

Sierra Vista Elementary School

Parent - Student Handbook



“Vikings Are Stronger Together!”
2023 - 2024

Clovis Unified School District
Corrine Folmer, Ed.D., Superintendent

Sierra Vista Elementary School

510 Barstow Avenue – Clovis, CA 93612

Principal.....*Jennifer Thao*
Senior GIS.....*Nick Boris*
Senior Resource Teacher..... *Mai Yia Moua*
School Psychologist.....*Analisa Luna*
Office Manager..... *Staci Ramirez*
Student Activities Specialist..... *Carisa Hutchings*
Home Liaison/Categorical Secretary *Marci Booth*
School Nurse*Leticia Plaza*
Health Services Assistant *Dena Gilroy*
Kitchen Supervisor *Jennifer Jauregui*
Plant Supervisor..... *Steve Soma*

Sierra Vista Office Telephone	327-7900
Sierra Vista Fax Number	327-7990
Sierra Vista Cafeteria	327-7983
Sierra Vista Nurse’s Office	327-7977
Sierra Vista Health Center	327-7976
Sierra Vista State Pre-School	327-7985
Clovis Unified District Office	327-9000
Transportation	327-9700
Student Services & Attendance	327-9200

School Hours

TK/Kindergarten (extended day)	7:45 – 12:55
Grades 1 – 6	7:45 – 2:25

Early Dismissal – Every Wednesday as follows:

Transitional Kindergarten / Kindergarten	7:45 – 12:45
Grades 1 – 6	7:45 – 12:55

2023-2024 Clovis Unified School District Governing Board Members

David DeFrank, Board President
Hugh Awtrey, Board Vice President
Steven G. Fogg, Board Clerk
Clinton Olivier, Board Member
Deena Combs-Flores, Board Member
Tiffany Stoker Madsen, Board Member

Clovis Unified School District Administration

Corrine Folmer, Ed.D., District Superintendent
Norm Anderson, Deputy Superintendent
Mark Hammack, Ed.D., Associate Superintendent – School Leadership
Barry Jager, Associate Superintendent – Human Resources
Michael Johnston, Associate Superintendent – Administrative Services
Erin Waer, Associate Superintendent – Curriculum and Instruction
Monica Castillo, Assistant Superintendent – Instructional Services
Steve France, Assistant Superintendent – Educational Services Area
Susan Rutledge, Assistant Superintendent – Business Services
Denver Stairs, Assistant Superintendent – Facilities Services
Kristen Belknap, Assistant Superintendent – Clovis West Area
Scott Dille, Assistant Superintendent – Clovis Area
Kevin Kerney, Assistant Superintendent – Buchanan Area
Jennifer Thomas, Assistant Superintendent – Clovis East Area
Darrin Tockey, Assistant Superintendent – Clovis North Area

Parent-Teacher Communication

Sierra Vista Teachers and Staff are committed to enabling students to achieve their maximum educational potential. We enthusiastically enter into a partnership with parents in working toward student success. Our goal is to develop opportunities for students to become productive citizens who will in turn contribute to a successful community. Please don't hesitate to contact your child's teacher or the school office with your questions. We welcome parent input and support.

Parent Involvement

Parent participation is critical to the success of the school and to the children. Studies have found that children whose parents are involved in their children's school tend to perform better and learn more. As partners in education, parents/guardians are welcome at Sierra Vista. Please take the time to get to know about your child's school and staff.

Parents can become involved by participation in the Sierra Vista Parent/Teacher Club (PTC), School Site Council (SSC), the Student Assessment and Review Team (SART), Intercultural Diversity Advisory Committee (IDAC) or the English Language Advisory Committee (ELAC). Please discuss options with your child's teacher, school administration or Parent/Teacher Club members.

Adults/Parents/Visitors/Volunteers on Campus

The Clovis Unified School District has implemented a security check in system for all adults wanting to come on any C.U.S.D. campus during normal business hours. The Raptor system

requires each adult to present an official state identification card/Driver's License. I.D.'s are processed through the security systems checking Megan's Law, and other law enforcement agencies. Once the system has determined there are no issues an official badge is printed and the adult must be wearing the badge while on our campus. Adults must then check out with the office and surrender the printed badge.

Telephone Use

Students are allowed to use the telephone in their classrooms only in the event a teacher directs them to do so. Students are not allowed to call their parents unless it is an emergency and the office has been notified. Telephone calls from parents will not be put through to the student. In the event of an emergency, and at the request of a parent, messages may be delivered to students by office personnel.

