of areas, the school provides many opportunities for students to receive recognition.

***PHILOSOPHICAL NOTE:*** Children today are bombarded by a vast array of enticements, incentives and rewards for a variety of purposes, and from a variety of sources. Children generally are highly influenced and responsive to these kinds of "motivators". Therefore, it is essential that we, as parents and educators, use this vehicle in a positive and sensible way. Our use of recognition and student incentives is based on the following:

- The recognition structure in the school must include opportunities for everyone to achieve. Obviously, not everyone will be able to attain every award (Principal's Honors, for example), however, recognition for accomplishment or effort is available in many areas. This provides every student with the opportunity to receive his/her share of recognition in some area.
- There will be a quarterly awards assembly for grade levels 1<sup>st</sup> through 6<sup>th</sup> at which time students will receive recognition for curricular as well as co-curricular accomplishments. A schedule of these assemblies will be provided to all parents.

In addition to the forms of recognition used by teachers at the classroom level, the following are some of the school wide forms of special recognition available to students:

### **ACADEMIC EXCELLENCE**

This recognition is presented to a student who has shown mastery or significant growth in one or more academic subject areas (math, reading, writing, language, science, social studies) as selected by the classroom teacher. Students will receive special recognition at the quarterly assembly and a certificate.

### **ATHLETICS**

Students may possibly receive special awards at seasonal assemblies.

### **BEN SCHUTZ MEMORIAL ATHLETIC AWARD**

This award is given to the top 6th grade boy and girl who best personifies athletic ability and courage in honor of Ben Schutz, a former Mickey Cox student.

## **BIG FOUR MATH CLUB**

Eligibility for our math club is based on the following criteria:

- 1st Grade Addition and Subtraction Fact Sheets (four minutes)
- 2nd Grade Addition and Subtraction Fact Sheets (three minutes)
- 3rd Grade Addition, Subtraction, Multiplication, and Division (three minutes)

All students that pass math facts at their grade level by the first week of May will be treated to lunch with the Principal or GIS.

## **BLOCK MC**

The Block MC Award is the highest award a student may earn at Mickey Cox. This award is available to 4th, 5th, and 6th grade students who earn points that reflect a broad base of participation, achievement, and service each semester.

## **HONOR ROLL**

Academic awards are based on the academic achievement of students in grades 4-6. This accomplishment reflects the student's effort in their studies. Academic Award certificates are presented in the classroom at the end of each quarter. The requirements for these awards include: 1) no D's or F's on the report card and 2) no N's in effort or citizenship on the report card.

The following grade point averages are qualifications for Academic Awards:

**Principal's Honors (4.0 GPA):** A special certificate for those students who have achieved "straight A's" in certain pre-determined curricular areas. These areas include reading, math, language, spelling, science, and social studies.

**High Honors (3.50-3.99 GPA):** A special certificate for those students who have achieved a large majority of "A's" in qualifying academic areas, as stated in the Principal's Honors.

**Honor Roll (3.00-3.49 GPA):** A special certificate for those students who have achieved "all A's or B's" in the areas listed under Principal's Honors.

The following grade points are used to calculate the grade point average (GPA) for Honor Roll purposes: A = 4 B = 3 C = 2 D = 1 F = 0

## **PERFECT ATTENDANCE**

Recognizing the relationship between learning and good attendance, special attention will be given to those students who have made the extra effort to attend school without missing a day. Only students who have attended a Clovis Unified School for the entire school year are eligible to receive this award. This award is given at the end of the year at a special assembly. All students with perfect attendance will receive special recognition with a certificate and perfect attendance medal. Students who are physically present on campus every day of the school year are eligible for perfect attendance. **Note: If a student has been placed on an Independent Study Contract, he/she will NOT qualify for perfect attendance. This is considered an excused absence for State Apportionment purposes.**

## **PERSONAL RESPONSIBILITY AWARD**

This award is presented to two students from each class at end-of-the-year assemblies to recognize those individuals who have exhibited perseverance, responsibility, and cooperation.

