

2024-25 Parent/Student Handbook

Reagan Elementary School



**3701 Ashlan Avenue
Clovis, CA 93619
Telephone: 327-8900
Fax: 327-8990**

**Pamela Hoffhous, Principal
Melissa Papendorf, GIS**

**WE ARE
T-WOLVES**



Our Mission

We maintain high standards of excellence for all Reagan stakeholders, including students, staff, parents, and the community. Our commitment to excellence will prepare all Reagan students for success at the secondary level and to be college and career ready.

REAGAN ELEMENTARY SCHOOL

BELL SCHEDULE 2024-25

REGULAR SCHEDULE
MONDAY, TUESDAY, THURSDAY, FRIDAY

MINIMUM DAY SCHEDULE
EVERY WEDNESDAY & LAST DAY OF SCHOOL

TK/ KINDERGARTEN AM SCHEDULE
7:45 AM – 11:15AM CLASS

TK/KINDERGARTEN PM SCHEDULE
11:20 AM – 2:50 PM CLASS
TK/K AM and PM students do not have a before school supervision.

GRADES 1 & 2 SCHEDULE

8:00 AM – 10:30 AM	CLASS
10:30 AM – 10:45 AM	RECESS
10:45AM – 12:30 PM	CLASS
12:30 PM – 1:20 PM	LUNCH/RECESS
1:20 PM – 2:50 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES= 340)	

GRADES 3 & 4 SCHEDULE

8:00 AM – 10:00 AM	CLASS
10:00 AM-10:15 AM	RECESS
10:15 AM – 11:45AM	CLASS
11:45 AM –12:35 PM	LUNCH/RECESS
12:35 PM – 2:50 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES = 340)	

GRADES 5 & 6 SCHEDULE

8:00AM- 9:30 AM	CLASS
9:30AM – 9:45 AM	RECESS
9:45 AM – 11:00 AM	CLASS
11:00AM–11:50 PM	LUNCH/RECESS
11:50PM – 2:50 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES = 340)	

TK/ KINDERGARTEN AM SCHEDULE
7:45 AM – 10:30AM CLASS

TK/KINDERGARTEN PM SCHEDULE
10:35 AM – 1:20PM CLASS
TK/K AM and PM students do not have a before school supervision.

GRADES 1 & 2 SCHEDULE

8:00 AM – 10:30 AM	CLASS
10:30 AM– 10:45 AM	RECESS
10:45AM –12:20PM	CLASS
12:20 PM – 1:10PM	LUNCH/RECESS
1:05 PM – 1:20 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES= 250)	

GRADES 3 & 4 SCHEDULE

8:00 AM – 10:00 AM	CLASS
10:00 AM-10:15 AM	RECESS
10:15 AM – 11:35AM	CLASS
11:35 AM –12:25 PM	LUNCH/RECESS
12:25 PM – 1:20 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES = 250)	

GRADES 5 & 6 SCHEDULE

8:00AM- 9:30AM	CLASS
9:30AM – 9:45 AM	RECESS
9:45AM – 10:50AM	CLASS
10:50AM - 11:40AM	LUNCH/RECESS
11:40 PM - 1:20 PM	CLASS
(TOTAL INSTRUCTIONAL MINUTES = 250)	

RAINY/ BAD AIR QUALITY DAY
LUNCH TIMES IN THE MPR AND RECESS/PE WILL BE INDOORS

GRADES 5 & 6	11:00AM – 11:50 AM
GRADES 3 & 4	11:45AM– 12:35PM
GRADES 1 & 2	12:30PM – 1:20PM

BEFORE SCHOOL: Supervision begins at 7:40Am and breakfast begins on campus at 7:35AM.

FIRST BELL rings at 8:00 AM.

Students line up on the blacktop at their classroom number, salute the flag, and walk to class with their teacher each morning.

PARENTS ARE NOT ALLOWED ON THE BLACKTOP.