Cell phones may NOT be used or visible during school hours, or during after school supervised activities unless given permission by an administrator, a teacher, main office staff, or an activity supervisor/coach.

Arrival Time at School

Supervision is provided only during the school day, starting at **7:15am**. Students should not be on campus until that time.

**Please note: A warning bell will ring at 7:40am for students to line up on the blacktop to prepare to walk to class.*

Students must be in classrooms by 7:45am or they will be considered "tardy".

Dismissal and Pick-up of Children

All students must 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 a **supervised** after school activity. Please note that every Wednesday is an Early Release-day, with students released at 12:55pm. (Transitional Kindergarten / Kindergarten is released at 12:45pm.)

Attendance and Tardy Policy

If your child is absent from school for any reason, please call the school office or send a note stating the reason for the absence when your child returns to school. **All absences must be cleared within five days. Absences not cleared within 5 days are considered truancies.** All absences can be cleared by calling the front office at (559) 327-7900, by emailing our attendance specialist at carisahutchings@cusd.com, or by going to the Sierra Vista website at <https://sierravista.cusd.com>. Students who are physically present on campus every day of the school year on time are eligible to receive the perfect attendance award at the end of the school year awards ceremony.

If your child reports to school after 7:45am, he/she must first report to the office to obtain a tardy slip to be given to the teacher. Due to school safety, all classroom doors will be locked per our district's locked door policy.

Students with excessive tardies or absences may be assigned Responsibility Room during lunch or assigned after school detention with supervised study time to make up any missed class work.

Withdrawing Your Child From School

If you and your family move out of Clovis Unified School District or moved to another CUSD area, please follow the steps below to make it easier in regard to withdrawing your student from Sierra Vista Elementary.

1. Notify the school at least 2-3 days prior to your student's last day at school.
2. Communicate by calling the office and/or sending a note to the school's office.
3. Return all library and textbooks, including any obligations or loans including but not limited to uniforms, co-curricular equipment, etc.

Homework for Absent Students

If your child is absent from school and you wish to obtain his/her homework, please email your child's teacher to request or receive information on homework by 11:00am. This will give the teacher time to gather materials and send the homework to the office for pick-up after 2:25pm.

Independent Study

If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contact. Independent study is available for students who plan to be absent for **a minimum of 3 consecutive school days, to a maximum of 14 school days.**

- Parents must request the Independent Study Contract **at least one week before the student will be absent** from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.
- The Independent Student Contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in once the student returns. **All assignments must be completed upon returning to school and when handed to the teacher/office.**
- The last day for independent study contracts during the month of December will be **no later than three school days before the beginning of Winter Break.**
- The last day for independent study contracts during the month of June will be **no later than three school days before the last day of school.**
- Independent Study Contracts are subject to state guidelines and may include, but is not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request.
- Approval is subject to principal's discretion.
- Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

Dress Code

Please refer to the Clovis Unified School District Dress Code Policy available at <https://www.cusd.com/DressCode.aspx> and the [Clovis Unified Parents Rights and Responsibilities Handbook](#).

Communication

Sierra Vista Elementary will provide communication in various ways:

- Teachers will have the opportunity to send home weekly/monthly newsletters.
- A weekly calendar will be posted on the Sierra Vista website and emailed home to parents/guardians.
- Bloomz is an app that is used by teachers and staff to communicate with families. Bloomz works on smart phones as well as computers. You will receive quick updates and photos of school/community activities. Teachers will provide their class codes.
- Refer to the Sierra Vista Elementary website for more information regarding calendars, schedules, and more.

Health Information

Your student's health and well-being are important to us at Sierra Vista Elementary. Notify the health office and the school nurse regarding your student's health/well-being, medication, medical concerns, allergies, asthma, crutches, cast, etc. All over-the-counter medication including cough/sore throat drops, aspirin, etc. will be required to have a doctor's note for approval and communicated to our school's nurse, health assistant, and health office prior to having it at school. Students are not allowed to carry medication, inhalers, or any OTC medication without a doctor's note with information. Please review the Nursing Services information on our CUSD website.

Emergency Plan – Comprehensive School Site Safety Plan

Sierra Vista has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year, planned drills are conducted to insure appropriate reactions from all students and school employees.

