

# Miramonte Elementary School

*A California Gold Ribbon School*

*“Orange is an attitude!”*



2024-2025

## Parent/Student Handbook

Clovis Unified School District  
Miramonte Elementary School  
1590 Bellaire Avenue  
Clovis, CA 93611

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Be Respectful. Be Responsible. Make a Difference.  
*Be a Mighty Mustang!*

*An Affirmative Action/Equal Opportunity Employee Notice of Nondiscrimination  
The Clovis Unified School District does not discriminate on the basis of race, color,  
sex, disability, or national origin in admission, or access to and treatment of employment  
in its programs and activities as required by Title VI, Title XI and Section 504.*

## PRINCIPAL'S MESSAGE

Welcome to Miramonte Elementary School where "Character really does make a difference!" We are a school committed to establishing a strong character based upon which an appreciation and thirst for learning will spring. We strive to provide a learning environment that will foster the positive mental, physical, and character development of each child. We maintain HIGH standards and are proud to reach our full potential. It is our expectation for every child to be involved, set goals for themselves, and be responsible, productive citizens.

We continuously collaborate with our community and work as a TEAM to provide an exemplary learning experience for children. The community coming together with the school is the key that opens the door to SUCCESS. We ask each parent to 1) be interested, 2) be supportive, and 3) be involved in your child's education.

We set our standards and expectations high and make this well known to our students and staff. We have been very encouraged as we see students correcting their own actions and making choices that will benefit them as they develop into productive and positive citizens in society. We encourage each home to support this effort and work as a team to help our children develop attitudes and behaviors that will support their future success.

We look forward to another amazing school year!

*Michelle Dodson*, Principal

## ABSENCES/TARDIES

School attendance is a major factor in academic and social successes. It is very important for each student to attend school every day unless he/she has a medical excuse. If a student is absent, please call the Attendance Hot Line at 327-7418 or complete the online Student Absence Form available on the Miramonte website. Excessive absences by a student will result not only in lower academic performance but also a referral to the School Attendance and Review Board (SARB) and/or home visits. If your child will be absent five or more consecutive days, please contact the office to place your child on an Independent Study Contract at least three days prior to the absence.

When your child is late, he/she should report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. In addition, students arriving after the tardy bell will be issued a PR violation. Only a Doctor's Note will excuse a tardy. For this reason, repeated tardiness (truancy) will necessitate a letter being sent home to the parents. If this becomes a chronic issue,

the matter will be referred to the Clovis Student Attendance Review Board (SARB).

Perfect Attendance will be defined as a student with no absences and no more than three tardies less than or equal to 30 minutes. Student with tardies greater than 30 minutes, or excessive early sign-outs will not qualify for perfect attendance. Students placed on quarantine by the school must complete their Independent Study to be considered for Perfect Attendance. Independent Studies requested for personal reasons will not be considered for perfect attendance. More details about independent studies will be provided at the time the request is made.

**Attendance Hotline  
327-7418**

## ARRIVAL/DISMISSAL

Students eating breakfast may be on campus starting at 7:30 a.m. There is no supervision until 7:35 a.m. Students must go home directly at the end of the school day unless they are involved in an after-school activity.

The last few minutes of school are always very busy for our students. It is important that your child remain in their classroom without any distractions until the dismissal bell has rung. If you would like to pick your child up at the front of the school, please note that the curb on the east side of the parking lot is for loading only. Drivers must stay with their vehicles on this curb. If you choose to park, please park along the north side of the parking lot or on Bellaire or Stanford Avenues and use the crosswalk to the front of the school. Any person parked along the red curb or blocking parking spaces will be asked to move their vehicle. If you would like to pick your child up from their classroom, you may do so after the dismissal bell has rung. **After 3:00 p.m., in the interest of safety and accountability, students will be asked to wait for parents/guardians in the office and will not be allowed to wait in any other area.** Students waiting inside the office must be signed out by a parent after **3:00 p.m. or 1:30 p.m. (early release day).**

## BICYCLES/SKATES/SKATEBOARDS/SCOOTERS

Students are to obey all traffic laws when riding bicycles to and from school. Helmets must be worn. Students are to remove their skates, walk their bikes, scooters, and skateboards while on school grounds. Riding any type of vehicle on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bicycles.

