



STUDENT/PARENT HANDBOOK

2023-2024

TURNER ELEMENTARY SCHOOL

**5218 E. Clay Ave.
FRESNO, CA 93727
559.253.6540 (OFFICE)
559.253.6541 (FAX)**

**PRINCIPAL: LISA McDANNEL
VP: MINERVA HERRERA**

Message from the Principal

Welcome to Turner Elementary!

The following pages in this handbook are provided for you as a quick and easy reference guide to help explain some of the procedures and expectations at Turner Elementary. Please take an opportunity to go over these pages with your students.

It is our goal to provide a safe, loving, and supportive environment for learning. We are committed to providing a variety of supports, which are designed to meet the needs of ALL the diverse learners we serve.

We are excited about the plans for this school year and look forward to working with each of you as we strive to make the 2023-2024 school year a successful experience for ALL our students.

*Sincerely,
Ms. McDannel*

School Hours

<u>Preschool/Pre-Kinder</u> Please consult your teacher for student's class times	<u>TK & Kinder</u> 8:00 a.m.– 1:00 p.m.	<u>Grades 1-6</u> 8:00 a.m. – 2:05 p.m.
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Instruction begins promptly at 8:00. Students arriving to their classroom after 8:00 will be marked tardy by the teacher.

There will be six early dismissal days this year:

<u>Parent/Teacher Conferences:</u> October 16-20, 2023	<u>TK & Kinder</u> 12:00 dismissal	<u>Gr. 1 – 6</u> 1:05 dismissal
<u>Last Day:</u> Thursday, June 6, 2024	11:35 dismissal	

Arrival and Dismissal

Arrival: All students must enter through the designated gate on Clay Avenue. Parking lot gates will be closed during school hours. Gates on Clay Ave. will open at 7:30 a.m. for students eating breakfast. Non-eating students will arrive after 7:45 and will report to the blacktop where they will be picked up by their classroom teacher. Students should be in their classrooms, ready to learn at 7:55. Please be advised that students have a five-minute grade period to report to class; the tardy bell rings at 8:00. Students arriving after 8:00 will report to the Main Office.

Dismissal: Students must leave the campus immediately after school unless enrolled in the After-School Program. Students must be picked up on time. Contact will be made with families who repeatedly fail to pick up students on time. Prior to leaving for school, please make sure your child knows the pick-up/walk home plan for that day. Parents who are waiting for students are asked to wait in their cars at the designated areas on Clay Avenue. Exit locations for each grade will be:

- Grades 1, 2, 3, and 5 will exit from the Main Office Gate
- Grades 4 and 6 will exit from the East Gate

Breakfast/Lunch and Snacks

Breakfast: *For the safety of your child, please drop off students after 7:30 a.m. as there is no supervision before 7:30 a.m.*

All students are provided with a free breakfast. Breakfast will be served from 7:30 a.m.-7:50a.m. Breakfast will not be served after 7:50a.m. The only exception will be late bus arrivals.

****Parents:** One of our jobs is to encourage your child’s independence. Please use the first week of school to acclimate your child to Turner’s daily routine. Beginning the second week of school, we ask parents to say goodbye to their child/children at the Clay Avenue entrance. The intent is to build trust between students and staff, and to consider the safety of all students while on campus.

Snacks: If your student brings a snack from home for morning recess, please ensure your student follows these expectations:

- Snacks will be eaten in the designated snack area, where school-provided snacks are also eaten.
- Containers, wrappers, paper, and plastic bottles must be disposed of in the proper manner.
- They must be healthy in nature. No sodas, fruit juice, candy, gum, or chips, *including any hot chips* will be permitted on campus. Any of these items seen during snack time will be confiscated by supervising staff members.

Drinks: To maximize site cleanliness, we ask that water is the only drink brought to school.

Lunch: All students are provided with a free lunch; students are also welcome to bring lunch from home if they choose. Lunch times are as follows:

<u>Preschool:</u> 10:55-11:35	<u>TK & K:</u> 10:30-11:10	<u>Grades 1, 2:</u> 11:10-11:50	<u>Grades 3, 4:</u> 11:35-12:15	<u>Grades 5, 6:</u> 12:00-12:40
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After School Program

We offer an After-School Program to any Turner family interested in enrolling. Please call 253-6540 after 10:00 a.m. for more information. Students who are not signed up for this program must leave campus immediately following dismissal, as supervision is not available for students who are not enrolled in the After-School Program.

Campus Safety

The Fresno Unified School District Board of Trustees strives for a safe and caring environment while on campus. Anyone entering campus must go to the office to receive a Visitor's Pass using the Raptor System.

