

# ***2023-24 Parent Handbook***

## **Reagan Elementary School**



**3701 Ashlan Avenue  
Clovis, CA 93619  
Telephone: 327-8900  
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**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 2023-24

### REGULAR SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

#### TK/ KINDERGARTEN AM SCHEDULE

7:45 AM – 11:15AM CLASS (210)

#### TK/KINDERGARTEN PM SCHEDULE

11:20 AM – 2:50 PM CLASS (210)

TK/K AM and PM students do not have a before school supervision.

#### GRADES 1 & 2 SCHEDULE

8:00 AM – 10:30 AM	CLASS (150)
10:30 AM – 10:45AM	RECESS
10:45AM – 12:10 PM	CLASS (85)
12:10 PM – 1:05 PM	LUNCH/RECESS
1:05 PM – 2:50 PM	CLASS (105)

(TOTAL INSTRUCTIONAL MINUTES= 340)

#### GRADES 3 & 4 SCHEDULE

8:00 AM – 10:00 AM	CLASS (120)
10:00 AM-10:15 AM	RECESS
10:15 AM – 11:40 AM	CLASS (85)
11:40 AM –12:35 PM	LUNCH/RECESS
12:35 PM – 2:50 PM	CLASS (135)

(TOTAL INSTRUCTIONAL MINUTES = 340)

#### GRADES 5 & 6 SCHEDULE

8:00AM- 9:30AM	CLASS (90)
9:30AM – 9:45 AM	RECESS
9:45 AM – 11:10 AM	CLASS (85)
11:10AM-12:05 PM	LUNCH/RECESS
12:05PM – 2:50 PM	CLASS (165)

(TOTAL INSTRUCTIONAL MINUTES = 340)

### MINIMUM DAY SCHEDULE

EVERY WEDNESDAY & LAST DAY OF SCHOOL

#### TK/ KINDERGARTEN AM SCHEDULE

7:45 AM – 10:30AM CLASS (165)

#### TK/KINDERGARTEN PM SCHEDULE

10:35 AM – 1:20PM CLASS (165)

TK/K AM and PM students do not have a before school supervision.

#### GRADES 1 & 2 SCHEDULE

8:00 AM – 10:30 AM	CLASS (150)
10:30 AM – 10:45AM	RECESS
10:45AM – 12:10 PM	CLASS (85)
12:10 PM – 1:05 PM	LUNCH/RECESS
1:05 PM – 1:20 PM	CLASS (15)

(TOTAL INSTRUCTIONAL MINUTES= 250)

#### GRADES 3 & 4 SCHEDULE

8:00 AM – 10:00 AM	CLASS (120)
10:00 AM-10:15 AM	RECESS
10:15 AM – 11:40 AM	CLASS (85)
11:40 AM –12:35 PM	LUNCH/RECESS
12:35 PM – 1:20 PM	CLASS (45)

(TOTAL INSTRUCTIONAL MINUTES = 250)

#### GRADES 5 & 6 SCHEDULE

8:00AM- 9:30AM	CLASS (90)
9:30AM – 9:45 AM	RECESS
9:45 AM – 11:10 AM	CLASS (85)
11:10AM- 12:05 PM	LUNCH/RECESS
12:05PM – 1:20 PM	CLASS (75)

(TOTAL INSTRUCTIONAL MINUTES = 250)

#### RAINY/ BAD AIR QUALITY DAY

LUNCH TIMES IN THE MPR (30 MIN) AND RECESS/PE WILL BE INDOORS

GRADES 5 & 6 11:10AM – 11:40AM

GRADES 3 & 4 11:55AM- 12:25PM

GRADES 1 & 2 12:35PM – 1:05PM

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

**FIRST BELL** rings at 7:55AM.

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 7:35AM. Students who are not enrolled in Campus Club should not be on campus prior to this time, unless they are under the direct supervision of an adult. At 7:55AM 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 Campus Club. **There is no supervision after 3:05PM Monday, Tuesday, Thursday and Fridays.**

On Wednesdays, school is dismissed at **1:20PM** for ALL students. This is the case for **all Wednesdays** throughout the year. Again, students must be picked up within 15 minutes of school dismissal; there is no supervision after 1:35PM on Wednesdays.