## CHILD PROTECTIVE SERVICES

It is important for parents to know that all school personnel are "Mandated Reporters" of child abuse. This means that should a staff member have even the slightest suspicion that a child has been abused, they

must report it to the Child Protective Services (CPS). Failure to report a suspected case of child abuse leaves a staff member liable and could potentially result in the loss of their job.

### **CLOVIS SUPPORT AND INTERVENTION PROGRAM (CSI)**

The Clovis Support and Intervention program (CSI) is designed to meet the needs of at-risk students at Miramonte. A core team of trained faculty members determine how CSI can most effectively meet the needs of the students. Throughout the school year "success groups" are provided to assist students to have a place to come and share common concerns. Students can be recommended for CSI by any staff member. Parent consent is required for students to participate but participation is not mandatory.

### **CO-CURRICULAR INVOLVEMENT**

Each student is expected to develop as a "Sparthenian." This is an individual who develops in the areas of MIND, BODY, and SPIRIT. Many opportunities are available to each student. See website for complete list of co-curricular activities.

#### Fall Sports

Football	5 <sup>th</sup> /6 <sup>th</sup>
Girls Volleyball	5 <sup>th</sup> /6 <sup>th</sup>
Cross Country	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup>

#### Spring Sports

Baseball	5 <sup>th</sup> /6 <sup>th</sup>
Softball	5 <sup>th</sup> /6 <sup>th</sup>
Boys Volleyball	5 <sup>th</sup> /6 <sup>th</sup>
Track	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup>
Paddle Tennis	5 <sup>th</sup> /6 <sup>th</sup>

#### Winter Sports

Wrestling	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup>
Basketball	5 <sup>th</sup> /6 <sup>th</sup>

All students involved in co-curricular activities sign and agree to a Code of Excellence outlining the expectations for involvement in co-curricular activities.

### **DISCIPLINE**

The students are recognized for their positive behavior through the Personal Responsibility and Time to Teach programs. Students will be held accountable for their behavior after being explicitly taught about specific behaviors for appropriate activities. Students who have demonstrated personal responsibility and outstanding character are recognized and allowed to attend the PR party. The criteria for this award are discussed with the students. Teachers also explain the program to parents at Back-To-School Night. Any offense that leads to a suspension or three or more office referrals will be an automatic elimination from the special PR activity. Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining the highest student achievement. Misbehavior results in specific steps which the teacher, Resource Teacher, GIS, or principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of

privileges, recess, detention or suspension. See CUSD Board Policy 5020.10 & 5144.10 for the details.

### **DRESS CODE**

Each student has the responsibility to dress appropriately for the school environment. The Governing Board shall authorize school regulations, which prohibit student dress, or grooming practices which present a hazard to the health or safety of the student; materially interfere with school work, create disorder, or disrupt the educational program in any way; cause excessive wear or damage to school property; prevent the students from achieving educational objectives because of blocked vision or restricted environment. Shoes that allow safe movement of the student must be worn daily for physical education. Students who arrive at school out of dress code will need to have a change of clothes prior to entering class. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 5132. This handbook can be picked up from the main office.

### **DROPPING OFF STUDENT ITEMS**

Occasionally students need an item brought to the school from home. On these occasions, please bring the item to the office with your child's name and room number on it. The office will deliver the item in a timely manner. Students will NOT be called out of class as this can be a disruption to their class.

### **EARLY DISMISSAL**

Early release days will be every Wednesday dismissing at 1:15 p.m. for grades 1-6. AM TK/Kindergarten early dismissal is at 10:45 a.m. PM TK/Kindergarten early dismissal is at 1:30 p.m. This allows for teacher planning, preparation, and grade level articulation.

