



Temperance-Kutner Elementary School

2020-2021 PARENT-STUDENT HANDBOOK



CLOVIS UNIFIED SCHOOL DISTRICT

DIRECTORY

Temperance-Kutner Elementary School

1448 N. Armstrong Avenue
Fresno, CA 93727

Visit our website at tk.cusd.com

Office Hours: 7:30 am – 4:45 pm

559-327-8100	559-327-8190
<i>Office</i>	<i>Fax</i>

Clovis Unified District Administration Office 559-327-9000

Eimear O'Farrell, Ed.D., Superintendent

Jennifer Thomas, Clovis East Area Superintendent
559-327-9365

Campus Catering 327-9130

Child Development 327-9160

Special Education 327-9400

Transportation 327-9700

After hours choose option #9

Clovis Unified School District Governing Board

Hugh Awtrey, Board Member
Christopher Casado, Board President
Steven G. Fogg, Board Member
Susan K. Hatmaker, Board Clerk
Ginny L. Hovsepian, Board Member
Elizabeth "Betsy" Sandoval, Board Member
Tiffany Stoker Madsen, Board Vice-President

FACULTY AND STAFF

Kathy Blackburn	Principal	Office	kathyblackburn@cusd.com
Geoff Dean	GIS	Office	geoffreydean@cusd.com
Kristen Moore	Transitional Kinder/Kindergarten		kristenmoore@cusd.com
Courtney Bounkhoun	Kindergarten		courtneybounkhoun@cusd.com
Joyce Wagner	Kindergarten		joycewagner@cusd.com
Melissa Stafford	1 st Grade		melissastafford@cusd.com
Kari Smith	1 st Grade		karismith@cusd.com
Patti Clark	1 st Grade		patriciaclark@cusd.com
Ashlyn Morton	2 nd Grade		ashlynmorton@cusd.com
Madison Shaffer	2 nd Grade		madisonshaffer@cusd.com
Patricia Hernandez	2 nd Grade		patriciahernandez@cusd.com
Aaron Graef	3 rd Grade		aarongraef@cusd.com
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Erin Prieto	4 th Grade		erinprieto@cusd.com
Brandon Lowe	4 th Grade		brandonlowe@cusd.com
Mikayla Norby (Jundt)	4 th /5 th Grade Combination		mikaylajundt@cusd.com
Ginger Hazel	5 th Grade		gingerhazel@cusd.com
Kayla Martinez	5 th Grade		kaylamartinez@cusd.com
Alicia Davis	6 th Grade		aliciadavis@cusd.com
Jason Hamel	6 th Grade		jasonhamel@cusd.com
Laurie Benway	6 th Grade		lauriebenway@cusd.com
Kathy Gulseth	Accel. Education TK/K, 1 st & 2 nd Grade		kathygulseth@cusd.com
Linda Reese	Accel. Education 3 rd , 4 th & 5 th Grade		lindareese@cusd.com
Sara Nalley	Edgenuity 6 th Grade		saranalley@cusd.com
Gina Tregoning	SDC K-3		ginatregoning@cusd.com
Kristen Houston	SDC 4-6		kristenhouston@cusd.com
Steven Maldonado	Band		stevenmaldonado@cusd.com
Adam Elmore	Orchestra		adamelmore@cusd.com
Amanda Hubble	Classroom Music/Choral Music		amandahubble@cusd.com
Nori Meadows	Speech		norimeadows@cusd.com
Gabby Castillo			gabriellacastillo@cusd.com
Alicia Kermani			aliciakermani@cusd.com
Richelle James	Psychologist	Office	richellejames@cusd.com
Kellie Yang			kellieryang@cusd.com
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Tim Adebayo	Transitions SRL	Office	timadebayo@cusd.com
Candace Helgren	Library Technician	Library	candacehelgren@cusd.com
Sandi Rodgers	School Office Supervisor	Office	sandirodgers@cusd.com
Cathy O'Neill	Registrar / Attendance	Office	cathyo'Neill@cusd.com
Tami Atkins	Clerical Secretary	Office	tamaraatkins@cusd.com
Sandy Paez	IA Home Liaison	Office	sandypaez@cusd.com
Emily Lancaster	Nurse	Office	emilylancaster@cusd.com
Cindy Frazier	Health Aide	Office	cindyfrazier@cusd.com
Alicia Hernandez	Cafeteria Supervisor	Cafeteria	aliciahernandez@cusd.com
Ron Cox	Plant Supervisor	Custodial	roncox@cusd.com