Safety Plan on Campus

Due to the security and safety of our students and staff, classrooms will follow the district's security plan of keeping all doors locked. When school is in session, all doors will be locked. Any students who are tardy to school will need to report to the front office.

Parents/guardians or any relatives or friends will not be allowed into the classrooms without clearance and approval from the administration. Any guests or visitors on campus must also be approved by the administration team. All parents/guardians and visitors on campus must check in the front office. A check-in verification system called Raptor will be used to verify all visitors for safety and security. All visitors will be asked to show their driver's license and ID cards. **All visitors, including parents/guardians, are required to wear a visitor's badge.** Parent/guardian volunteers must be listed as the student's primary parents/guardians. All volunteers will need to complete the parent volunteer application, the safety process, fingerprinting, and complete/pass a TB skin assessment prior to volunteering in the classroom. **All volunteers are required to wear a visitor's badge when on campus and/or working with teachers and students on campus.**

Due to security reasons, all classrooms may not be opened after teachers have left the campus. Students are responsible for taking all of their belongings/classwork and homework before leaving their classrooms. Notify the front office staff and administration if you have any questions or concerns regarding on-site or off-site situations that may impact the safety

and well-being of our students. Please encourage and advise your student to practice safety when walking on and off campus, use the crosswalks, stay away from traffic, wait for guidance from staff on supervision duties, using traffic signals, use helmets if riding a bike or scooter, and always travel with a friend when heading home after school is dismissed.

Bus Conduct

It is a privilege to ride a Clovis Unified school bus. Appropriate behavior is expected at all times while waiting or riding on a bus. When a student violates a District bus regulation, the bus driver will report the incident to the principal or G.I.S. The student and parent will be notified of an infraction. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time.

Violations include:

- Leaving the seat while the bus is in motion
- Putting any part of the body outside of the bus
- Using profanity, vulgar language, or gestures
- Eating or drinking on the bus
- Having dangerous objects on the bus
- Not following proper bus procedures
- Being defiant or needing constant correction
- Fighting
- Damaging or defacing the bus
- Making unnecessary noise or commotion

Please note:

- Glass of any type, balloons, or pets are not allowed on the bus.

Foggy Day Schedule

During the winter months dense morning fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial Schedule A or B delay will be broadcast over most local radio and television stations. Therefore, if your student rides the bus, their normal pickup time will be delayed based on Schedule A or B. Even though buses are delayed, classes will start at the usual time.

Note: Schedule A is a two-hour delay. Schedule B is longer. A foggy day schedule does not interfere with our regular school starting time.

Sierra Vista's first bell rings at 7:40am and all students who are not using bus transportation are expected to be at school at the normal time.

Breakfast & Lunch Program

Sierra Vista offers breakfast for all students before school and hot lunches during the regular lunch period for each grade level. Students may bring their own breakfast and/or lunch.

Students who plan to eat breakfast may line up in front of the cafeteria at 7:20am. Breakfast is served from 7:20am to 7:40am.

All students in grades Preschool and TK – 6th Grade are eligible to receive breakfast and lunch free of charge.

Lunch Recess

Transitional Kindergarten/Kindergarten students have a thirty (30) minute lunch and fifteen (15) minutes of recess time. Students, grades first – sixth, have a forty-five (45) minute lunch; twenty-five (25) minutes to eat lunch and twenty (20) minutes of recess time.

School Meals

Breakfast and lunch are available at Sierra Vista Elementary School. Meals are free for all students at Sierra Vista Elementary.

Library Policy:

Books will be checked out for one week. Students will not be able to check out if they have any overdue books. Students will be held responsible for any lost or damaged library books. If student loses or damages a library book, they will be expected to pay for it. If a student has an outstanding obligation (fines) from the previous school year, he or she will lose their library privileges the next school year until their obligation (fines) is met. All obligations (fines) stay on student accounts throughout Clovis Unified until paid. The same obligations apply to textbooks and technology that are lost, stolen, or damaged.

Grading Policy

Sierra Vista students in grades 2-6 are graded according to the following scale:

Effort

O = Outstanding
S = Satisfactory
N = Needs to Improve

Achievement

A = 90-100 %
B = 80-89 %
C = 70-79 %
D = 60-69 %
F = 59 % and below

Both of these criteria scales provide a way to inform parents and assist them to understand student academic progress. Students in grades first through sixth receive four report cards based on a quarterly calendar schedule. In addition to the report cards, students receive progress reports after five weeks in each quarter.

