

# PINEDALE ELEMENTARY SCHOOL



## 2023-2024 PARENT/STUDENT HANDBOOK

*"WHEREVER YOU GO, WHATEVER YOU DO, DON'T FORGET, PINEDALE IS YOU!"*



We **ARE**   
Clovis **UNIFIED!**

## WELCOME TO PINEDALE ELEMENTARY

We look forward to providing a great learning experience for your child during this school year. We want to develop a strong partnership with you and provide the best education possible for your children. We believe in high standards and high expectations for all students. It is important to us that all students are successful, learn, and are motivated to reach their full potential. We are dedicated to maintaining a safe and orderly campus aimed at fostering student confidence, responsibility, and citizenship. We welcome any comments or suggestions and are eager to improve our school for the benefit of our students.

### Pinedale's Mission Statement

Pinedale's mission is to provide a safe, nurturing environment that promotes academic excellence and personal growth. Through partnership with our community, we will create a culture that ensures success for ALL students.

### ABSENCES

Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school or come to school late, he/she must have a note or a phone call from the parent or guardian explaining the reason. All absences must be cleared within 24 hours after the occurrence. Uncleared absences are considered truancy. Excessive absences and/or tardies can result in a Student Attendance Review Board meeting (SARB). **Three or more unexcused absences and/or tardies within a quarter is considered excessive.** This does include excessive absences excused by parent or guardian. Please try and get a doctor's note when your child is out of school ill.

### TARDINESS

When your child is late, he/she must 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. We ask that parents make every effort to have their children to school on time.

### ARRIVAL/DISMISSAL

Students should arrive on campus **no earlier than 7:30 AM** unless involved in our Before school program. Students should be **picked up by 2:35 PM** unless involved in a supervised after school activity or our after school program. There is no supervision after 2:50 PM. **Younger siblings may not stay afterschool with an older sibling who is involved in after school activities.** In order to reduce classroom disruptions, we discourage parents from signing students out during the last 10 minutes of school. Please plan accordingly.

Every Wednesday during the school year is an early release day. **School is dismissed at 1:05 PM every Wednesday for Grades TK-6<sup>th</sup>**

### BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

Grade TK..... 7:50 -1:05 PM  
Grade K ..... 7:50 – 1:05 PM  
Grades 1-6..... 7:50 – 2:35 PM

Wednesdays – Early Release

Grade TK..... 7:50 -1:05 PM  
Grade K ..... 7:50 -1:05 PM  
Grades 1-6..... 7:50 -1:05PM

## **PICKING UP STUDENTS EARLY**

For the safety of your child, parents need to pick up students in the main office and sign them out through our computer system. Upon returning, parents must also sign their children back in to school through our computer system. Students are not allowed to walk out to the parking lot or to their parent without first being signed out in the office.

## **PARENT VISITS/VOLUNTEERS**

Parents are welcomed and encouraged to visit the school. Visits ***MUST*** be scheduled with the teacher in advance. In the interest of safety, **ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ARRIVAL AT WHICH TIME A TEMPORARY I.D. BADGE WILL BE ISSUED AND WORN DURING THEIR STAY.** No drop-in classroom visits are allowed during school hours, unless scheduled with your child's teacher. Parents wishing to speak to teachers can arrange a conference by calling the office. (For further volunteer and school visit clarification refer to Board Policy 9202 and 9212). All classroom volunteers and chaperones must complete a Raptor Volunteer form and a TB Risk Assessment prior to volunteering in your child's classroom. This form is available in the main office. Pinedale Elementary is taking a step to strengthen our campus safety program for students and faculty by introducing a new visitor management system. The Raptor Visitor Management System will better allow us to screen visitors and volunteers in our schools to promote security on our campus and will require a simple change in our check-in processes when you visit campus. Visitors will continue to be required to check in at the school's front office.