DISTRICT MISSION

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

SCHOOL MISSION

Temperance-Kutner's mission is to provide an exemplary educational environment for all students, every day in every way. Our mission is to promote high personal and rigorous academic standards so all students excel and become responsible, competent, confident and contributing members of society.

SCHOOL GOALS

- Provide a safe, positive and disciplined learning environment where all students have the opportunity to grow to their full potential.
- Maximize student achievement in a strong academic core curriculum including language arts, math, social science, physical fitness education, science, health education, and visual performing arts.
- Promote, by example and expectation, positive and appropriate character development in every student at every opportunity.
- Utilizing the Quality Improvement Concepts T-K staff and students will strive to operate all aspects of the campus/curriculum with ever improving efficiency and effectiveness.

Our School Pledge

I pledge today to do my best in reading,
math and all the rest.

I promise to obey the rules in my class
and in the school.

I'll respect myself and others, too.

I'll expect the best in all I do.

I am here to learn all I can, to try my
best and be all I am.

We Believe We Can, and We Will!

TEMPERANCE-KUTNER PARENT-TEACHER CLUB
2020-2021 Officers

President.....TBD
First Vice President.....TBD
Second Vice President.....TBD
Secretary.....TBD
Treasurer.....TBD

***T-K PTC Meetings**

Parent Club meetings are held at 6:00 pm in the MPR. All parents are welcome to attend and encouraged to become involved in the T-K Parent Club. PTC Meeting dates subject change when conflicts with district calendar events.

Tuesday, September 1, 2020

Tuesday, October 6, 2020

Tuesday, November 3, 2020

Tuesday, December 1, 2020

Tuesday, January 5, 2021

Tuesday, February 2, 2021

Tuesday, March 2, 2021

Tuesday, April 6, 2021 - Nominations

Tuesday, May 4, 2021 - Elections

Tuesday, June 1, 2021



SCHOOL CALENDAR

First Day of School	August 17
Back-to-School Night.....	August 13
End of 1 st Quarter.....	October 16
End of 2 nd Quarter.....	January 15
End of 3 rd Quarter.....	March 19
Last Day of School (School dismissed at 1:45 pm).....	June 4

SCHOOL HOLIDAYS

Labor Day.....	September 7
Elementary Parent-Teacher Conference Day.....	October 30
Staff Development Day.....	November 2
Veterans Day.....	November 11
Thanksgiving Break.....	November 23 – November 27
Winter Break.....	December 21 – January 1
Staff Development Day.....	January 4
Martin Luther King Day.....	January 18
Lincoln’s Birthday.....	February 8
Washington’s Birthday.....	February 15
Spring Break.....	March 29 – April 5
Memorial Day.....	May 31

2020-2021 SCHEDULED ONLINE LEARNING SCHEDULE

Student School Hours: 8:00am – 3:00pm

Main Office Hours: 7:30am – 4:30pm

Extended Day Transitional Kindergarten and Kindergarten

Time	Monday, Tuesday, Wednesday, Thursday, Friday	Minutes
8:00-8:30	SST/504/IEP/Intervention	30
8:30-10:00	Instructional Block 1	90
10:00-10:15	Break	15
10:15-11:45	Instructional Block 2	90
11:45-12:30	Lunch	45
12:30-1:30	Students Available for Small Group Instruction and Intervention	60

Grades 1-6

Time	Monday, Tuesday, Thursday, Friday	Minutes
8:00-8:30	SST/504/IEP/Intervention	30
8:30-10:00	Instructional Block 1	90
10:00-10:15	Break	15
10:15-11:45	Instructional Block 2	90
11:45-12:30	Lunch	45
12:30-1:30	Instructional Block 3	60
1:30-2:30	Students Available for Small Group Instruction and Intervention	60

Time	Wednesday—Early Release	Minutes
8:00-8:30	Prep	30
8:30-10:00	Instructional Block 1	90
10:00-10:15	Break	15
10:15-11:30	Instructional Block 2*	75

*Remaining instructional minutes (75 of the 90) will be met with asynchronous learning as assigned by teacher. Students completion of assignments will also count toward student attendance.