Transitional Kindergarten and Kindergarten students receive three progress reports throughout the school year monitoring student progress based on the Clovis Unified School District Transitional Kindergarten or Kindergarten Assessment Profile.

Physical Education Code Policy

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.

Co-Curricular Activities

There are many opportunities for students to be involved in co-curricular activities at Sierra Vista. Parent and teacher permission is required for involvement. Students must be current with all class work and homework; and maintain a minimum 2.0 grade point average. Appropriate behavior is mandatory. Students may be required to participate in After School Tutoring, Homework Assistance Programs, Lunch or After School Tutoring or Responsibility Room, or Intervention Programs to maintain eligibility to participate in co-curricular activities. The eligibility process is reviewed on a weekly basis with teachers, coaches, students, and communicated to families if student is ineligible to participate in sports, non-sports, academic programs, and co-curricular activities including clubs.

School Awards

Students at Sierra Vista Elementary will be recognized academically and through co-curricular programs, including but not limited to Block SV, Principal's Medallion, High Honor Roll, Honor Roll, Character Recognition, and more. Encourage your student to be their very best in mind, body, and spirit. Encourage your student to attend school daily and practice a growth mindset, perseverance, and positive behavior. The awards ceremonies will take place on campus in the cafeteria (or multi-purpose room – MPR). See the calendar and the Sierra Vista website for more information about academic and sports award recognition.

After School Sports Programs

Students in grade 4-6 can participate in seasonal after school sports throughout the year. Uniforms are provided by the school. Students are responsible for the return of uniforms in clean and good condition at the end of each sports season. The replacement cost of lost or damaged uniforms or equipment is the responsibility of parents of participating students. Students must be eligible to participate in practices, competitions, and tournaments. If ineligible, the teachers and coaches will communicate to students and their parents.

<u>Fall:</u>	Grades 5, 6	-Football and Girls Volleyball
	Grades 4, 5, 6	-Cross Country
<u>Winter:</u>	Grades 5, 6	-Boys and Girls Basketball
	Grades 4, 5, 6	-Wrestling
<u>Spring:</u>	Grades 5, 6	-Baseball, Softball, Boys Volleyball
	Grades 4, 5, 6	-Track

Classroom Music

All students in first through third grade will receive 30 minutes of general classroom music instruction per week.

Music – 4th Grade Music

All fourth-grade students will receive 30 minutes of classroom/beginning choir instruction per week. Fourth grade students will also receive 30 minutes of intro to instrumental music instruction per week.

Music – 5th and 6th Grade

All students in fifth and sixth grade will choose from three different music programs offered at Sierra Vista. Each student will have the opportunity to join one of the following music programs – Choir, Orchestra or Band.

Student Council

Students in grades 4, 5, and 6 may participate in student council each semester. Elections are held at the beginning of the Fall and Spring Semester for the following offices:

President (Sixth Grade Students Only)

The President presides over Student Council meetings, selected school assemblies, and rallies as directed by the Principal, and represents the Sierra Vista Student Body at all times. This person needs to be responsible and must maintain a minimum 2.0 GPA.

Vice-President (Fifth or Sixth Grade Students)

The Vice-President presides over the meetings when the President is not there and assists when needed for rallies, game days, and school assemblies. This person needs to be responsible and must maintain a minimum 2.0 GPA.

Class Representatives

Class representatives will be chosen/elected by each classroom grades 4 – 6. These students will provide input and share information with their homeroom classmates.

Celebrations

Sierra Vista students will have (4) themed celebrations or parties tentatively to be held at the end of October, Winter Holiday, Valentine's Day, and End of the Year. Celebration activities will take place during the last hour of the day. **We do not allow and encourage celebration of student's birthday at school.** However, a special way to acknowledge your child's birthday can be books, individual gift baggies of items and treats (no food allowed in the gift bags, candies are okay but nothing with peanut allergies) that can be given to the class/students when approved by the classroom teacher and administration. **Check with your student's teacher regarding any allergies.** Due to the health and safety practices, along with food allergies, birthday treats of any kind are not allowed. Parents may not bring food to cafeteria for classroom including any form of food being brought to the cafeteria during breakfast, lunch, or specifically for a classroom. **Balloons are not allowed in the classroom or on school buses.** No deliveries are allowed to the main office and or classrooms (including but not limited to stuffed animals, balloons, floral gifts, wrapped presents, live pets/animals/creatures, etc.) Special rides in limousines and/or vehicles that will disrupt the school campus and learning environment are also not allowed.