### **PRINCIPAL'S MEDALLION**

This medallion is presented to the top six 6th grade students in each room that exhibit outstanding academic achievement, participation in a wide array of activities, and strong inter-personal relationships as recognized by their teacher.

### **OUTSTANDING ATHLETES Boy and Girl of the Year**

This award is presented to one boy and one girl in grades 4 - 6 for outstanding athletic ability throughout the school year.

### **SPARTHENIAN OF THE QUARTER**

This recognition is presented to the student who has demonstrated outstanding achievement in mind, body, and spirit as selected by the classroom teacher. Student will receive special recognition at a quarterly assembly and a certificate.

### **SPIRIT TICKETS**

Rewards are presented to selected students through a weekly random drawing of tickets. Teachers reward students periodically as they are "caught doing something good" with these tickets.

### **STUDENT OF POSITIVITY**

This recognition is presented to a student who exemplifies one of the 24 positivity traits of character, as selected by the classroom teacher. Selected students will receive special recognition at the quarterly assembly and a certificate.

## **STUDENT CONDUCT AND BEHAVIOR**

As you know, there is a great deal of concern across the nation regarding discipline in the schools. Both educators and parents share this concern, because we know that without good, consistent, discipline it is impossible for students to do their best in school and realize their greatest educational potential. Mickey Cox Elementary maintains high, but not unreasonable standards of conduct and behavior for all of our students. A clearly defined discipline policy has been established and all students will be introduced to it through their classroom teacher during the first few days of school and reinforced with a rules assembly each semester. This will enable all students to be equally aware of expectations for their behavior and to make a conscious effort at the beginning of the year to meet these expectations. This includes violations such as fighting (physical contact and verbal altercation) threatening behavior and/or harassment (sexual, racial, gender, etc.) as well as district policies set forth in the appendix of the Parent-Student Handbook.

### **GENERAL RULES OF STUDENT CONDUCT AND BEHAVIOR**

- Students will be expected to always follow the direction of the teacher when he/she gives instruction.
- Encourage students to settle arguments peacefully without name calling, pushing, hitting, etc. Intervention by teachers is encouraged.
- Students are not to go to the office without written permission or a pass from their teacher.

- Students may only play on the grass area or blacktop. Corridors and all other areas of the school are off limits.
- **There is to be no wandering in the halls.**
- No loitering in the bathroom will be allowed.
- No chasing games around the bathroom allowed.
- **Students, once out on the playground, cannot leave the playground/grass area. The exceptions are as follows:**
  1. When a teacher calls a meeting.
  2. Called or sent to the office by a teacher.
  3. A student takes his/her lunch pail to set by his/her room after eating lunch (student then is to immediately go out to the play area).
  4. Student needs nurse's attention. The yard duty teacher should be aware of any injury. Students should ask to go to the nurse if they become sick or have someone ask for them.
  5. Any unforeseen emergency not listed above.
- Students may not stay in a room without the teacher present.
- Running is not permitted in the corridors or in the room.
- Students should take pride in moving from one place to another as a class.
- No toys may be brought to school (i.e., playground balls, card games, stuffed animals...) without the permission of the teacher or administrator.
- **No musical instruments left outside classrooms at any time.**

## **RULES FOR HOME TO SCHOOL AND CO-CURRICULAR ACTIVITIES FOR SCHOOL AND CHARTER BUS USE**

The goal of the Clovis Unified Transportation Department through its support to the education programs is to provide safe, efficient, quality transportation to all students and employees while offering and promoting an environment that will enhance the learning abilities of each pupil.

### Board Policy #8301- Transportable Zones

Grades K-6 residing in a 1 mile radius from school site

Grades 7-12 residing in a 2 ½ miles radius from school site

(Please note that all of the Mickey Cox attendance boundaries are within the 1 mile radius and do not qualify for free home-to-school transportation.)