Visitors will be asked to present an ID such as a Driver's License to be entered into the visitor management system. If a visitor does not carry a US government-issued ID, any form of photo ID can be used. Raptor will check the visitor's name and date of birth for comparison with a number of national databases to identify anyone registered on the national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of the visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Visitors attending sporting events or school-wide events such as Open House or Back to School Night will not be required to check in using the Raptor system. Our new check in procedure will support our visitor management expectations outlined in Board Policies numbered 8205-Notification of Registered Sex Offenders, 9202 – School Visitors, and 9212 – Volunteer Assistance. The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those who may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

## **AVID ELEMENTARY**

Pinedale is the first AVID elementary school in Clovis Unified. AVID stands for; Advancement Via Individual Determination. "AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society." AVID strategies include; Writing to learn, Inquiry skills, Collaboration, Organization, and Reading to learn (WICOR). Pinedale teachers will focus on these strategies to help students become college ready. Our entire campus will uphold a college climate. Students will be expected to:

- Keep an organized binder/Homework Folder/Communication Folder
- Use planners effectively
- Use AVID notetaking strategies
- Collaborate respectfully in groups

Every classroom has adopted one college or university that the students will learn about during the school year. As part of our college culture, students are encouraged to **wear a college t-shirt every Wednesday.**

## **DISCIPLINE**

Maintaining student conduct is necessary to achieving our goals of providing a safe school and improving student achievement. Each class, under the direction of the teacher, will develop a set of classroom rules. These classroom rules and consequences are posted in the classroom. Pinedale also maintains a school wide accountability/incentive program. All students who earn the quarterly incentive for behavior and completing their work will be eligible to attend a special activity. Periodically throughout the year there will also be special activities and events designed to reward students who work hard and have good behavior. Any offense that leads to suspension or an office referral for a proven offense will be an automatic elimination from these special events and/or activities.

## **"NO LOVE" AT PINEDALE**

Boyfriend/girlfriend relationships that involve holding hands, kissing, or other visible signs of overt affection should not occur at school. There is plenty of time for these types of relationships when students grow older. The emphasis at Pinedale will be on learning and developing appropriate social relationships with all students.

## **DO NOT BRING TO SCHOOL**

Children are not allowed to bring live animals, gum, and playthings to school except by special permission from the teacher. Teachers may confiscate such items from children and hold them for the parent to pick up.

## **CELL PHONE & SMART WATCH POLICY**

**ALL CELL PHONES AND SMART WATCHES MUST BE TURNED OFF DURING SCHOOL HOURS.**

**CELLPHONES MUST BE KEPT IN THE STUDENTS BACKPACK during school hours.** If a cell phone or smart watch rings and disturbs class time or cellphone is taken out of the students backpack during the school day, it will be held by a school staff member and returned at the end of the day. A second offense will result in parent having to pick up cellphone/smart watch and disciplinary consequences such as loss of privileges will be assigned. Cellphones and smart watches may only be used before and after school.

## **DRESS CODE**

Clovis Unified maintains a student dress code to provide a safe school environment targeted at learning. The following is a partial list of clothing and styles that are not allowed at school:

Excessively baggy/oversized clothing	Clothing that reflects gang affiliation
Halter-tops	Bare midriffs (bellies should not be visible)
Hair styles with designs/colors	Spaghetti straps
Backless shoes	

Shorts must be a minimum of 6 inches above the knee and no higher.

For the complete CUSD Dress Code document, click the link <https://www.cusd.com/dresscode.aspx>

If students are out of dress code, we will first counsel the student and contact the parent to explain the violation. If we have a way of helping students finish the day in dress code, we will by loaning a piece of clothing or turning clothing inside out. If we cannot, we will contact parent to bring a change of clothes. Our goal is to keep students in class, but students repeatedly out of dress code will have consequences that may result in loss of recess or other privileges. Our staff is more than happy to answer specific questions about our district dress code, so please let us know if you have any questions.

## **FIELD TRIPS**

All field trips will be curriculum-based to enhance student learning. Many times fieldtrips will also include a visit to a college or university as part of our AVID college and career readiness focus. An approved permission slip must be signed by a parent before a student can go on a field trip. Telephone permission is not encouraged. Teachers at each grade level work together to select and plan field trips for their students.

## **WRITTEN PERMISSION**

It is necessary for students to bring requests written and signed by the parent for permission to leave early, go home with another pupil, or deviate from the regular mode of transportation. This note needs to be submitted to the teacher or the office before departing from school.

