



2024-2025

Parent Handbook

Cole Elementary School



Jennifer Arruda
PRINCIPAL

PRINCIPAL'S MESSAGE

On behalf of our faculty and staff, welcome to Cole Elementary School. Whether you are joining the Cole family for the first time, or you have been part of our community for years, we look forward to working with you during the 2024-2025 school year. We know that our partnership with you is vital to the educational success of our students.

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

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

Sincerely,

Jennifer Arruda

Principal

OUR MISSION

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

SCHOOL HOURS

Morning Kindergarten	7:30 a.m. to 11:00 a.m.
Afternoon Kindergarten	11:05 a.m. to 2:35 p.m.
Grades 1-6	7:45 a.m. to 2:35 p.m.

EARLY RELEASE HOURS

Morning Kindergarten	7:30 a.m. to 10:16 a.m.
Afternoon Kindergarten	10:19 a.m. to 1:05 p.m.
Grades 1-6	7:45 a.m. to 1:05 p.m.

ADMINISTRATIVE STAFF

Jennifer Arruda	Principal
Briana Williams	Guidance Instructional Specialist (GIS)
Cynthia Locke	Office Manager

IMPORTANT PHONE NUMBERS

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

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SECTION ONE

GENERAL POLICIES & PROCEDURES

Arrival and Dismissal

Supervision is provided during the school day, beginning at 7:15 a.m. For their safety, **students not enrolled in Expanded Learning Club are not allowed to be on campus before 7:15 a.m.** *Students who are on campus prior to 7:15 a.m. may receive a Student Referral.* All students must leave school within 10 minutes of the final bell, unless they are involved in an after-school activity or enrolled in Expanded Learning Club.

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

Attendance

When your child is absent from school, please notify the school office by phone, email or via the absence clearing link on Cole's web site (<http://cole.cusd.com>) by **10:00 a.m.** the day of the absence. **If your child sees a physician, please obtain a medical excuse for the absence or tardy.** If there are any physical limitations or safety procedures that need to be put in place, please have the physician document them and present this information to the health office. School attendance is extremely important to your child's education, thus excessive absences and tardies will be monitored by our **School Attendance Review Board (SARB)**. If you wish to obtain your child's homework, please notify the school **before 9:00 a.m.** on the day your child is absent. This will give the teacher time to gather materials and send the homework to the office for pick-up **after 2:35 p.m.**

Students with perfect attendance for the semester and school year will receive certificates presented by the classroom teacher. Students with one or more unexcused tardies are not eligible for perfect attendance. Additional students on independent study are not eligible for perfect attendance. Pursuant to California Educational Code 48200, students shall attend the full school day. Each parent or guardian is responsible for sending the student to school for the entire day.

Tardies

Students who report to school after 7:45 a.m. (or 7:30 a.m. for morning kindergarten and 11:05 a.m. for afternoon kindergarten) must first report to the office to obtain a tardy slip to be given to the teacher.

Unexcused Tardies and Consequences

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

Independent Study

If a student is going to be absent from school for **three or more** consecutive days, maximum of **14** days, the student should be placed on an Independent Study Contract. This contract must be signed by the student and parent **prior** to leaving school. All assignments are written on the contract and must be submitted on the day the student returns. **PLEASE contact the office at least 2 days in advance of the days your child will be absent.** Students who do not complete the Independent Study Contract will have their grades affected accordingly.

Field Trips

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

Parent Volunteers

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

California Education Code: Section 44811.

Disruption of class work or extracurricular activities; punishment; exemptions

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her own duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise

lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

California Penal Code: Section 626.8

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

(a) Any person who comes into any building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities is guilty of a misdemeanor if he or she does any of the following:

- i. Remains there after being asked to leave.
- ii. Reenters or comes upon that place within seven days.
- iii. Has otherwise established a continued pattern of unauthorized entry.

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

Emergency Procedure Information

It is extremely important that each student have Emergency Procedure Information updated on Parent Connect in case of injury or sudden illness. If your child has a known allergy or other medical problem, please note this on the card. **Any change of address, phone number, or medical condition must be reported immediately to the school office.**

Reducing Classroom Interruptions

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

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

than that, you will be asked to obtain a **visitor's badge** at the front office. ***THIS IS A SAFETY ISSUE!***

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

Breakfast and Lunch Program

Hot lunch, including milk, is available to students in first through sixth grades free of charge. Breakfast is also available in the morning free of charge.