### **ETIQUETTE ON CAMPUS**

Please remember that our students look to adults to be their role models. Appropriate behavior is expected of anyone who enters the Miramonte campus, parents and students alike. Cursing, yelling, and rude comments will not be tolerated while on campus. Adults are encouraged to be present at athletic events and support our teams. Spectators should reflect high standards of support and good sportsmanship at all times. Spectators should respect officials, coaches, participants and extend all courtesies to them as guests in the community. Enthusiastic and wholesome cheering is encouraged. Booing, foot stomping, disrespectful remarks and/or "put down" cheers/yells are unacceptable. As adult behavior affects student behavior, spectators should encourage all people to observe the Miramonte Code of Ethics. Those who do not respond should be reported to the proper school authorities immediately.

### **FIELD TRIPS**

All students wishing to participate in school or class

field trips must have written permission from a parent or guardian. Students will not be allowed to attend an off-campus activity or field trip without written consent.

### GRADING POLICY

All students at Miramonte in grades 2-6 are graded utilizing the A, B, C, D and F criteria. Within this policy, latitude has been given to the teacher to calculate grades on the following percentage basis:

A = 90 – 100%	(Excellent Work)
B = 80 – 89%	(Above Average Work)
C = 70 – 79%	(Average Work)
D = 60 – 69%	(Below Average Work)
F = 59% – below	(Failing Work)

The classroom teacher is given the discretion to figure grades based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis. Honor roll awards will be given quarterly at an awards assembly. The awards are as follows:

Honor Roll:	GPA 3.0-3.59
High Honor Roll:	GPA 3.6-3.99
Principal's Honor Roll:	GPA 4.00

In addition, it is the Clovis Unified School District's policy that parents be notified whenever students are in danger of failing classes or subjects.

### HOMEWORK POLICY

Homework may refer to 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 15 minutes (Grades K-1), 15-30 minutes (grades 2-3) and 30-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

### INDEPENDENT STUDY

If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contact.

This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in completed once the student returns.

Parents must request the Independent Study Contract **at least one week before the student will be absent** from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.

The last day for independent study contracts during the month of December will be no later than three school days before the beginning of Winter Break.

The last day for independent study contracts

during the month of June will be no later than three school days before the last day of school.

Independent Study Contracts are subject to state guidelines and may include, but is not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request.

Approval is subject to principal's discretion.

Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

### INSUFFICIENT FUNDS/RETURNED CHECKS

All checks returned to Miramonte Elementary due to insufficient funds or due to closed account will be assessed a \$25.00 returned check fee. After April 28th, all payments for field trips, yearbooks, cafeteria accounts, etc. must be paid by CASH ONLY.

### INTERVENTION/ENRICHMENT

Your child is receiving top-notch instruction. At times, they may need additional support in order to fully master a critical concept or may need to be challenged in their academics. In order to ensure your child's academic success, they may receive a variety of instructional supports including small group instruction with an intervention teacher, deployment to a different classroom, or re-teaching with the classroom teacher during the school day. Push-in teachers allow your child to remain in their classroom while receiving the instructional/enrichment support they need. The deployment method allows multiple classes to combine kids who with a specific academic need. Re-teaching with the classroom teacher may be done while other students are in class or are sent to a different activity.

### ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, sports equipment, permanent markers (i.e., Sharpies) electronic games, or music players to school. A teacher or administrator may take away such items from students and hold them for the parent to pick up. The school is not responsible for any lost or damaged item a student brings to school. Any student apprehended with any type of gun on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 5144.

### LIBRARY MEDIA CENTER

The Library Media Center (LMC) is open daily. Students

are allowed open access to the LMC before and after school. During school hours students may use the LMC with a pass, whenever needed. Loss or damage to books, materials, or equipment will result in a financial obligation to repair or replace any lost or damaged items.

