

ORAZE ELEMENTARY PARENT/STUDENT HANDBOOK 2024-2025



‘Building Champions for Life’

Clovis Unified School District
Roger S. Oraz Elementary School
3468 N. Armstrong Avenue
Fresno, CA 93727

Telephone: 559-327-1700 Fax 559-327-1790

Sara McAvoy, Principal
saramcavoy@cusd.com

Please note that changes could occur during the school year to this document. Please visit the
Oraz website for the most updated Parent/Student Handbook

*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 the 2024-25 school year at Oraze Elementary- Home of the Bearcats! We look forward to working in partnership with you to provide the best education possible for your children. The Oraze program reflects our belief in high standards and high expectations. We are committed to maintaining a strong academic program using innovative approaches with a focus on continuous improvement for **all** students. We are dedicated to teamwork and in maintaining a tradition of excellence at Oraze Elementary, as it is our mission to ensure we are "*Building CHAMPIONS For Life*". We are excited to work with you and your children to make this a rewarding and productive year!

ABSENCES/ATTENDANCE

All absences must be cleared within five days of the absence. Parents should call the **Oraze Attendance Hot line at 327-1788**. If your child will be absent five or more days, please contact the office to place your child on an Independent Study Contract at least 5 days prior to the absence.

ARRIVAL/DISMISSAL

Students may be on campus starting at 7:30 a.m. and there is **no supervision until this time. TK/Kindergarten students must be dropped off to the classroom door by and adult guardian.** Students must go home directly at dismissal unless they are involved in an after-school activity.

BICYCLES/SKATES/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 and scooters. The school is not responsible for loss or damage to personal items.

POSITIVITY PROJECT

Daily our teachers teach lessons to our students on the importance of being kind and caring for those around us. It is our goal that through these lessons students will learn the importance of acceptance and understanding for others.

CHILD PROTECTIVE SERVICES

It is important for parents to know that **all** school personnel are "Mandated Reporters" of child abuse. If there is any 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.

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 and the Co-curricular/Athletic Code of Excellence.

DISCIPLINE

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, GIS, or Principal take to help the student find acceptable ways to improve his/her behavior. Intervention may include: verbal warning, counseling, reflection time, or parent contact. California Education Code applies in Clovis Unified Schools. Certain infractions may result in detention or suspension. See CUSD Board Policy 5144, 5144.10, 5131.2 and Ca. Ed. Code 48900 for 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. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 5132.

EARLY DISMISSAL

Early release days will be every Wednesday. Grades 1-6 will be dismissed at 1:15 p.m. AM TK & Kindergarten at 10:25 a.m. & PM TK & Kindergarten at 1:15 p.m. This allows for teacher planning, preparation, and grade level articulation.

FIELD TRIPS

All students wishing to participate in school or class field trips must have **documented** permission from a parent or guardian. **Students will not be allowed to attend an off-campus activity or field trip without guardian consent.**

FIRST GRADE PHYSICAL

CA 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. If you have not yet provided the school with proof of the physical, please drop off the completed CHDP form to the nurse as soon as possible.

BEARCAT FRIDAY – SPIRIT DAY

Each Friday the school displays its outstanding spirit by wearing our school colors: green, black, and grey. T-shirts and sweatshirts can be purchased from PTC. Order forms are available in the office.

LUNCH OFF CAMPUS

Students may only be checked out by individuals listed as release contacts in Parent Connect. **Please do not check out students early for lunch.** The principal may remove off-campus privileges if students are tardy after lunch.

GRADING POLICY

All students at Oraze 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 grading discretion based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis. 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 is a review of previously taught curriculum, 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-1), 30 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

INSUFFICIENT FUNDS

All checks returned to Oraze Elementary due to insufficient funds or due to closed account will be assessed a **\$25.00 returned check fee. After May 1st**, all payments for field trips, yearbooks, cafeteria accounts, etc. must be paid by **CASH ONLY**.

ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, electronic games, dangerous objects 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. Any student apprehended with any type of gun or weapon on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 5144 and 5144.10.

LIBRARY

The Library is open Mondays, Tuesdays, Thursdays, and Fridays from 7:35 a.m. until 3:15 p.m. and on Wednesdays from 7:35 a.m. until 1:45 p.m. Accelerated Reader quizzes can be completed in the Library and classroom. **See library packet for more information.**

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 the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

CELL PHONE and SMART WATCH POLICY

Student cell phones and Smart Watches should be off and in backpacks during the school day. Permission from a school official must be obtained before a student uses a cell phone or other electronic device during the school day, as per Board Policy and Administrative Regulation No. 5144 – This policy also puts into writing current practice permitting CUSD employees to confiscate cell phones or other electronic devices if they cause a disruption. We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters.

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 the Oraze boundaries and have not notified the office, you will be required to immediately complete a transfer request. 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. Pick up all meds in Health Office.

OFFICE HOURS

The office is open Monday, Tuesday, Thursday & Friday from 7:15 a.m. to 4:15 p.m. daily. Office hours on Wednesdays are 7:00 a.m. to 4:00 p.m. The office is closed on all school holidays.