It is the intent of the District to promote mutual respect, civility, and orderly conduct among all members of the Turner community. Any person demonstrating conduct that interferes with the safety of others will be escorted off campus and provided with a Civility Policy.

Personal Information

To ensure student and family safety, we cannot give out personal information regarding students over the phone. This request must be made in person by the parent or legal guardian.

Parking

When tending to school business, parking is available on Clay Avenue. Please lock your vehicle and do not leave any valuables visible in the car. Turner is not responsible for any lost, stolen, or damaged items.

Visitors

For the safety of students and staff, visitors must report to the school office to sign-in using the Raptor System. Every adult on campus is required to wear a Visitor's Pass created by the Raptor System. Please do not become offended if you are asked for your Visitor's Pass while on campus, as we are working diligently to keep your child/children safe.

Animals on Campus

Please help us to keep all students safe by keeping pets off the campus. Even the friendliest of pets can become fearful and bite. In addition, many of our students suffer from severe allergies and/or asthma, and their health could be negatively affected if exposed to animals.

Volunteers

The Fresno Unified School District Board of Trustees encourages parents/guardians and other community members to share their time, knowledge, and abilities with our students. Each volunteer is required to complete the District Volunteer Application Form, two weeks prior to interaction with students, and the completed form must be on file in the office. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal. Once the volunteer has been cleared, the

volunteer will be contacted by a staff member, and may then commence service. While volunteering, confidentiality policies are to be adhered to.

Emergency Card

Emergency cards are utilized when a contact needs to be made from school to home. Please make sure to keep the list updated. List phone numbers of friends or relatives we can reach in case of an emergency. No one will be able to sign your child out of class if he/she is not listed on the yellow emergency card. We cannot get permission over the phone.

Illness

If a student becomes sick during the school day, he/she will be sent to the office and the nurse or designee will assess the child's situation. Should there be a medical concern, the parent will be notified. If parents/guardians cannot be reached, the staff will call the numbers on the emergency card in the order in which they appear. Ill students may not be released to walk home. A person 18 years of age or older, who is listed on the emergency card, must pick up the child from the office.

Medications

Students are not allowed to possess medication or self-medicate at any time on campus. If students need to take medications while on campus, parents need to provide a written order from the doctor. The medication must be in its original container with the prescription sticker attached. Tylenol, Benadryl, cough drops/syrups, or other over the counter medications are not permitted unless under a written order as well. The order for over-the-counter medications must match the bottle or packaging. All medications are stored in the nurse's office in a locked cupboard.

Emergency Procedures

Fire drills are conducted monthly. Lockdown and earthquake drills are each conducted two times per year. All students will participate in these practice drills to learn how to respond in the event of an actual emergency.

Student Behavioral Expectations

We are committed to the philosophy, “**teach what we expect.**” Throughout this year, students will receive training and instruction on issues such as playground behavior, entering and exiting the buildings, lining up and walking in lines, arrival and dismissal procedures, cafeteria procedures, and much more. All expectations are based on our School-wide Rules for Success to protect students and their

property and to protect the rights of those participating in the educational setting. Our school’s SRS are: (1) Keep hands, feet, and objects to yourself, (2) Use appropriate language, including body language, and (3) Follow directions the first time they are given.

Behavior that is disruptive and/or defiant is not acceptable. All students will be expected to follow rules that are explained as per the Fresno Unified Policy.

Disciplinary Steps will be as follows:

1. Verbal Warning - unless a student or others are in danger.
2. Teacher/Student Conference, with written documentation in Atlas.
3. Parent Notification - Phone call, email or in person (method of contact to be arranged with the teacher).
4. Office Referral - with previous documentation and parent communication
5. Pre-Suspension Notice - to be sent home, signed, and returned to the Office
6. Suspension

Student Awards/Recognition

At the end of each quarter, an assembly will be held in which students are acknowledged for their successes in Academics, Effort, Citizenship, and Attendance.

Primary Awards:	<ul style="list-style-type: none"> • Turner Math All-Star: demonstrating academic growth, outstanding achievement, or effort in math • Turner Reading All-Star: demonstrating academic growth, outstanding achievement, or effort in language arts • Terrific Tiger: demonstrating outstanding citizenship and effort
Intermediate Awards:	<ul style="list-style-type: none"> • Principal’s Honor Roll: Quarter G.P.A. average of 4.0 • Honor Roll: Quarter G.P.A. average of 3.5-3.9 • Merit List: Quarter G.P.A. average of 3.0 - 3.49 • Terrific Tiger: demonstrating outstanding citizenship and effort <p>A = 4 points, B = 3 points, C = 2 points, D = 1 point</p>
Perfect Attendance:	<ul style="list-style-type: none"> • No tardies (entering class after 8:00). Saturday Academy may not be used to make up for tardies.