Lost and Found

All outer apparel, such as coats and sweaters, and other items, such as binders and lunch pails, should be **labeled with your child's full name**. The lost and found box is located in the cafeteria. Items not claimed will be given to a charitable organization periodically through the year.

Items Not Allowed at School

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

Nursing Services

NURSING SERVICES

A Credentialed School Nurse (CSN)/Registered Nurse (RN)/Licensed Vocational Nurse (LVN) or health services assistant (HSA - an unlicensed personnel) will be in the health office 5 days a week. The CSN/RN/LVN/HSA will contact parent(s)/guardian(s) regarding illnesses and injuries that occur during the school day. All RNs/LVNs/HSAs provide student health care under the supervision and direction of the Credentialed School Nurse. RNs/LVNs/HSAs follow the Emergency First Aid Guidelines for Schools when providing first-aid care to students and are CPR/First Aid certified.

EMERGENCY INFORMATION:

Ed Code 49408

The health office or school administrator will contact parent(s)/guardian(s) in an emergency situation due to illness or injury. It is very important that the health office has current parent/guardian contact information. If there is a change in your child's emergency contact information, please log into Parent Connect and update your information as soon as possible.

FIRST GRADE PHYSICAL EXAMINATION REQUIREMENT:

California State Law (California Code of Regulations, Title 5, Section 432 (2) (B) requires that each student have a complete Child Health and Disability (CHDP) physical examination within 18 months before entering first grade or 90 days after entering first grade (Health & Safety Code 124040, 124085).

The purpose of this examination is for the health and safety of your child and can help identify any health problems that may keep your child from doing well in school. Early detection is the best prevention.

A waiver signed by the child's parent/guardian indicating that they do not want or are unable to obtain the health screening and evaluation services for their children shall be accepted by the school in lieu of the CHDP form. If the waiver indicates that the parent/guardian was unable to obtain the services for the child, then the reasons why should be included in the waiver.

The CHDP form is available on the CUSD website under the "Parents" tab. Click "Health Forms" or a hard copy can be requested from your child's health office.

IMMUNIZATIONS

Board Policy 5141.31; A.R. 5141.31; Health and Safety Code 120325-120375; CCR Title 17, Division 1, Chapter 4

To be admitted to school, California law requires that all children be fully immunized. There are required immunizations to attend public elementary and secondary schools, childcare centers and developmental centers. Schools, and pre-kindergarten facilities are required to enforce immunization requirements, maintain accurate/complete immunization records of all enrolled children and submit reports. Children shall be excluded from school or exempted from immunization requirements only as allowed by California law.

At the time of registration, the school site is required to have proof that your child has received all currently due immunizations to complete the enrollment process. If required immunizations are not provided by the first day of school, your child will not be able to attend.

As of January 1, 2016, California law SB277 no longer allows for a personal beliefs exemption including religious belief exemptions as of July 2016. Any student entering school for the first time in California after July 1, 2016 will need to be fully immunized or have a medical exemption from a California physician.

Medical Exemptions:

Starting January 1, 2021, the only immunization accepted is a medical exemption written by a California physician for students through CAIR-ME. Any medical exemptions issued in CAIR-ME shall expire when the student enrolls in the next grade span or the medical exemption issued was temporary with an expiration date.

Refer to cair-me.cdph.ca.gov/home on how to obtain a medical exemption or contact your school site health office with questions or needing additional information.

Immunization Exclusion:

Ed Code 48216 (a), (b), & (c); A.R. 5141.31

Students who are not in compliance with their immunizations, parent/guardian will be contacted by the health office informing them of their child's missing immunizations. An immunization letter will be sent home indicating the immunizations needed to be in compliance.

Parent/guardian have two (2) weeks or ten (10) school days to supply evidence either their child has been properly immunized, or their child will be exempted from school due to not meeting immunization requirements. Your child will remain excluded from school until a current immunization record is provided to the health office.