ORAZE'S "FAILURE TO PICK UP" POLICY

It is parents' responsibility to know dismissal times and to pick up their children from school in a timely manner. Students are not allowed to remain on campus after the regular instructional day without being involved in a co-curricular program or enrolled in ELC. Parents who regularly fail to pick up their children in a timely manner will be referred for a School Attendance and Review Board hearing.

PARENT INVOLVEMENT AND EXPECTATIONS

Parent involvement is an important part of implementing programs at Oraze. 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 Parent Teacher Club (PTC). We expect parents to be respectful collaborators and participants in their child's educational experience. Civility must be maintained at all times on campus or at any school sponsored event. This includes athletics, field trips, and parking lots.

PARENT/TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or emailing 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.

CELEBRATIONS/FOOD BROUGHT TO SCHOOL

Due to various student allergies, Oraze discourages bring food to school to share for celebrations such as birthdays, etc. A small non-food treat is allowed. Students may NOT share food in the lunchroom. Please check with your child's teacher in regards to any food items requested for classroom celebrations. **ALL ITEMS MUST BE PREPACKAGED.** No balloons and/or flowers are to be delivered to individual students while at school.

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 1312.3. **If a child is to be excused from PE for more than a 3 day period, a doctor's excuse will be required.**

REPORTING PUPIL PROGRESS

During the sixth 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 BREAKFAST AND LUNCH PROGRAM

Oraze provides breakfast and lunch to students on a daily basis. Breakfast is served from 7:30-7:50 daily-AM kinder students may pick up their meals at 7:35. Lunch is served during the grade specific lunch times. Visitors CANNOT accompany kids in the MPR due to space and safety restrictions. Food provided by the school may not be taken from the MPR.

STUDENT BEHAVIOR EXPECTATIONS

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Oraze follows a philosophy that we all are responsible for our decisions and behavior. We promote a Positive Behavior Intervention System based upon the Pillars of Good Character. Students practice R.O.A.R Expectations (Respectful, On-task, Achieve, Responsible). The development of students to be good and productive citizens in society 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 Oraze. 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 and physical abuse are not acceptable. Disciplinary decisions are guided by California Education Code.

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 in the front office.

TARDINESS

Please put forth all effort to have your student on time to school to minimize loss of instruction and distractions. Excused tardies include: illness, medical appointments, funeral attendance or court ordered appointments.

VISITORS/VOLUNTEERS

Oraze 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 sign in at the main office and pick up a visitor's badge. You MUST have your ID when you come to the office.**

All Volunteers must complete a Volunteer Application and submit a copy of their driver's license to the office in order to volunteer in CUSD. A completed TB test is also needed. This can be turned into the school site nurse.

WEBSITE

The Oraze School Website contains information of importance regarding weekly school calendars, monthly calendars, school activities, school events, classroom highlights and co-curricular programs. School Website
Address: <http://Oraze.cusd.com>

RECOGNITION OF STUDENT ACHIEVEMENT

2024-2025

Quarterly Awards Grades 1 - 6	
Bearcat Champion	This award honors students who continue to strive for excellence and demonstrate The Heart of A Champion! (1 PER CLASS PER QUARTER)
Sparthenian	Students in grades 1-6 who have demonstrated outstanding achievement in mind, body, spirit and all around excellence. (1 PER CLASS PER QUARTER)
ROAR Award	This award honors students who display the Pillars of Character and demonstrate Respect, On-task, Achievement, and Responsibility day in and day out. (1--2 PER CLASS PER QUARTER)
1 st Grade Academic Awards	Bearcat Reader Award: This award honors students in 1 st grade who are making exceptional progress in reading. Bearcat Writer Award: This award honors students in 1 st grade who are making exceptional progress in writing. Bearcat Math Award: This award honors students in 1 st grade who are making exceptional progress in math. Bearcat Artist Award: This award honors students in 1 st grade who have illustrated exemplary art skills.
Honor Roll Based on GPA in all subject grades. No "C's", "Ds", or "Fs"	2nd – 6th Grade: PRINCIPAL'S HONOR (4.0 Grade Point Average): A certificate for those students who achieve "straight A's" in Reading, Math, Language Arts, Science, and Social Studies. HIGH HONOR (3.5-3.99 GPA): A certificate will be awarded to those students who attain this level based on their quarter grades in the areas listed above. HONOR (3.0-3.49 GPA): A certificate will be awarded to those students who achieve the necessary grade point average in the areas listed above.

Semester Awards	
Block O	This award recognizes students in grades 4-6 for their participation in the various areas of mind, body, and spirit. For more information, please refer to the Block O handbook on the school website.

6 th Grade End of Year Awards	
Athlete of the Year	One boy and one girl will be selected. Athletes will receive a plaque and have a plate on the perpetual trophies located in the trophy case.
Outstanding Single Subject	Teachers select a student who has demonstrated superior ability in each of the following content areas: Reading, Math, Science, Writing, and Social Studies. Student receives a framed certificate.
Principal's Medallion	Students who have received Principal's Honor Roll (4.0) throughout their 4 th , 5 th , and 6 th grade school years. Recipients are presented with a medallion and a certificate.

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 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.