Grades 1 – 6 are eligible	<ul style="list-style-type: none"> • No reverse tardies (picking up student earlier than dismissal times) • No absences
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Student of the Month

Each month, students will be recognized for the following by receiving a reward packet and a picture:

- Character Counts: positive and appropriate classroom and playground behavior are always demonstrated.
- Excellent Attendance: no unexcused absences, lates or tardies.
- Academics: demonstrating a hard work ethic in the classroom and making academic gains because of this effort.

Homework Policy / Absences

Each teacher has their individual homework policy and will share these expectations throughout the school year. Please check your child’s backpack daily to ensure all incomplete work or homework is completed. If a student is absent two or more days, homework may be requested by calling the front office at 253-6540. Homework requests will be processed and may be picked up the next school day. Parents/Guardians must call the office every day a student is absent to ensure accurate records are maintained.

Targeted Supports Team (TST) / Student Success Team (SST)

We follow the Response to Intervention (RTI) model of student support. RTI provides all students academic instruction at their grade level and/or instructional level. Based on various data points obtained by Turner staff, a student may need a more intensive intervention program to assist with learning or behavior. After a range of strategies have been implemented, and the student continues to struggle, we will hold a Targeted Supports Team Meeting (TST) to discuss the concerns and how we can further intervene on behalf of the student. A Student Success Team (SST) Meeting will be held following the exhaustion of all other interventions to discuss next steps in support of the student.

Internet Policy

The Governing Board mandates that all students must have signed consent from parents prior to use the internet at school. The internet is a valuable instructional and learning resource. Please be sure you and your child read and sign the Acceptable Use Guidelines for the internet, located in your first day packet, and return it to your child’s teacher as soon as possible.

Acceptable Use of Technology

The Governing Board mandates that all families have signed acknowledgement that students will use all District-assigned technology. This includes student laptops and all technology platforms (i.e., Microsoft Teams, Word, Outlook, etc.) provided by the District.

After School Detention

For a variety of reasons, teachers may keep students up to 30 minutes after school, if needed. Generally, teachers will have students contact parent/guardian to inform them of student's whereabouts.

Parent Partnerships

At Turner, we are committed to a Parent Partner relationship. Research shows that students whose parents are involved in the day-to-day aspects of their child's education have a higher rate of achievement. This involvement can vary depending on parents' schedules and school's / child's needs. We encourage you to participate as often as time allows you, as well as being in constant communication with your child and his/her teacher. The easiest method of participation is daily conversations with your student regarding each day's events. This includes looking over the homework, checking Atlas, our Turner website and social media sites, and checking backpacks for notices and graded papers. Some activities you may wish to participate in include:

- ❖ Back to School Night
- ❖ Open House
- ❖ Sports Activities
- ❖ Parent/Teacher Conferences
- ❖ School Site Council (SSC)
- ❖ English Language Advisory Committee (ELAC)
- ❖ Coffee Hours
- ❖ Musical Performances
- ❖ Field Trip Volunteer
- ❖ Awards Assemblies
- ❖ Parent Engagement Hour

Parent Engagement Hour

Parent Engagement Hours are provided monthly to inform family members about the events surrounding Turner Elementary and Fresno Unified School District. This is also a time for parents and guardians to discuss volunteer opportunities and activities to better involve those in our school community.

School Site Council (SSC) and English Learners Advisory Committee (ELAC)

Turner's SSC and ELAC are designed to advise in program planning and budget allocations. They are the voting members for their respective constituencies;

however, all parents are invited to attend the meetings that are held four times during the school year.

Atlas Parent Portal and Atlas Connect

Atlas is provided to all parents as a means of easy communication between parents and their students' teachers. The Parent Portal provides information surrounding attendance, grades, and test scores. Easy access to teachers can be made using Atlas Connect. If you do not yet have your Atlas access, please contact the office to obtain this information.

Classroom Communication

To protect instructional time, parents/guardians will not be connected to the classroom to speak with the student or teacher. If you would like a return call from the teachers, please contact the office to request a return call. The teacher will make every effort to return your call within *24 hours* of receiving the request. We value parent collaboration and look forward to communicating with you outside of instructional time.