## **GRADES**

Students in grades 2-6 are graded utilizing the A, B, C, D, F criteria. Effort grades only are given in science, social science, and the first semester in grade 2. 2<sup>nd</sup>-6<sup>th</sup> grade students will receive report cards four times a year. Teachers calculate grades on the following percentile basis:

A = 90 – 100% (excellent work)

B = 80 – 89% (above average work)

C = 70 – 79% (average work)

D = 60– 69% (below average work)

F = below 59% (failing work)

In grades K-1 effort grades and skill level will be indicated. No letter achievement grades will be given. K-1 students will receive a report card three times during the year. State Education Code states clearly that the only person that may assign a grade for a student is that student's teacher. Grades may not be altered or changed by anyone other than the student's

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## AWARDS AND HONORS

Awards ceremonies will occur at the end of each semester to recognize students for their effort and achievement. The following awards are given at these semester assemblies:

Language Arts Award, Math Award, AVID Award-Primary Grades

Honor Roll, High Honor Roll and Principal's Honor Roll, AVID Award-Upper Grade students

Eagle of the Month is an award that both primary and upper grade students can earn by showing good character.

### Sports Awards

Students who compete in a sport will have the chance to earn awards from their coaches after completing the season. Coaches will choose only a few athletes from each sport.

### Block "P" (Grades 4-6)

This very prestigious award is available only to grades 4-6 and can be achieved by a combination of academics, athletics, responsibility, character, and co-curricular participation. Teachers will hand out the criteria at the start of each school year. Please refer to our Block P Handbook and Application form on our school website.

## PARTICIPATION IN CO-CURRICULAR OFFERINGS

Pinedale offers a full range of co-curricular offerings in sports and the arts. Our co-curricular program is aimed at developing well-rounded students. "Winning" is secondary to this goal. Pinedale's Athletic Program provides opportunities for our students in grades 4-6 to be a part of our rich athletic history by allowing students to participate and experience athletics at a variety of levels. Students will have the opportunity to participate at their ability level while challenging themselves to be better athletes and teammates. Pinedale has a "no-cut" policy which allows all students to experience our athletic programs. We encourage every child in grades 4,5, and 6 to participate in as many sports as they desire. To fully enjoy the athletic experience at Pinedale, student-athletes are required to follow the athletic code of participation:

1. Students are required to attend all practices as assigned by their coaches for the duration of the practice. Students must inform their coach in advance if they will be unable to attend practice. **Missing practice time could affect playing time in the games.** Please communicate with our coaching staff.
2. Students going out for a sport are allowed a "one-week" grace period to determine if this is the right choice for them or not. **Students quitting a team after the "one-week" grace period must attend a coach/parent conference.**
3. Students must be in good standing in our classrooms in order to participate in athletics. Athletes should maintain passing grades of D or higher throughout their season.
4. Students are required to take care of all equipment and school uniforms. Team uniforms are the property of the school. Students who are negligent with their uniforms and cause damage or lose their uniforms/equipment will be **charged to replace the uniform/equipment.** All athletes will not be allowed to participate in the next season until uniforms and equipment have been either turned in or paid for.

### Athletic Programs Offered at Pinedale

<p><b><u>Fall Season:</u></b></p> <p>*Football            5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>*Girls Volleyball    5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>*Cross Country    4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p>	<p><b><u>Spring Season:</u></b></p> <p>Softball            5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>Baseball            5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>Boys Volleyball    5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p>
<p><b><u>Winter Season:</u></b></p> <p>Boys Basketball        5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>Girls Basketball    5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p> <p>Wrestling            4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p>	<p><b><u>Late Spring Season:</u></b></p> <p>Track                4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> Grade</p>

### Parent/Guardian Code of Conduct & Expectations

The purpose of our athletic programs at Pinedale are to develop well rounded individuals that can work together for a common goal, grow individually and collectively, compete, exhibit good character, battle back through adversity when it happens, and promote physical, emotional and moral growth in all of our student-athletes. We realize that our parent community is an integral part of the entire process as our students develop as young adults. With all of that in mind we ask that our parent community does the following:

*\*Read & Understand the guidelines of our Participation Handbook.*

*\*Be a Positive Role Model who encourages all our student-athletes.*

*\*Display a positive attitude and behavior to all student-athletes, coaches, supervising adults, officials and opposing players, coaches & parent community.*

*\*Sign your athlete out if they are not going to ride the bus back to Pinedale from away games. Failure to sign a child out at an away game will result in consequences for the following game.*

#### LOST AND FOUND

Children often lose their coats, jackets, and lunch boxes. It helps if personal belongings are clearly marked on the inside label with your child's name so that your child can identify his/her articles easily. Children may claim lost items by checking with their teacher and then checking the lost and found box by the cafeteria. Periodically unclaimed items are given to a charitable organization.