HEALTH ASSESSMENTS

Vision, Hearing and Dental Health Screening

CA Ed Code 49454; Ed Code 49455; Ed Code 49452; Board Policy 5141.3; A.R. 5141.6

California Education Code allows qualified district employees (sections 49452, 49454) to conduct routine vision, color vision and hearing screenings to each student enrolled in the District. The State of California vision and hearing screening is to be completed in Kindergarten, 2nd grade, 5th grade, 8th grade and 10th grade, as well as upon a written referral from parent/guardian or teacher at any grade level (California Code of Regulations, Title 17, Section 2952 (1)).

A written statement must be filed with the Credentialed School Nurse by a parent/guardian requesting exemption of their child from the routine health screenings for vision and hearing.

Oral Health Assessment Requirement

CA Ed Code 49452.8

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, no later than May 31 of the school year, shall present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or

her scope of practice, that was performed no earlier than 12 months before the date of the initial enrollment of the pupil.

The parent/guardian of a pupil may be excused from complying by indicating on a waiver form that the oral health assessment could not be completed.

TUBERCULOSIS (TB) RISK ASSESSMENT

Board Policy 5141.26; A.R. 5141.26

New or Returning Students

Each student seeking admission into a District school, whether for the first time, or if returning to the District school after being enrolled in another school in California, another state, or, spent 30 or more days in a high risk TB country, shall comply with submitting to a TB Risk Assessment by a school nurse/RN/LVN or provide documentation of a negative TB blood test (IGRA- QuantiFERON or T-SPOT) or TB skin test (TST).

1. All students moving from out of the country and/or residing in a high TB risk country will be required to be cleared through the Children's Health Center prior to enrollment at their school site.
2. If any blood or skin test is positive, proof of a negative chest x-ray indicating the student is free from communicable TB must be submitted to the health office.

3. A student who is assessed of being at risk of having TB shall: get a TB blood test (IGRA- QuantiFERON or T-SPOT) or a TB skin test unless proof of documentation is provided to the health office showing treatment for current or prior positive IGRA or TST performed in the United States, have a negative chest x-ray or no new risk factors since last documented negative TGRA or TST.

TYPE 1 DIABETES INFORMATION Reference:

<https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>

In accordance with Education Code 49452.6, information regarding Type 1 diabetes, including risk factors is required to be provided to every incoming family. For questions or concerns related to Type 1 diabetes, please contact your health care provider or school nurse.

According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively. The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Contact your child's health care provider or school nurse if you have questions regarding Type 1 diabetes.

Type 1 Diabetic Student

1. Diabetic orders and Health Related Action Plan (HRAP) must be reviewed by the school nurse and parent/guardian prior to starting/returning to school.
2. Diabetic orders MUST be renewed every school year (A.R. 5141.21). Your child may not be on campus without current diabetic orders and supplies, including emergency medication. This is for the health and safety of your child.
3. All supplies, including snacks and/or emergency medication must be on-site daily. This can be stored in the health office or on-person.

TYPE 2 DIABETES INFORMATION-REQUIRED FOR INCOMING 7TH GRADE STUDENTS

Reference: <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>

Pursuant to California Ed Code Section 49452.7, local education agencies are required to provide parents/guardians information on Type 2 diabetes to all incoming 7th grade students.

This information is provided to parents/guardians during the annual enrollment process. The California Department of Education developed this Type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Parents/guardians may contact the school nurse at their child's school site for any questions they may have regarding the information provided about Type 2 diabetes.

FIRST AID, ILLNESSES AND INJURIES

If a student is injured or ill at school, he/she/they will receive care and consideration by the health office staff. The health office follows the Emergency First Aid Guidelines for Schools when providing first-aid care to students. Parents/guardians will be contacted for any serious injury or if the student is too ill to remain at school. Students will be released through the health office. The credentialed school nurse is available to consult with parents/guardians regarding health problems upon request, however, any injuries which occur at home should be cared for at home. Parents/guardians should follow-up with the credentialed school nurse regarding any extended illness or injuries that require needed care or accommodations while at school.

Assistive Devices

Crutches, wheelchairs, walking boots/shoes, walkers, scooters and casts require a medical note or CUSD School Participation Following Injury/Illness form and physical/academic restrictions in order for students to attend school. Refer to Ed Code 48213.