**The following pages may be revised once we return to in-person classroom instruction.*

GENERAL INFORMATION

Working Together Makes a Difference

I know we all understand that we have a joint responsibility to keep the students at TK as safe as possible. We are very serious about all safety issues at our school. All school policies are intended to serve this purpose. It is my duty to inform you of our school and district's safe school policies. I then must ask for everyone's help and assistance by abiding by all posted safe school policies. My sincere thanks is extended to everyone in this regard and for your continued support and positive involvement in all school safety issues. Ms. Blackburn, Principal

ARRIVAL AND DISMISSAL

Supervision is provided only during the school day, starting at 7:45 a.m. **Students should not arrive at school before 7:45 a.m.**

Parents that pick their students up from school are not permitted on campus until 10 minutes prior to the end of school day bell.

Staff supervision is provided after the dismissal bell until the students board busses. At the parent pick-up zone, staff supervision is provided for **15 minutes after the dismissal bell**. Students not picked up and not participating in approved after school programs will be brought to the office and their need for supervision will be documented. Any consistent pick up concerns will need to be addressed by the parent and a site administrator. We will help support parents when a family emergency detains the parent at dismissal time. Call the office and report the emergency and we will have the student sit in the office until the parent arrives.

Student Pick-Up Schedule	School Dismissal Time	Unless riding the school bus, student must be picked up by:
Monday, Tuesday, Thursday, Friday <i>Grades Kindergarten & Transitional Kindergarten</i>	1:45 p.m.	2:00 p.m.
Monday, Tuesday, Thursday, Friday <i>Grades 1-6</i>	3:15 p.m.	3:30 p.m.
Wednesday <i>Grades K-6</i>	1:45 p.m.	2:00 p.m.

ATTENDANCE AND ILLNESSES

ALL absences must be cleared within 5 days of the absence. Parents should call the T-K Office at 327-8100 or go online on the T-K website to clear absences. If your child will be absent five or more school days, please contact the office to place your child on an Independent Study Contract at least 5 days prior to the absence.

***Nursing Services information page will be revised soon following Board approval*

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.

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).

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.
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LICE

Clovis Unified School District operates on 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 live lice.

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

Class checks are no longer part of district guidelines.

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 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.

Child Protective Services

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

Physical Education Excuse

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.)

DRESS CODE

Refer to Clovis Unified Governing Board Policy and Administrative Regulation #2105 on the Clovis Unified School District website. cusd.com. *A copy is included in this handbook.

PHYSICAL EDUCATION

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, 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. Physical Education times vary by grade level and time of year.

VISITORS TO CLASSROOMS/CLASSROOM INTERRUPTIONS

Parents are welcome to visit our school, but must do so according to CUSD policies and procedures. Visits should **be scheduled with the teacher in advance** so the appropriate times are selected to help make the visit as productive as possible. In the interest of safety, **all visitors** must check in at the office upon arriving at school and prior to visiting anywhere on campus. **All visitors must be issued a TK identification badge.** Persons not wearing a badge will be asked to report to the office.

Phone calls from home to school are not to be made directly to the classroom. Classroom instructional minutes are protected to benefit your student and their academic success.

- All visitors to all CUSD schools must check in at the main office and sign in before entering the campus.
- Visitors will be asked to present photo identification, preferably a current, valid California Driver's License.
- Upon signing in you will be given a visitor's badge to wear while on campus.
- Visitors are not allowed to enter and/or subsequently disrupt a teacher teaching or students learning in any classroom at any time during the school day.
- Unannounced classroom visitors will be asked to leave the room immediately.
- Classroom/lesson observations may be arranged by first meeting with the principal.