#### MEDICATION AT SCHOOL

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it absolutely necessary for students to receive medication at school. If students **must** receive medication at school and in order for employees to give the medication, a parent must:

1. Bring the medication to the school in the prescription bottle labeled with the exact dosage.
2. Have the appropriate authorization form signed indicating the time and dosage given to the child. The forms are available in the school nurse's office.
3. No medication will be given at school that could be given at home.
4. No over-the-counter medication may be given at school without the proper medication forms signed by the physician.

## **MOVING**

A student's school assignment is based upon the residence of the parent or legal guardian. If you move, you must notify the school within five days. If you are found to be out of the Pinedale attendance area and have not notified the office, your child can be immediately withdrawn and your request for an intra or inter district transfer for your child to remain at Pinedale may be denied.

## **PTC**

Please consider joining our 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 Eagle's Nest and are usually held ONCE month at 5:00 p.m. in the library. We encourage you to become involved. Should you need more information please contact PTC President Nicole Lancaster at [nicolelancaster@cusd.com](mailto:nicolelancaster@cusd.com).

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

School Assessment Review Team (SART) is a team of parents and staff who meet once a quarter 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. Four meetings are held each school year.

## **PARENT TEACHER CONFERENCES**

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. If canceling a conference appointment, please call at least 24 hours in advance. Parents will be invited to attend a parent conference the last week of October to discuss student progress.

## **PARTIES**

Pinedale students will have four classroom sponsored parties during the year; the Harvest party, the Winter Holiday party, the Valentine's Day party, and the End of the Year party. We do not encourage birthday parties at school. However a treat at the end of the day may be arranged with a student's teacher. Please do not send gifts to school as it is a disruption to the educational process.

## **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 Pinedale website with the designated P.E. times daily. Pinedale 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.

## **SAFETY CONCERNS**

Please notify the office staff or an administrator if you have any safety concerns that may impact the well-being of our students. Please remind your children to follow all safety rules. If your child is a walker, discuss the walking route they will take including using the crosswalks as the only area to cross the street. Advise your child to walk with a friend and go straight home after school. Speak with them about using crosswalks and following traffic signals. If your child is a bike rider, review all bike safety rules including the ones mentioned for walkers. Students riding bikes, skateboards, and scooters to school must wear a helmet as is required by law.



## **SCHOOL BUS**

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver directions, exiting the bus and going straight home. We encourage parents to provide **supervision for the children at the bus stops**.

## **SCHOOL MEALS**

Breakfast and lunch are available at Pinedale. Breakfast is served beginning at 7:30 a.m. until 7:45 a.m. Parents will not have to complete a free lunch application. Pinedale qualifies for free lunches for **all** students through Campus Catering.

## **SCHOOL PARTIES/BIRTHDAYS**

Birthdays at school may be acknowledged with a treat at the end of the day. Please check with the teachers involved prior to the special event. **Party invitations are not allowed to be passed out during the school day.**

## **SENDING GIFTS TO STUDENTS AT SCHOOL**

Please **DO NOT** have balloons and/or flowers delivered to individual students while at school. Although we appreciate the parent's intent to acknowledge a special day in their child's life or to wish their child well in some endeavor, we must also recognize that this practice has an adverse impact in the school setting. If these items are delivered to school, they will be brought to the office and can be picked up at the end of the school day.

## **SUPPLIES**

Most basic student supplies are provided at school. Students are responsible for the care of the textbooks, district technology and other non-consumable items issued to them. Students are responsible to replace all lost and damaged books or technology.

## **TELEPHONE**

**THE OFFICE WILL NOT TRANSFER CALLS IN TO CLASSROOMS DURING THE SCHOOL DAY.** The classroom is academic time and phone interruptions interfere with learning. We will take a message for the student or teacher and make sure that they receive the message. Your cooperation with this procedure is appreciated.

## **STAY CONNECTED!**

### **SOCIAL MEDIA**

Why not like Pinedale Elementary on Facebook and Instagram? Our social media pages are updated a few times a week and will highlight all the positive events and activities going on at Pinedale. We will also post important information when needed. The easiest way to find us on

Facebook: Pinedale Elementary

Instagram @pinedale\_eagle\_cusd

Download the Clovis Unified app on your iPhone or android and select Pinedale as one of your schools to stay informed.