Brace, elastic bandage, sling and splint require a medical note or CUSD School Participation Following Injury/Illness form if the parent is requesting a PE excuse beyond three (3) days.

When to keep your child home due to illness:

1. Temperature 100.0 F or greater within 24 hours
2. Illness affecting child's ability to learn
3. Vomiting/Diarrhea
4. Sore throat-difficulty breathing or swallowing, or continuous drooling
5. Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)
6. Ear/Eye irritation-redness with drainage, difficulty seeing or hearing, injury, intolerable pain
 - Suspected pink eye-notify healthcare provider for evaluation and provide medical documentation to health office.
7. Rash-worsening, painful, drainage, not healing
8. Starting antibiotics within 24 hours for an illness

When your child may return to school due to illness:

1. Fever free for 24 hours without the use of a fever reducing medication(s) (Ex. Tylenol or Motrin).
2. Vomiting/Diarrhea-student is able to tolerate liquids and food and/or stools have improved.
3. Pink eye-medical note clearing student of disease or two doses of antibiotics to be given before returning to school.
4. Rashes, such as but not limited to impetigo, ringworm, scabies and pinworms-medical note required clearing your student of possible communicable disease or a medical note stating the diagnosis and that appropriate treatment was initiated. Notify the health office.

PHYSICAL EDUCATION:

- Parent Note: Students will be limited to 3 days per quarter for handwritten parental note excusals from PE. A medical note from a healthcare provider will be required after 3 days.
- Medical Note: This note should include a diagnosis and specific date for returning to PE, as well as any limitations that might apply. If your child has an injury that requires them to remain out of PE, they will also be held out of recess and sports.

CONCUSSION PROTOCOL

If your child is suspected of having a concussion or has been diagnosed with a concussion, the CUSD Return to Learn-Concussion School Care Plan form needs to be completed by a physician indicating no evidence of a concussion or provide specific academic accommodations, if diagnosed.

If your child's concussion has resolved, a new medical note or the CUSD Return to Learn-Concussion School Care Plan form needs to indicate your student is cleared for full academic participation.

ATHLETIC PROGRAMS

Please check the Cole website for athletic schedule download.

The Cole Elementary Athletic Program

Student participation and involvement in athletics teaches cooperation, responsibility, teamwork, and how to win and lose. Students who are involved tend to perform better in school and have fewer problems socially. All students who participate in sports must meet the criteria outlined in the Code of Ethics to participate.

Athletic Code of Ethics and Behavior

Participation as a member of a team is a privilege. Those teams serve as a model for all the children at school. To ensure that student athletes conduct themselves appropriately, we are setting the following standards that must be met if a student is to play:

1. Team members do not get into fights.
2. Team members must have a “C” average with no “F”s on their report card. (Probation on team)
3. Team members must display good sportsmanship, citizenship, and maturity at all times. (One game suspension for violation is at the discretion of the coach)
4. All uniforms and equipment must be returned in the same condition as they were received. (Charged for damage or loss.)
5. Team members attend practice. (Missed practice(s) may result in one game suspension.)

TEAM SELECTIONS

Every effort will be made to place all students on a team. Unfortunately, participation limits must be set because of limited facilities and safety factors. The following process will be used to make team selections:

1. Sign-ups will be announced at least 2 days prior to the first practice.
2. Players will have at least 2 days of practice before the first selection date.
3. Practice times are 2:45-3:45 PM.
4. Those students who are selected for the team will have their names posted for all to see.
5. Students shall practice at 2 FULL practices each week in order to be eligible for that week’s competition. Coaches may elect to have a second selection date to further reduce team size.

* Players registering after the beginning of the season may try out for a team-but no player may be eliminated because of the selection of the late-enrolling student.

***Coaches’ decisions on the player selections are final.**

***All questions regarding player selection are to be referred to the head coach of the team.**

INSURANCE REQUIREMENT

All participants are required to have verification of health insurance coverage prior to any participation in any sport and throughout the season.