## **BUS CONDUCT**

### ***REQUIREMENTS FOR RIDING A SCHOOL BUS***

- Arrive at your bus stop five minutes before the scheduled leave time.
- Wait for your bus in a safe place, well off the roadway.
- Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
- Be courteous to your school bus driver and to fellow passengers.
- All students shall board or exit the school bus only at the students' authorized bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent's signature, and signed by a school administrator. The written statement shall be forwarded to the bus driver.

**POSTED BUS RULES OF CONDUCT DEPARTMENT OF TRANSPORTATION – ALL SCHOOL AND CUSD  
REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS**

- Fighting (physical contact)\*\*\*, fighting (verbal altercation)\*\*, threatening behavior and/or harassment, (sexual, racial, gender, etc.) of any kind is prohibited.
- Weapons, smoking, laser pens, drugs, or alcohol is 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.\*\*
- Keep your arms and head inside the bus at all times.\*\*
- Profanity, indecent language, or obscene gestures is prohibited.\*\*
- Any property defaced or destroyed on the school bus will be paid for by the student and/or parent.\*\*
- Eating, drinking and chewing gum are prohibited.\*
- Spitting or throwing objects on the bus or out the window is prohibited.\*
- Loud or boisterous noised, 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.\*

*Failure to comply with these rules will result in the following:*

**\*\*\*Zero Tolerance-10 day suspension from bus**

**\*\*Level One-5 day suspension from bus**

**\*Level Two-2day suspension from bus**

**CAFETERIA CONDUCT**

- Students eating in the cafeteria are to exhibit good manners and proper behavior.
- Students may talk quietly to persons next to them.
- The table and floor area of each student must be clean before students are excused.
- The cafeteria is to be exited quietly and not hurriedly.
- Wait in the lunch line in an orderly manner.
- Students should arrive for breakfast no earlier than 7:55 AM and no later than 8:05 AM.
- Students arriving after the bell rings will not be served breakfast.
- Students are not allowed to share or trade food at any time.

**CLASSROOM CONDUCT**

- Be in class on time, ready to work with proper materials.
- Behavior must not hinder or disrupt the learning situation.
- Respect the rights of others, school, and personal property.
- Be respectful, courteous and cooperative with school personnel and fellow students.
- Nuisance items, inappropriate to the learning process, are not to be brought on campus.
- Be responsible for assigned classroom tasks.

**DISCIPLINE POLICY**

Students will be held accountable for their behavior at all times during the school day. Parents will be contacted either by phone, note or letter when discipline matters arise. The following is the basic procedures for handling minor disciplinary offenses at Mickey Cox Elementary:

- **1st Offense:** Teacher warning. Counseling with student, restatement of rules and acceptable behavior (documented).
- **2nd Offense:** Teacher/student conference. Parent contact. Teacher disciplines within the classroom may include, but not limited to, loss of recess, recess study hall, after school detention, yard cleanup, etc.

- **3rd Offense:** Teacher/student conference. Parent contact by phone. Further discipline penalties may include after-school detention.
- **4th Offense:** Office referral to GIS or Principal. Parent contact by phone. Further disciplinary penalties.
- **5th Offense:** Office referral to GIS or Principal. Parent conference with GIS or Principal. Removal from school.
- Three suspensions may result in a referral to Student Services and School Attendance for Alternative Placement. In case of severe misbehavior or defiance, all or part of these steps may be bypassed.
- Detention – Detention may be assigned to students that are not completing assignments and/or have exhibited inappropriate behavior. Detention days are Tuesday and Thursday from 3:00-4:00. The detention room and supervising teacher changes on a weekly basis.

### **GRASS AREA AND BLACKTOP CONDUCT**

- No tackle types of games are allowed.
- No wrestling is allowed.
- Tag games that lead to "rough housing" are not to be played.
- After a rain, students will stay out of puddles or muddy areas. This rule particularly applies to the playground equipment area near blacktop.
- Some acceptable games or activities for the grass area are: football, soccer, kick ball, and softball (in season).
- All students are to stop playing when the first bell rings and bring equipment to your line.
- Games acceptable on the blacktop are: basketball, volleyball, four square and jump rope.