### **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 and lunch pails. The Lost and Found box is located in front of the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

### **MAKE-UP WORK**

It is the student's responsibility to make up any work that is missing due to an absence. When requesting work to be picked up after school, please call the office by 9:30 a.m. to provide sufficient time to get work prepared. Students will be given at least the time to make up work that is equivalent to the number of excused absences. Unexcused absences result in loss of grade/credit for work assigned those days. Not all educational activities can be duplicated: therefore, excessive absences may result in a grade reduction.

### **MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL**

If you move, you must notify the school within five days. If you are found to be out of zone and have not notified the office, you will be required to immediately complete a transfer request in order for your child to remain at the school.

Notify the school at least two days prior to your child's last day of school. Return all library and textbooks, any school uniforms, and pay any fines. Check with the Food Service staff regarding your child's lunch account.

### **MPTC**

Please consider joining our Miramonte Parent Teacher Club. Your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the weekly calendar. Contact the school should you need more information.

### **MUSIC CHOICE MODEL**

The goal of Miramonte is to provide every student with a well-rounded education, including music education. As part of our Music Choice Model, all 5<sup>th</sup> and 6<sup>th</sup> grade students are placed into one of three music ensembles: choir, band, or orchestra. The groups will meet during the school day twice per week for 45 minutes and will perform at school and district functions throughout the year.

While an attempt will be made to accommodate student preference, each student's first choice is not guaranteed.

All students are expected to participate in the ensemble they are placed and will be held responsible for any lost or damaged materials, uniforms, and/or instruments.

### **MUSTANG PRIDE DAY – SPIRIT DAY**

Each Friday the school displays its outstanding spirit by wearing our school colors: Orange and Blue. T-shirts and sweatshirts can be purchased from MPTC. Select items and order forms are available in the 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.go/home](http://cair-me.cdph.ca.go/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 7<sup>TH</sup> 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 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 EXCUSE:**

- 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>

#### **OFFICE HOURS**

The office is open at 7:30 a.m. to 4:30 p.m. daily. The office is closed on all school holidays.

#### **ORANGE SHEET**

The weekly Orange Sheet newsletter is sent via email every Friday for the following week. This is how we will communicate school news and important dates with parents.

#### **PARENT INVOLVEMENT**

Parent involvement is an important part of implementing programs at Miramonte. Parents are invited and encouraged to participate in the following: School Site Council (SSC), English Learner Advisory Committee (ELAC), School Assessment Review Team (SART), Intercultural & Diversity Advisory Council (IDAC) and the Miramonte Parent Teacher Club (MPTC).

#### **PARENT/TEACHER CONFERENCES**

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or e-mailing the teacher. Parents should not confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

#### **PARTIES**

Birthday celebrations that consist of a small treat are permitted during the last 20 minutes of the school day. Please check with your child's teacher if you would like to bring a small treat. Treats should be individually prepackaged with ingredient information printed on packaging to prevent any food allergies in the classroom. No balloons and/or flowers are to be delivered to individual students while at school.

#### **REPORTING PUPIL PROGRESS**

During the fifth week of each quarter, Mid-Quarter Progress Reports will be distributed to students in grades 1-6. Report cards will be issued four times per year. All progress reports and report cards must be signed and returned as soon as possible.

#### **SCHOOL ASSESSMENT REVIEW TEAM (SART)**

School Assessment Review Team (SART) is a team of parents and staff who meet quarterly to provide a forum for school communication among all groups in the school community. The committee also coordinates the annual SART Parent Survey and selects a site representative for the district and area level of the SART process. The team evaluates school programs and their effectiveness and makes recommendations.

#### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Miramonte provides free breakfast and lunch to all students on a daily basis. Hot lunches are available to students in grades K-6.

All students at Miramonte qualify for benefits under the National School Lunch Program. Your student(s) will be able to receive one breakfast and one lunch per day at no cost. This does not remove balances from previous years.