Arrival Time at School

Supervision is provided only during the school day, starting at 7:40AM. Students who are not enrolled in Extended Learning Club (ELC) should not be on campus prior to this time, unless they are under the direct supervision of an adult. At 8:00AM the first bell will ring for grades 1-6 students to line up on the blacktop by their classroom number, where teachers will meet them for the flag salute and walk them to class. Arriving after the class has entered the building will result in a tardy.

TK/Kinder students report to their classrooms. Parents must stay with their children until the teacher is present and opens their classroom doors.

Dismissal

School is dismissed at 2:50PM Monday, Tuesday, Thursday, and Friday. All students will need to go home immediately at the end of the school day or be picked up within 15 minutes of school dismissal unless they are involved in an after-school activity or are enrolled in ELC. **There is no supervision after 3:05PM Monday, Tuesday, Thursday, and Fridays.**

Every Wednesday is an Early Release and school is dismissed at **1:20PM** for students in grades 1st – 6th and PM TK and Kindergarten. Again, students must be picked up within 15 minutes of school dismissal; there is no supervision after 1:35PM on Wednesdays as staff members are required to attend meetings and training on Wednesdays. ELC is offered for Early Release days as well.

TK/Kinder students, please see the bell schedule on first page for exact dismissal times. Wednesdays are also a shorten day for these students.

In order to reduce classroom disruptions, we discourage parents from signing students out during the last 10 minutes of the school day. Please plan accordingly.

Attendance and Tardiness

Absences and tardies harm not only your child's education but slow the progress of other students in the same class as well. In addition, the State Education Code states that each parent or guardian of a school-aged child "is required to enroll and insure proper attendance of that child" in school. Three (3) unexcused tardies of 30 minutes or more or three (3) unexcused absences will result in a Truancy Letter. Habitual Letter will result in five (5) of the above. For this reason, we regularly review the attendance of children at Reagan. If there are circumstances of which we are not aware that affect your child's attendance, or if we can assist you in any way, please do not hesitate to call us. The Reagan Elementary School Site Attendance Review Board (SARB) will also be able to help you and your child to achieve this goal of good attendance. Students with excessive tardies/absences or with unhealthy patterns of missed school will be referred to SARB.

Students who report to school after 8:10AM (for any reason) are tardy and must report to the office before going to their classroom.

If your child is going to miss more than *three consecutive days* at one given time, an **Independent Study** needs to be requested in the front office. **The request for an Independent Study must be made one week prior to the departure date** to allow the teacher ample time to prepare the work.

Positivity Project (P2)!

At Reagan Elementary we believe that relationships are the cornerstone of health, happiness, and resilience. We are committed to building strong relationships and recognizing the character strengths in everyone. Throughout the school year, students will learn about the 24-character strengths we each possess and internalize a belief that "Other People Matter". Our vision is to develop citizens and leaders who will enhance our communities.

Clearing Absences

If your child is absent from school for any reason, please clear your absence through Parent Connect. Please clear your child's absence in the morning on the first day your child is out. Students who are physically present on campus every day of the school year are eligible for the perfect attendance award.

**Clear Your Absence on
Parent Connect!**

Independent Study

Independent Study must be arranged through the main office. All requests must be made one week prior to the start of the Independent Study and are only granted for a minimum of 3 days and must not exceed 14 days during a school year (no exceptions). Independent Study days are considered **PRESENT**.

Homework Policy

Homework may include assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. Teachers may expect and/or require a student to devote up to 20 minutes (grades K-2), 30 minutes (grades 3), 45 minutes (grades 4-5), and 60-90 minutes (grade 6). If your child is working beyond the times mentioned above, please contact your child's teacher and discuss your concerns.

If your child is **absent** from school and you wish to obtain his/her homework, please notify your child's classroom teacher **before 10:00AM** to give the teacher time to gather materials and send the homework to the office for pick-up after 2:50PM. Due to the nature of a teacher's schedule, there is no guarantee that the homework will be available until the end of the school day.

Online Access

It is expected that all students have access to the internet and adopted curriculum on a regular basis in order to fulfill classroom assignments. Many of Reagan's curriculum, resources, and programs are internet- and electronic-based. With parent

authorization, students will access the internet in the classroom and in the library.