PLAYING TIME

“A” teams are competitive teams. Students that are selected to play on the “A” or Varsity team are guaranteed to make an appearance and play in half of the games. Students who desire guaranteed play in every game should elect to play on “B” and “C” teams. These teams are designed to teach students basic skills.

UNIFORMS

All players are responsible for all equipment issued to them. **Uniforms are to be worn on game days only.** Uniforms must be returned in a timely manner after the season and are not for sale.

TRANSPORTATION TO GAMES AND AFTER PRACTICE

CUSD buses shall transport students to all games that occur during school hours. Parent permission for participation on a team allows for permission to transport students to all team functions during the season. Transportation will be provided for bus riders after practice. Parents who wish to pick their children up at away games must sign their child out with the coach prior to leaving. **Students will only be released to individuals that are listed on the THAT STUDENTS Q SCHOOL RECORDS.**

***Players that are picked up late (after 4:00), will be documented as a late pick up. First, late pick up will receive a call to parent by coach. Second late pick up will receive a call to parent by administration. Third, late pick up will receive a call from Principal and student will be dropped from the team.**

Parents, please communicate with your coach if you have any pre-determined situations (absences and late pick-ups).

PE EXCUSES AND TEAM PARTICIPATION

A child will NOT be allowed to participate in any after-school sports programs if they are not participating in PE due to a PE excuse. Additionally, a student must be present in school to participate in same-day practices, games, or any co-curricular activity on or off campus. No exceptions.

Spectator Code of Conduct

Athletics: Spectators are an important part of athletic events. At all times they should reflect high standards of support and good sportsmanship.

1. Spectators should respect officials, coaches, and participants.
2. Booing, disrespectful remarks and/or cheers or yells which refer to or “put-down” the other team are totally unacceptable.

Profanity of any type will not be tolerated and will result in the removal of the spectator from the school grounds.

COMMUNICABLE/INFECTIOUS DISEASE

Board Policy 5141.22; A.R. 5141.22

The health office refers to the California School Nurses Organization, Guidelines for Communicable Diseases and Common Conditions in the Educational Setting, along with guidance and direction from the Fresno County Department of Public Health (FCDPH). When necessary, communicable disease cases are reported to the FCDPH. When two or more cases of a communicable disease are reported in a classroom within 14 days of each other, a notification letter may be sent home from the health office.

HEAD LICE:

Clovis Unified School District operates on NO LIVE LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp

are free from live lice. Students must be seen in the health office and be cleared to return to class. After 48 hours, absences will be unexcused. Classroom checks are no longer a part of our guidelines.

Head Lice Guidelines can be found on the CUSD Nursing Services website.

<https://www.cusd.com/NursingServices.aspx>.

MEDICATION AT SCHOOL:

Ed Code 49423, 49480; Board Policy 5141.21; A.R. 5141.21

All medications, even over-the-counter medication(s) (including Tylenol, Advil, cough drops, eye drops, essential oils, etc.) require a physician order and are reviewed by the credentialed school nurse. Medication orders must be updated at the beginning of each school year. The Medication at School form is available in the school health office or on the CUSD website. <https://cusd.com/HealthForms.aspx>

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 the medication, amount, method, and time medication is to be taken.
- A written statement from the parent/guardian indicating their consent for the school to assist the student 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

Please note: Medication(s) brought to the health office without following the above guidelines will NOT be accepted or given at school. The Health Office does not keep medication for general use.

EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY

California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency naloxone or another opioid antagonist to school nurses or trained personnel who have volunteered, and to use naloxone or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

AIR QUALITY PRECAUTIONS:

Please refer to CUSD School Board Policy 3514 for more information about Air Quality Precautions. CUSD Board Policies can be found at the following website:
<https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>

CHILD PROTECTIVE SERVICES

Penal Code Section 11166 requires any Mandated Reporter who reasonably suspects has been the victim of child abuse or neglect must report it to Child Protective Services (CPS).

All school personnel are mandated reporters.