#### **SCHOOL DOCUMENTS**

It is your right as a parent of a child in Clovis Unified School District to be given documents that provide information about school policies and funding. The following documents are available by parent request: Clovis Unified School District Dress Code Policy, School

Safety Plan, Single Plan for Student Achievement, information regarding Title I, School Accountability Report Card, teacher qualifications, Parent Involvement Policy, minutes from School Site Council meetings, and minutes from English Learner Advisory Committee. If you would like to know more about any of these items, please make an appointment with the office.

#### **SCHOOL SITE COUNCIL (SSC)**

The School Site Council (SSC) serves as a liaison between school and the neighborhood community. It advises the principal regarding budget and program decisions. Committee members are voted in by either parents or by the Miramonte staff.

#### **STUDENT BEHAVIOR EXPECTATIONS**

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Miramonte follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive school environment based upon the Pillars of Character. We focus on a character pillar each month. The development of students' character, academic, and social skills is part of the school's mission. Students are held accountable for their actions and decisions. A commitment to absolute non-violence is enforced at Miramonte. The Clovis Unified School District has a Zero Tolerance Policy, Board Policy 5144.10, which is supported by the school. Students are expected to

treat each other with respect, in a kind, courteous, and considerate manner. Verbal abuse and physical abuse are not acceptable.

### **STUDENT CHECK-OUT**

On occasion it may be necessary for you to pick up your child for an appointment or emergency. Students may not be removed from the school directly from the classroom. The student will not be called to the office until verification of California Driver's License of the adult, who must be listed on the Student Release Authorization form, signs them out.

### **STUDENT STUDY TEAM (SST)**

The purpose of the Student Study Team (SST) is to develop strategies to help students that are showing difficulties in the classroom. Either the teacher or the parent may initiate a meeting after observing a child having difficulty in a specific area. The team discusses the strengths and concerns for the child and develops strategies and modifications for both the parents and teacher to use.

In some cases, further evaluation is necessary and will be initiated by the School Psychologist and the Resource Specialist Teacher.

After the initial meeting, there will be a follow-up held approximately four weeks later. If at that time progress is being shown, we will continue with the plan or develop a new one. Monitoring will continue until it is decided by the team that it is no longer needed.

### **TELEPHONE/CELL PHONE USAGE**

We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Cell phones (Board Policy 5131.6), must remain "off" during the school day and may only be used before 7:30 a.m. and after 2:45 p.m. Cell phones found on students during the school day may be removed from the child and may result in a PR violation. The office will not transfer calls for a student to the classroom. This is academic time and phone interruptions will interfere with classroom instruction. In certain situations, we will take a message for the student and make sure the student receives the message.

### **UNIFORMS**

As part of many of our co-curricular activities, students are given a uniform/costume for the length of the season. It is expected that the uniform/costume be returned promptly following the end of the season/activity. Additionally, the uniform needs to be returned clean and in good condition.

Failure to do so may impact your child's involvement in future co-curricular activities.

### **VISITORS/VOLUNTEERS**

Miramonte is a school that welcomes the involvement of the community. Parents and guardians are encouraged to visit the school, talk with the teachers before or after class hours, and communicate openly with the administrative team.

In order to maintain a safe and orderly school environment, **all visitors must check in with their driver's license at the main office for a background check and will receive a dated visitor's badge.**

All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe and secure environment for our students. **All volunteers must complete an online Volunteer Application with TB and submit a copy of their driver's license to the office in order to volunteer in CUSD.** Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers are not able to conference with parents during class time.

### **WEBSITE**

The Miramonte Elementary School Website contains information of importance regarding weekly school calendars, monthly calendars, school activities, school events, classroom highlights, information regarding various school programs and co-curricular programs.

School Website address: <http://miramonte.cusd.com>

*Although every effort has been made to assure the accuracy of the information in this parent/student handbook, students and others who use this parent/student handbook should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication.*

**The District Handbook of Parent and Student Rights and Responsibilities is now available on our district website at [www.cusd.com](http://www.cusd.com).**