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 school. 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 8:05AM (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 *five 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 when your child returns to school. 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 can 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 5 -10 days. 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), 45minutes (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.

If your child is **absent** from school and you wish to obtain his/her homework, please notify your child's classroom teacher **before 9:00AM** 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 will be 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.

## Campus Club

Before and after school childcare is available through the Campus Club Program. Campus Club 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 lunches, which include milk, are available for purchase during lunch times. Breakfast is served from 7:35AM to 8:00AM. Students are not allowed to charge for food purchases. You may send a check with your child to pay for lunches or you may pay on the Parent-Connect website via credit card. Free- and Reduced-applications must be completed and submitted through Parent Connect during the Re-Enrollment Update Process. Students must pay for food purchases until Free- and Reduced-applications are accepted by the district office.

## 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 bin 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.

## Health Office

If a student becomes ill or injured at school, he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature, if the student is too ill to remain at school or has a rash of unknown origin. Students will be sent home from school with a fever of 100 or greater. Students may not return to school until fever free for 24 hours. An injury that occurs at home, should be cared for at home. The nurse is always happy to consult with parents regarding health problems. After an extended illness or injury, the student should follow up with the school nurse.

If your child has ONE of the following, he/she should be kept at home:

- a. Illness with fever of 100 or greater
- b. Vomiting/diarrhea within the last 24 hours
- c. Fever of 100 or greater within the last 24 hours
- d. Initiation of antibiotics within the past 24 hours.
- e. Has a sore throat, particularly if accompanied by headache and/or upset stomach.

In an emergency a parent will be contacted, so it is very important that the Health Office has up-to-date phone numbers of parents/guardians.

## 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 acceptable 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 must be turned off and put away during school hours (this included Smart Watches).

## 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](http://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 and are often determined based on student allergies in the classroom. Please be in communication with the classroom teacher if he/she is able to allow treats and what kind are allowable. Any birthday treats ***must be arranged with the classroom teacher prior to delivery***. All food items brought in for a school party will need to be approved by the teacher to ensure students with allergies are kept safe. 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 at the end of the 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.



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## NURSING SERVICES

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### School Nurse & School Health Services Assistant

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

**Credentialed School Nurses** are on campus for the following:

- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students, and parents/guardians.
- Maintain student health records.
- Contact parents/guardians regarding health problems and/or excessive absences.
- Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
- Develop health/safety plans for students with high risk medical diagnosis.

### Reasons to keep students' home:

Temperature 100.0F or greater within 24 hours.

Illness affecting child's ability to learn.

Vomiting/Diarrhea.

Starting antibiotics within 24 hours.

Sore throat with headache and/or upset stomach.

Coughing that will not stop.

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## RETURN TO SCHOOL

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

Student may not return until the following criteria are met:

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

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### First Aid, Illness, Injuries

- If a student is injured or ill at school, he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Crutches, wheelchairs, and other devices require a doctor's prescription indicating directions for use and that the student has been educated to use the device.
- Injuries and illnesses occurring at home should be cared for at home.
  - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

## LICE

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

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

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method, and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the *original container from the pharmacy*.
- The **Medication at School form** is available from the school or on the *CUSD district website – under Parent*.
- The Health office does not keep medication for general student use.

## **Immunizations – Refer to School Board Policy 5141.31**

### **First Grade Physical**

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

### **Child Protective Services**

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

## Physical Education Excuse

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

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

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

## AIR QUALITY PRECAUTIONS

**Refer to School Board Policy 3514**

## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted. It is very important that the Health Office have updated contact information.

**If there is a change in contact information, please contact the Health Office to ensure the correct information is on your student's health information card.**

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- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students, and parents/guardians.
- Maintain student health records.
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- Student should complete 24 hours of any prescribed antibiotic treatment prior to returning to school.

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- Parent/guardian will be contacted for serious injury or illness.
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- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
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- Injuries and illnesses occurring at home should be cared for at home.
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## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted. It is very important that the Health Office have updated contact information.

**If there is a change in contact information, please contact the Health Office to ensure the correct information is on your student's health information card.**