Insufficient Funds

All checks returned to Reagan due to insufficient funds or due to closed account will be assessed a **\$25 returned check fee**.

Medication at School

Medication is given at school only when necessary for adequate treatment for a child.

- A physician will need to complete the "Medication at School" form before bringing the medication to school. A copy of the form is available in the office or on our school website.
- A parent authorization form must be completed granting school personnel permission to administer the drug is required.
- All medicines must be in their original pharmacy container.

Extended Learning Club (ELC)

Before and after school childcare is available through the Child Development ELC program. ELC begins at 7:00AM and ends at 6:00PM. For more information, please call 327-9160.

Zero Tolerance

CUSD has a zero-tolerance policy applicable to battery, possession of a weapon, possession of a dangerous device, sale/possession of controlled substances, vandalism (\$100 or more), repeated mutual combat, robbery/extortion, gang-related incidents, hate-motivated behavior, and assault/threat of a school employee. Students who commit these offenses will be immediately suspended and recommended for expulsion.

Some General Rules of Conduct

Reagan Elementary maintains the highest standards for student behavior. A positive, caring environment allows teachers to teach and students to learn. The following are a few reminders and represent a sampling of our rules of conduct:

- All students are always expected to display courteous behavior; respect for all is required.
- Personal items such as toys, electronics, smart watches, air pods, handheld games, fidget spinners etc. are not permitted at school unless approved by the teacher.
- **Cell phones and smart watches must be turned off during the day & remain in the backpack at ALL times.**
- Personal outside equipment: baseball, basketball, football, soccer ball, etc. are **NOT** permitted at school.
- Gum, seeds, and candy are not allowed on the playground or in the classrooms. Candy brought from home with lunch must be eaten in the cafeteria.
- Students are to walk (not run) in the hallways, on the walkways, and in the classrooms.
- Bicycles, skateboards, scooters, and roller blades are not to be ridden on the school grounds or walkways at any time (after hours and weekends included). Parents are expected to follow these rules as well – THANK YOU!
- Students riding bicycles or scooters to school will need to lock them in the bicycle racks as soon as they arrive, and **students must wear helmets.**

Public Display of Affection (PDA)

Reagan Elementary recognizes that genuine feelings of affection may exist between two students. The educational setting is not an appropriate place to display affection and may contribute to making others feel uncomfortable. We believe all students should feel safe at school therefore, all students shall refrain from public displays of affection (PDA) while on campus or while attending and/or participating in a school-related activity. PDA includes any physical contact that may make others in proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include, but is not limited to: holding hands, prolonged embracing, kissing, inappropriate touching, or other displays of affection. Students who violate this policy may be subject to disciplinary action.

Bus Conduct

Reagan Elementary is a walking school only. However, there are many times throughout the school year that students will be required to ride the school bus. It is a privilege to ride the school bus and appropriate behavior is always expected. When a student violates a District bus regulation, the bus driver will report the incident to the principal. Student and parent contact will be made. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period.

Food Services

Hot lunch and breakfasts are offered at school. Breakfast is served from 7:35AM to 8:00AM. Hot lunch is offered with milk or chocolate milk during each grade levels lunch time. If your child requires a special diet, please notify our nurse so she can work with our ladies in food service.

Our front office is very busy. Door Dash or food delivery for a student is not allowed and will be rejected. However, if you plan to deliver your child a lunch, please let your child know in advance to report to the office to pick up their lunch. Items delivered must have student name labeled.

Lost and Found

Be sure to mark every item of clothing your child may take off while at school with his/her full name. Also, label any other items sent to school such as binders, lunch bags, and water bottles. The Lost and Found is located in the cafeteria. **Items not claimed at the end of each quarter will be given to local charities.**

Dress Code

A consistent dress and grooming policy is necessary in order to provide a safe school environment and promote discipline. Dress or grooming that draws undue attention detracts from the educational process and is therefore unacceptable. Please refer to Board Policy 5132 for a detailed list of dress and grooming standards. The policy is available on our school website. **Students involved in any co-curricular or sports activity must be within dress code to participate. There will be no warnings and no exceptions! If a student does violate dress code, there will be consequences given to the student.**