In general, games that promote physical and/or aggressive behavior, that may endanger student safety, are not allowed.

### **NUISANCE ITEMS**

**Students should not bring seeds, candy, or gum to school.** These items are not allowed on school grounds or buses because they get on chairs, the grounds, desks, and tables. These items will be confiscated. **Smart watches, cameras, iPods, iPads, hand held electronic gaming systems, cards, matches, and other toys are considered "nuisance items" and should not be brought to school.** The students with these items will be referred to the Principal's office and the items will be confiscated to be returned at the end of the school year.

Cell phones are not to be taken out during the school day. If a student takes their phone out of their backpack it will be confiscated to be returned at the end of the school day. If a student has their phone taken away a second time, the phone will be confiscated and held in the office until a parent is able to retrieve it.

### **SCHOOL BUILDINGS AREAS**

- Stay off the grass and flower bed areas.
- Don't cut corners (we want the grass and flowers to grow).
- Students are to take pride in the neatness of our grounds and the cleanliness of our buildings.

### **STUDENT CODE OF DRESS**

The purpose of dress regulations is to help each student set a standard for his/her appearance that is appropriate within the accepted standards. Each student is expected to demonstrate pride in his



personal appearance, for it reflects individually on him/her and collectively on the school he/she attends. Daily attire need not be expensive to be attractive and entirely acceptable. It is recognized that any apparel, which draws undue attention to the wearer, tends to distract from the educational process and is therefore inappropriate. Below is a highlight of some of the dress code rules. You may request a complete copy of the dress code or you may download it from the CUSD website. (<http://www.cusd.com>, Board Policy #2105) Please note that all students attending any CUSD event must be in dress code at all times.

### GENERAL RULES GOVERNING DRESS AND GROOMING

- **Mickey Cox Elementary School will allow students to wear hats only if the hat is spirit wear from either Mickey Cox Elementary, Clark Intermediate, or Clovis High School.** Hats that do not reflect one of these three schools are not permitted to be worn. Beanies must be solid colors.
- Hair shall be clean and neatly groomed.
- **Hair styles which cause undo attention are not allowed; e.g. unusual designs, colors, symbols, mohawks, and faux-hawks.** Haircuts of unusual shaving, layering, or razor cut markings cause a distraction that is not appropriate at school. Students may be sent home and asked to modify their hair to an acceptable manner.
- Bangs or other hairstyles must not obstruct nor interfere with vision.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, spaghetti straps, bare midriffs or chests are not appropriate or acceptable for school wear.
- Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
- Shorts, skirts and dresses are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Athletic shorts with pockets are permissible.
- **No camouflage of any color.**
- No undergarments showing.
- Illustrations and/or lettering on clothing that are considered vulgar and/or those that make reference to alcohol and/or drugs will not be allowed at school.
- Frayed or torn clothing, or clothing with holes may not be worn on campus.
- Strapless shoes are inappropriate. Shoes must be worn at all times for safety reasons.
- Inappropriate markings, such as removable tattoos, are not permitted.
- Make-up of any type is not appropriate or allowed.

According to the California State Education Code, the final decision of whether the student's appearance is acceptable or not, is up to Mickey Cox Elementary and its Governing Board.

- **1st Offense:** Warning. Parent will be called to bring a change of clothes.
- **2nd Offense:** Teacher/student/parent conference. Parent will be called to bring a change of clothes. Study Hall is assigned.
- **3rd Offense:** Parent will be called to bring a change of clothes. Lunch detention is assigned.
- **4th Offense:** Parent will be called to bring a change of clothes. After School detention is assigned.
- **5th Offense:** Referral to administration. Parent will be called to bring a change of clothes. Disciplinary actions will be taken.