### **PINEDALE WEBSITE**

The Pinedale website is full of useful information and pictures of Pinedale events. Email addresses for all staff can be found here also. Take some time and check out this useful website <http://pinedale.cusd.com/>

### **PINEDALE NEWSLETTER**

The Eagle's Nest News is sent home every week. We will communicate school news and important dates with parents using this newsletter. This newsletter is also displayed on our school website weekly at <https://pinedale.cusd.com/>. Please ask your student for this important newsletter each week.

## **PARENT CONNECT**

Parent Connection is provided free of charge and is accessible 24 hours a day, 7 days a week from any computer/smartphone with internet access. Parent Connection gives you the ability to view school news, attendance, schedules, assignments (for classes where Q grade book is used), grades, transcript history, testing information, and cafeteria purchases throughout the school year. Download the app from Google Play or App Store--search for Q ParentConnection. Once installed, enter California in the state field, Fresno in the county field then choose Clovis USD as your district. Within the app, click the login button in the upper right of the screen and use your same PIN/Password to login.

## Title I Parent-School Compact for Pinedale Elementary

The staff, parents, and students at Pinedale Elementary believe that it is critical for families and schools to work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life (ESSA Section 1116[d]).

Pinedale Elementary is dedicated to ensuring that students are illustrating growth in academics by utilizing a research-based curriculum that is aligned with the California State Standards. Our staff is also committed to creating supportive and effective learning environments that support all students by building relationships with our students and community and by incorporating programs into our school day that foster building strong character and resilience. We are also focused on supporting our students through co-curricular activities that allow them to excel outside of the classroom. These components together ensure we are meeting our district goal of educating the whole child in mind, body, and spirit. (ESSA Section 1116[d][1]).

### When schools and parents partner together, students achieve more!

**At School:** Our staff is dedicated to:

1. Holding students to high expectations and motivating them to do their best
2. Ensuring open communication with families through our weekly newsletters, Classroom Communication Apps, social media, and website
3. Utilizing academic strategies that increase rigor and student engagement
4. Support our students' Social-Emotional needs through Positivity Project, Morning Meetings, CSI groups, and Interventions
5. Providing a warm, safe, and caring learning environment
6. Communicate regularly with families about student progress
7. Participate in professional development opportunities to improve teaching and learning

**At Home:** Our families are dedicated to:

1. Holding students to high expectations and reinforcing the importance of education
2. Maintaining open communication with the school
3. Encouraging a love of learning at home
4. Being active participants in school events
5. Ensuring their students attend school regularly/on time

**Our students are dedicated to:**

1. Coming to school on time daily with a willingness to learn
2. Setting goals and working towards them
3. Communicating with their teachers and families
4. Participating in class and recognizing that mistakes are opportunities to grow
5. Following our SOAR rules of safety first, outstanding character, acting responsibly, and respecting all

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## **NURSING SERVICES**

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### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

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.
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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.
  - 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.
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### **LICE**

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

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### 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, especially with headache and/or upset stomach (these are symptoms of strep throat).

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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 antibiotic treatment prior to returning to school (if treated with antibiotics).

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## MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- 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 district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

### 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.

### 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).

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## Physical Education Excuse

**If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.**

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

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

## 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. (Changing information on Parent Connect does not alert or inform the health office.)



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

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

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

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

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

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

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

**Parent Advisory Committee (PAC) & School Advisory Committee (SAC):** The entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved to function as the School Advisory Committee.

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

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

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



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

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

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

#### **Rationale**

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

#### **Philosophy**

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

#### **Categorical Program Descriptions**

1. **Expanded Learning Opportunities Program (ELOP):** The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences
2. **Title I, Part A (Improving Academic Achievement):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.
4. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals):** A federal-funded program focused on teacher and principal training and recruitment programs. (CUSD combines our Title IV funding with Title II, Part A)
5. **Title III (Language Instruction for English Learners (EL) and Immigrants):** A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.
6. **Title VI (Indian Education Formula Grant):** A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This cannot be accomplished without your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal or watch for communication from your site.

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

Additional information about district committees and events can be found here: <https://www.cusd.com/SupplementalServices.aspx>