SECTION THREE

RULES OF STUDENT CONDUCT

Dress Code

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

- Excessively baggy or oversized pants, shirts or shorts that present a safety concern or reflect a gang style image are not allowed.
- Clothing and hats with professional sports teams' logos are not allowed.
- Only Cole, ASI or BHS hats will be allowed. Plain hats that are red, blue or black are permissible. Head apparel may not be worn inside buildings.
- Halter-tops, tops with shoulder straps less than two inches in width and bare midriffs are not appropriate for school wear.
- Shorts and skirts must have a 5" inseam
- Elementary students may only wear sandals that have a strap around the heel.
- Hairstyles that include unusual designs, colors, symbols, messages, Mohawks/faux hawks, or tails are not allowed.
- Bangs or other hairstyles must not obstruct nor interfere with vision.

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

Bus Conduct

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a District bus regulation, the bus driver will report the incident to the principal or GIS. The student and parent will be notified, and consequences may be given. If a student receives a major citation or multiple minor citations, he/she may be suspended from riding the bus for a specified period of time or permanently.

Bus Rules of Conduct:

- Fighting is prohibited (physical contact or verbal altercation).
- Threatening behavior and/or harassment of any kind is prohibited.
- Weapons, smoking, laser pens, drugs, and alcohol are forbidden on or near a school bus.
- Cross the street in front of the bus and only under the supervision of your bus driver.
- Follow the instructions of your bus driver at all times.

- Students are to remain seated and facing the front while the bus is in motion. If the bus is so equipped, students SHALL appropriately utilize seat belts at all times.
- Keep your arms and head inside the bus at all times.
- Profanity, indecent language, and obscene gestures are prohibited.
- Any property defaced or destroyed on the school bus will be paid for by the student and/or their parent/guardian.
- Eating, drinking, and chewing gum are prohibited.
- Spitting or throwing objects on the bus or out the window is prohibited.
- Loud or boisterous noises, signing, or whistling will not be permitted.
- Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, and skateboards will not be permitted.
- Animals or insects (dead or alive) are not allowed on the bus.

Student Conduct

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

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

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

Step 1. Verbal warning and counseling by the teacher: Student will restate appropriate rule and acceptable behavior.

Step 2. Teacher/student conference: Teacher counsels and disciplines within the classroom. Discipline may include recess detention.

Step 3. Teacher/student conference: The parent will be contacted about the concerns. Further discipline may include after school detention, loss of snack bar and loss of rally privileges.

Step 4. Referral to office: Parents will again be contacted. Further discipline may include after school detention, loss of co-curricular activities, work detail, or other appropriate actions.

Step 5. Referral to office: Conference will be held with the principal or GIS. Parent will again be contacted.

Discipline may include suspension, after school detention, and loss of all school privileges.

SEVERE DISRUPTION: Student is immediately sent to the office for discipline; student may be suspended.

Suspension Consequences

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

Telephone Use

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

First Offense – Warning and parent contact.

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

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

SECTION FOUR

HOME/SCHOOL COMMUNICATION

Parent Connect

Good school-to-home communication is an important factor in the success of a child's education. To enhance this communication, Cole Elementary uses **Parent Connect** to keep parents informed of their child's progress via the Internet. With this program, parents can view attendance, cafeteria purchases, assignments and grades (in 2nd through 6th grades only), and testing information. Parent Connect is free of charge and is accessible 24 hours a day, 7 days a week from any computer with Internet access. To access Parent Connect, go to www.cusd.com, click on the Parent link, and then click the Parent Connect link. Next, use the **Personal Identification Number (P.I.N.) and Password provided in your Back-to-School packet**. Please call the Cole office for assistance.

Parent Square

Cole Elementary will be in the process of using Parent Square as our main form of communication with our parents. Stay tuned as we push this out to our community.

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

Homework Policy

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

Kindergarten – 10 to 15 minutes

First to third grades – 20 to 40 minutes

Fourth to sixth grades – 45 to 60 minutes

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

Grading Policy

Grading Policy

Students in grades 1st – 6th are graded on the following scale:

A = 90-100% (Outstanding work)

B = 80-89% (Above average work)

C = 70-79% (Average work)

D = 60-69% (Below average work)

Effort

O = Outstanding

S = Satisfactory

N = Needs to Improve

Students in kindergarten will also receive a district-wide designed report card based upon standards and key assessments. More information about grading procedures will be shared at Back to School Night and reviewed at Parent Teacher Conferences.