Lost and Found

Please mark every item of clothing your child may take off while at school with his/her full name. Label any other items sent to school such as binders and lunch pails. The lost and found clothing will be displayed outside near the playground for the week. Unclaimed items will then be placed in a bag of unclaimed clothing for the following week. The unclaimed items for two weeks will be discarded and/or donated to a local charity.



CLOVIS UNIFIED STUDENT CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES
<u>School Starts</u>
Aug 21
<u>School Ends</u>
Jun 7
<u>Elem Conference Day</u>
<i>(No school for elementary students)</i>
Oct 27
<u>Grading Period *</u>
Sept 29
Nov 10
Dec 21
Feb 23
April 19
June 7
<u>End of Quarter #</u>
<i>(Elementary Only)</i>
Oct 20
Jan 19
April 5
June 7
HOLIDAYS
Jul 4 - Independence Day
Sept 4 - Labor Day
Nov 10 - Veterans Day
Nov 20 - 24 - Thanksgiving Break
Dec 25 - Jan 5 - Winter Break
Jan 1 - New Year Holiday
Jan 15 - Martin Luther King Day
Feb 12 - Lincoln's Birthday
Feb 19 - Washington's Birthday
Mar 25 - Apr 1 - Spring Break
May 27 - Memorial Day
June 19 - Juneteenth
No School
December 22
January 8
Every Wednesday
90-minute early dismissal for
Elementary students only

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19#	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29		
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5#	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7*#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

CUSD Calendar of Events 2023-2024

August 21School Begins
September 4 Labor Day – No School
October 20..... End of 1st Quarter
October 27..... Parent Conference Day – (No School for Students)
November 10 Veterans Day – No School
November 20 - 24 Thanksgiving Recess – No School
December 22 Staff PD/Teacher Off Day – (No School for Students)
December 25 – January 5Winter Recess – No School
January 8Staff PD/Teacher Off Day – (No Students for Students)
January 15 Martin Luther King Holiday – No School
January 19 End of 2nd Quarter
February 12 Lincoln’s Holiday – No School
February 19 Washington’s Holiday – No School
March 25 – April 1 Spring Break – No School
April 5 End of 3rd Quarter
May 27..... Memorial Day – No School
June 7 End of 4th Quarter – Last Day of School

Keep Connected and Up to Date by Visiting Our Website at:

<https://sierravista.cusd.com/>

CUSD Appendix of Students Rights and Responsibilities

Information regarding the rights and responsibilities of all Clovis Unified School District parents and students is available on the District’s Web site at www.clovisusd.k12.ca.us. The link to the “District Handbook of Student and Parents Rights and Responsibilities” is: <https://qweb.clovisusd.k12.ca.us/ParentPortal/Documents/Parent%20Handbook.pdf>

The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person’s actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator - Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, SteveFrance@cusd.com; Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com



NURSING SERVICES

School Nurse & School Health Services Assistant

Health Services Assistant will be in the health office 5 days a week. When necessary, the site H.S.A. will contact parents/guardians regarding illness and injuries that occur during the school day. All H.S.A.'s are CPR/First Aid certified. H.S.A.'s are also LVNs or RNs.

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 with headache and/or upset stomach.

Coughing that will not stop.

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

RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day.

Student may not return until the following criteria are met:

- Symptom free for 24 hours. This includes fever, vomiting, diarrhea, cough, and rash.
- Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.
- Student should complete 24 hours of any prescribed antibiotic treatment prior to returning to school.

LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Student's must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Students must check in with the Health Office and be cleared to return to class. Class checks are no longer part of district guidelines. Refer to **Head Lice Guidelines** on the *CUSD Nursing Services website*.

ALL Medications - even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) must be checked in through the Health Office and require a physician order that must be updated at the Beginning of each School Year.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
 - 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 *CUSD district website – under Parent*.
- The Health office does not keep medication for general student use.

Immunizations – Refer to School Board Policy 5141.31

First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical. **CHDP Form** is on the *CUSD website – Parent*.

Child Protective Services

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

Physical Education Excuse

Parent Notes- Students will be limited to 3 days per quarter for handwritten parental note excusals from PE Doctor's note will be required after the 3 days.

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

Doctor's note: If your child has an injury that requires student to remain out of PE they will also be held out of recess and sports.

AIR QUALITY PRECAUTIONS

Refer to School Board Policy 3514

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.