A few helpful reminders:

- Shorts are to have an inseam of at least 5". Holes revealing skin or undergarments are not allowed.
- Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying.
- Dresses, skirts, and skorts are to be worn no shorter than five inches above the knee, or mid-thigh.
- Shoulder straps on tops worn must not be less than two inches in width, and any apparel determined to be too revealing is not acceptable.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or rouching above the knee.
- Halter-tops and bare midriffs are not acceptable for school or school-sponsored activities.
- Flip-flops or beach type footwear are not acceptable. **Shoes must have a back strap.**
- Excessive baggy or oversized pants/shorts are not allowed and must sit at the natural waist.
- Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
- Holes on clothing cannot expose undergarments or bare skin.
- Oversized clothing that presents a safety concern or reflects a gang style image is not acceptable.
- Hair styles which disrupt the learning environment are not acceptable, e.g., unusual designs, colors, symbols, messages, mohawks, faux-hawks, or unusual razor cuts.
- Complete razor shaving of the head is allowed.
- Appropriate bows and clips are acceptable, but colored feathers or faux colored hair clips are not allowed.
- Hats are allowed if they are associated with Reagan, Reyburn, Clovis East, or CUSD. Also, solid school colors navy, green, silver, black, and white are acceptable.
- No clothing/shoes/backpacks can represent pro-athletic teams.
- No displays of violence, hate, inappropriate advertising, professional sports logos.
- Costumes and costume accessories (ears, tails, masks, etc.) are not allowed unless it is a designated dress-up or spirit day.

Parent Visitation

Reagan welcomes parents on campus to help in the classroom or volunteer their time. Time volunteering in the classroom is required to be pre-arranged with the teacher in advance so appropriate times will make the visit as productive as possible. In the interest of student and school safety, Reagan uses a visitor/ volunteer check in system which allows us to monitor who is on campus at all times. **Please NOTE: ALL visitors must check in at the office upon arrival and present a driver's license or valid identification card** prior to visiting a classroom and receive a Visitors Identification Badge. **All volunteers must complete a volunteer application/clearance form prior to volunteering**; a new law also states that you will have to provide TB clearance as well to volunteer.

Volunteer online form: <https://www.cusd.com/ParentVolunteers.aspx> and click on the link to complete.

Parent Involvement

Parents are encouraged to volunteer at Reagan as a classroom helper, library aide, crossing guard, and members of the parent groups: Parent Teacher Club, SART, IDAC, and ELAC. We need you!

See the school website, “follow” Reagan Elementary on Facebook and Instagram, and add the Clovis Unified App to keep up to date on school and PTC information!

Telephone Use

Students are allowed to use the telephone in their classrooms **only with teacher permission**. **Students are not allowed to call parents unless it is an emergency**. Phone calls from parents will not be put through to the classroom during school hours- if you need to reach your child, please email the teacher or a message can be sent to the classroom. We will not interrupt instruction for non-emergency reasons. Student use of cell phone is only allowed after school. Inappropriate use of cell phones will result in confiscation and will require a parent to pick up the cell phone from the main office. Cell phones and SMART watches must be turned off and put away during school hours.

Foggy Day Schedule

During the winter months dense morning fog may interfere with normal bus schedules- since Reagan is a walking school only, this does not impact us. However, please be mindful of students walking to school and slow down. We want all students to arrive at school safely.

Block R Program

The Block R award is the highest honor grades 4-6 students can earn at Reagan. Criteria are based on a year-long plan, participation, service, and achievement. The award recognizes well-rounded students who exemplify dedication, commitment, concern for others, and a willingness to serve as a positive role model. Detailed information on Block R is found on the school website at www.reagan.cusd.com.

Co-Curricular Participation

Students are encouraged to get involved and connect to school activities. Opportunities include drama, athletics, student leadership, clubs, school service, music, and many others. Descriptions of activities can be found on our web page and in the Block R Handbook. Students must be in dress code to participate in any co-curricular program. There are no exceptions and no warnings. Participation in these programs is a privilege, not a right.