PARENT/TEACHER CONFERENCES

- All conferences are to be pre-arranged with the teacher before or after school.
 - Quick morning or before any class period conferences, that detain the teacher from beginning his/her class on time, are not permitted.
 - Email is a great way to communicate with your child's teacher and schedule a conference if necessary. All email addresses are listed above in the faculty and staff list.
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**Board Policies are subject to revision at any time. Please refer to the CUSD website at www.cusd.com for the most up-to-date policies.*

AFTER SCHOOL RULES

- There is **no “stay and watch brother or sister at practice”** program. Staff supervision for these children is not possible due to other school and staff duties.
- All students on campus after school must be supervised by their parents unless they are participating in after school programs.
- If after school childcare is needed, please contact the CUSD Child Development Department at 327-9160 to enroll your child in Campus Club.
- Older students arriving from Reyburn Intermediate or Clovis East may not enter the school campus unless picking up a sibling.
- Visitors and/or students not enrolled at TK may not loiter on the TK campus or use the office phone except in a true emergency. The CUSD police unit will respond immediately to any emergency call from TK to take care of any loitering concern.

BUS/PICK-UP PROCEDURE FOLLOWING SPORTS, CLUBS OR INTERVENTION

All students riding the recreational bus home from school must be ready and in line for their bus pick-up at 4:30 p.m. This is the last bus of the day for these students (not including ASES students).

Students who do not ride the bus and who are picked up by someone else should not have to wait past 4:30 p.m. for a ride home. The **school office closes at 4:45 p.m.** and we need to have all students safely on their way home or off campus by this time (not including ASES students).

CELL PHONES/ELECTRONIC GADGETS

Students may bring cell phones to school. Students are not allowed to freely carry their cell phones while on campus (CUSD District Policy). Cell phones are to be turned off and in the owner’s backpack from the first bell of the day until the last bell. Students may not use cell phones during the day.

Additionally, students are restricted from bringing electronic games or other items of great value. The school will not be held responsible if the restricted item is brought to school and lost or stolen.

STUDENT USE OF SCHOOL PHONES

- During the school day student requests to phone home are to be made in the classroom.
- Calls may be made to local phones – no long distance calls can be made in any of the classrooms.
- When a teacher determines the phone call is appropriate the student will be allowed to call from the classroom.
- After school, students who are not picked up on time will report to the office to call.

CAMPUS CLUB

Campus Club is a fee-based after school childcare program and the care is provided in the preschool portable at the south end of the school. Enrollment is limited and registration does not take place on the TK campus. Please call CUSD’s Child Development Department at (559) 327-9160 to arrange a meeting to enroll your child in the program.

HOMEWORK POLICY

- Homework may consist of assignments not completed in class as well as additional projects or assignments to practice the skills and knowledge obtained during class lessons.
- If your child is absent from school and you wish to obtain his/her homework, please notify the school before 10:00 a.m. This will give the teacher time to gather materials and send the homework to the office for pick-up after 3:20 p.m.

MAKING UP MISSED ASSIGNMENTS

If your child is ill and at home and you wish to pick up homework you may call the child's teacher to determine what homework can or should be readied for you to pick up. If you choose to pick homework up, please call the school before 10:00 a.m. to allow the teacher time to ready the materials. Your child does not have to call and get homework when they are ill and away from school. When your child returns to school—the child and teacher should meet together to discuss what missing assignments the child needs to complete and turn in. When students are absent from school they are given a grace period in which to make-up assignments. This grace period is three days.

COMPLAINTS

Questions, concerns, and/or comments can be addressed with site principal. Other complaints can be addressed using the Uniform Complaint Procedures per the Clovis Unified Governing Board Policy and Administrative Regulation #9208. This policy can be reviewed on the Clovis Unified School District website cusd.com. A copy is included in this handbook.