Failing Work

In addition, it is Clovis Unified School District's policy that parents/guardians will be notified whenever students are in danger of failing classes. A Progress Report will be prepared for each student during the sixth week of each quarter and sent home for the parent to sign and return to school.

Library

Kindergarteners and first graders are allowed to have one book checked out at a time. Second through sixth graders are allowed two books checked out at a time. All books are stamped with the date the book is due. Overdue/fine notices are sent out weekly. Books that are overdue more than one day are charged two cents every day until the book is returned. Once a book becomes two weeks late, the overdue notice will require a parent signature. The student will be assigned to the Recess Responsibility Room until the notice is returned with a signature. Once the book becomes a month overdue, the student will be assigned Recess Responsibility Room until the obligation (return the book or pay for book) is fulfilled. Students having an overdue book(s) at the end of the school year will not be allowed to attend year-end activities or receive their yearbook until the obligation is fulfilled. Students will also be given a mark on their Personal Responsibility chart for any overdue items. All textbooks must have a book cover on them. Acceptable book covers include paper or cloth. No covers with sticky adhesive are allowed.

Emergency Plan

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

Cole PTC

The Cole Elementary PTC is an organization open to all parents and guardians. Every parent is encouraged to join and support the school and its functions. A close feeling of partnership prevails between the school and the families it serves, which relates directly to the enthusiasm and accomplishments of the Cole students. The Foundation, with its many activities, is an integral part of the total school program.

Other Parent Committees

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

- School Site Council (SSC) – SSC is responsible for developing, implementing, and evaluating school programs. Members are elected.

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



CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information and Part II, which contains budget information and program data. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement; Title II, Part A - Supporting Effective Instruction; Title III - English Learner (EL), and Immigrant Programs; and Title IV, Part A - Student Support and Academic Enrichment. Essentially, these funds are designed to assist students in mastering state standards.

CUSD Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community and values the input of our educational partners. Because of this, we are pleased and proud to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in CUSD include, but are not limited to:

- School Site Council (SSC)**
- English Learner Advisory Committee (ELAC)**
- Parent Advisory Committee (PAC) and School Advisory Committee (SAC)**
- District English Learner Advisory Committee (DELAC)**
- District Indian Education Parent Advisory Committee (IPAC)**
- School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**
- Local Control Accountability Plan Public Forums (LCAP)**

We encourage all parents and guardians to become involved with their child’s education at the classroom level, the school-wide level, as well as the district level. Each site’s School Plan for Student Achievement (SPSA) describes the school’s basic educational program and the categorical supplementary programs/services that are designed to support student achievement. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level, parent committees provide input into our LCAP. If you would like additional information on any of the District Parent Councils or Committees, please call your child’s school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you.

Listed below are several parent committees that assist with categorical programs and funding.

School Site Council (SSC): All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the SSC. The SSC is composed of parents, students at the secondary level and school personnel. It is responsible for developing, implementing and evaluating the site’s School Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

Parent Advisory Committee (PAC) & School Advisory Committee (SAC): The entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These

education programs are supplemental education opportunities that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved to function as the School Advisory Committee.

English Learner Advisory Committee (ELAC): All schools enrolling 21 or more English learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

District English Learner Advisory Committee (DELAC): Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site's ELAC.

District Indian Education Parent Advisory Committee (IPAC): The CUSD Native American Indian Education Parent Advisory Committee meets throughout the year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

Local Control Accountability Plan (LCAP) Forums: CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings, and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

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

Rationale

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

Philosophy

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

Categorical Program Descriptions

Expanded Learning Opportunities Program (ELOP): The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences.

Title I, Part A (Improving Academic Achievement): A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.

Title I, Part A, Title X, Part C, Education for Homeless Children and Youths: Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private

schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.

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.

Title III (Language Instruction for English Learners (EL) 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.

Title VI (Indian Education Formula Grant): A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This cannot be accomplished without 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 or watch for communication from your site.

At the district level, we encourage you to become involved in one of our many parent committees or to join us for one of our parent nights.

Additional information about district committees and events can be found here:

<https://www.cusd.com/SupplementalServices.aspx>

SECTION FIVE
FACULTY AND STAFF

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