Co-Curricular Code of Excellence

Students participating in co-curricular activities automatically agree to comply with guidelines in accordance with the *Co-curricular Code of Excellence*. All students participating in any co-curricular activity will be required to review and sign the *Co-curricular Code of Excellence*. Parents must also review and sign the *Code* prior to participation.

Individual School Parties, Birthdays at School, and Gifts

Birthday party celebrations are left to the teacher’s discretion. Due to the many food allergies, food items for classroom parties will not be allowed. Treat bag with non-food items is acceptable. Any birthday treats ***must be arranged with the classroom teacher prior to delivery***. Please do not send balloons, flowers, or other gifts to individual students. Although we appreciate the parent’s intent, it causes a disruption to the educational environment. Any such items will be turned down in the office or given to the student at the end of the school day.

P.E. (Physical Education)

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District

Uniform Complaint Procedures, BP/AR 9208, which is included in this handbook. In addition, grade level schedules are located on the Reagan website with the designated P.E. times daily. Reagan administration works closely with the nursing staff to ensure our students are participating in P.E. when the air quality is good and water breaks are given often as well. Grades 1-3 may work closely with Clovis East High School, as the high school sends over P.E. tutors to work with our students.

Emergency Plan

Reagan has a written plan of action that outlines specific policies/procedures if student safety is threatened. If a crisis exists, this document informs and mandates procedures for school employees. Monthly, drills are conducted to ensure appropriate safety procedures are consistently followed. **Please make sure you update your child's emergency information on Parent Connect immediately when you move or change phone numbers.** Reagan is prepared to immediately send out phone/text/email blasts if emergencies do occur on campus. Communication is important, especially during times of emergency. We encourage parents to subscribe to our Facebook and Instagram accounts and Clovis Unified App; this is the best way to ensure you are always kept informed of Reagan happenings.

Moving Out of the Reagan Area?

You must immediately notify the school and apply for a transfer. Failure to apply for transfers will result in your child's withdrawal from Reagan Elementary.

Grading Policy

Teachers will go over their individual grading policies at Back-to-School Night in August and at parent-teacher conferences in October. If you have any questions or concerns regarding your child's academics or grades, please contact your child's teacher.

Health Office

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.

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.

NURSING SERVICES

First Aid, Illness, Injuries

- If a student is injured or ill at school, he/she/they will receive every care and consideration.
- Parent(s)/guardian(s) will be contacted for any serious injury or too ill to remain at school.
- School nurse is available to consult with parent(s)/guardian(s) regarding health problems upon request, however, any injuries which occur at home should be cared for at home.
- Parent(s)/guardian(s) should follow up with school nurse for 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 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(s)/guardian(s) are requesting a PE excuse beyond three (3) days.

RETURN TO SCHOOL

When your student may return to school due to illness:

- Free from fever for 24 hours without the use of fever reducing medication(s) (Ex. Tylenol or Motrin).
- Vomiting/Diarrhea-student can tolerate liquids and food and/or stools have improved.
- Pink Eye-medical note clearing student of disease or two doses of antibiotics to be given before returning to school.
- 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.

Reasons to keep your student home:

-Temperature 100.0F or greater within 24 hours

-Illness affects child's ability to learn.

-Vomiting/Diarrhea

-Sore throat-difficulty swallowing or breathing, or continuous drooling

-Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)

-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 the health office

-Rash-worsening, painful, drainage, not healing

-Starting antibiotics within 24 hours

Medication at School- ALL medications, even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) require a physician order and are reviewed by the 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 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 Health office does not keep medication for general student use.

HEAD LICE

Clovis Unified School District operates on NO LIVE 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. 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. Refer to **Head Lice Guidelines** on the *CUSD Nursing Services website*.

EMERGENCY CONTACT-The health office or school administrator will contact parent(s)/guardian(s) in an emergency due to illness or injury. It is very important the health office has current parent(s)/guardian(s) 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. Ed Code 49408

Physical Education Excuse

Parent/Guardian 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 three (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/physical 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/physical participation.