Teacher Requests

The development of a class is a very important responsibility of the faculty and administration. Classes are created using several criteria, such as the child's academic level, citizenship, gender, primary language needs, peer relationships, class size, etc. Each child's placement is individually considered and the final assignment for each student is based on a collaborative effort between teachers and the administration. Requests made by parents for specific teachers will be considered but not guaranteed.

School Parties

Classrooms are permitted four (4) parties per year. The four parties may include:

- Winter Party
- Valentine's Day Party
- Spring Party
- End of year Party

Treats vary and are based on the discretion of the teacher.

Birthday Celebrations

Birthday parties are not permitted at school, however, a small treat during the last 5-10 minutes of the school day is permissible. **All items must be store bought and in the original packaging.** Please discuss with the teacher prior to bringing

treats. To avoid hurt feelings, please do not pass out party invitations during the school day.

Sending Gifts

We ask that families refrain from sending gift deliveries to school during the day. Although we appreciate the intent, it causes a disruption to the educational environment. Any such items will be held in the office and given to the child at the end of the school day.

Cell Phones and Electronic Devices

The Fresno Unified School District Board of Trustees in conjunction with the State of California has determined that cell phones or electronic devices are allowed to be used before and/or after school ***ONLY***. Cell phones should be kept in a backpack and turned off during the school day.

Should a cell phone or electronic device be found on a person, or audibly go off while in personal belongings, the device will be confiscated, logged, and given to Office Staff. Parents will be called regarding the issue and will be invited to pick up the device. If the device is confiscated for a second time, it will be placed in a secure location in the office and held until a parent conference can be scheduled.

Lost and Found

Be sure to label every item of clothing your child might take off while at school with your student's first and last name. Please label items such as lunch pails and sweaters, etc. Items can easily be returned if properly labeled. The Lost and Found Bin is housed in the cafeteria. Articles of clothing not claimed at the end of each semester will be given to local charities.

Bicycles/Skateboards/Scooters/Rollerblades:

All modes of transportation must be walked while on campus.

Bicycle: If your child is riding his/her bicycle to school, please make sure he/she wears a helmet and has a durable lock. The bike racks are located between the main office and cafeteria.

Skateboards, scooters, and rollerblades: There is no designated area to store the above items during the instructional day. Housing these items in the classroom is left to the discretion of the teacher.

Toys, Balls, and Sports Equipment

Toys, balls, and sports equipment may not be brought to school for any purpose, as they can get lost or broken. Any of these items seen during recesses will be confiscated by Turner staff and returned at the end of the day.

Dress Code

A dress code is necessary to provide a safe school environment. The following list includes, but is not limited to, the most common dress code violations. For a complete outline of the FUSD Dress Code, please see the District guidelines provided in your First Day Packet.

1. Attire which depicts sexually suggestive expressions, actions, drug, alcohol, or violent themed references, may not be worn.
2. Any see-through apparel or other form of clothing, which exposes the body in a sexually suggestive manner, is not acceptable. Blouses and tops must cover the waist. Crop tops exposing midriff, underwear-type sleeveless shirts, tube tops, halter tops, and/or sagging or baggy pants may not be worn.
3. Dresses, skirts, and shorts must be the length or longer than fingertips when standing with arms at one's sides.
4. Shoes must always be worn. For safety considerations, sandals should have a strap around the heel. Closed-toed shoes are recommended. No high heel shoes/wedges are to be worn in elementary school.
5. All headwear must be removed when entering all buildings.
6. Dangling earrings, large hoops, gauges, spikes, bars, or body piercings are not allowed.
7. No pointed nails, extreme make-up, or anything that may detract from the learning process while in school. Writing on body parts is prohibited.
8. Sunglasses prescribed by a physician are allowed.

CA Ed. Code Violations

The Fresno Unified School District Board of Trustees has established policies and standards of behavior to promote learning and protect the safety and well-being of all students. When these policies/standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

CA Ed. Code states that students who violate the following, will be subject to penalty:

- Found in possession of a loaded or unloaded firearm.
- Found in possession of laser and/or explosive devices.
- Found in possession of knife/knives.
- Found in possession of other dangerous objects.
- Found in possession and/or sale of controlled substances.
- Caused, attempted to cause, or threatened to cause serious physical injury to another person, willfully used force or violence upon person of another, except in self-defense.
- Commits or attempts to commit arson.
- Commits or attempts to commit sexual assault or battery.
- Makes terrorist threats.

STAY CONNECTED!



Turner Elementary School



@turner_elementary_school



@TurnerTigers



Download the Parent Square App



iOS



Android

And remember to check our website regularly:

<https://turner.fresnounified.org>