



Jefferson Elementary Parent/Student Handbook 2023 – 2024

Address:

*1880 Fowler Avenue
Clovis, CA 93611*

Office:

(559) 327-7000

Website:

<https://jefferson.cusd.com>

Andrew Bolls, Principal

AndrewBolls@cusd.com

Melissa Harris, Guidance Instructional Specialist

MelissaHarris@cusd.com

Shannon Alcorn, Senior Resource Teacher

ShannonAlcorn@cusd.com



Table of Contents

School Calendar & Bell Schedule	Page 4
<ul style="list-style-type: none">• Clovis Unified Student Calendar• Bell Schedule	
Message from the Principal	Page 6
Communication	Page 6
Attendance & Programs	Page 7
<ul style="list-style-type: none">• Arrival Time at School• Campus Club• School Meals• Attendance Policy• Tardies• Leaving the Country• Withdrawal from School• Release of Students during School Hours• Student Emergency Procedure Information	
Academics & Co-curricular Activities	Page 8
<ul style="list-style-type: none">• Supplies & Textbooks• Grading Policy• Failing Work• Homework Policy• Homework Planner• Homework Request for Absent Student• Physical Education• PE Excuses & Team Participation	

Student Conduct, Dress Code & Safety

Page 10

- Student Behavior Expectations
- Student Discipline
- Bicycles, Golf Carts, Skateboards, Scooters
- Bus Conduct & Regulations
- Phone Use
- Dress Code
- Items Not Allowed at School
- Emergency Plan
- Safety Concerns
- Air Quality Precautions
- Daily Dismissal
- Parking Lot Safety

Parent Involvement & Additional Information

Page 14

- Parent Involvement
- Visitor & Volunteer Check-In
- The Jefferson Parent/Teacher Club
- School Parties & Birthday Treats
- Lost & Found
- More Information

Nursing Services

Page 16

- Medications

CUSD Categorical Funding Program Information

Page 18



CLOVIS UNIFIED CERTIFICATED STAFF CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19#	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29		
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5#	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7*#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

IMPORTANT DATES						
<u>All Teachers Report/Pre-Institute</u>						
<u>Week</u>						
Aug 14 - 18						
<u>School Starts</u>						
Aug 21						
<u>School Ends</u>						
Jun 7						
<u>Elem Conference Day</u>						
(No school for elementary students)						
Oct 27						
<u>Grading Period *</u>						
Sept 29						
Nov 10						
Dec 21						
Feb 23						
April 19						
June 7						
<u>End of Quarter #</u>						
(Elementary Only)						
Oct 20						
Jan 19						
April 5						
June 7						
HOLIDAYS						
Jul 4 - Independence Day						
Sept 4 - Labor Day						
Nov 10 - Veterans Day						
Nov 20 - 24 - Thanksgiving Break						
Dec 25 - Jan 5 - Winter Break						
Jan 1 - New Year Holiday						
Jan 15 - Martin Luther King Day						
Feb 12 - Lincoln's Birthday						
Feb 19 - Washington's Birthday						
Mar 25 - Apr 1 - Spring Break						
May 27 - Memorial Day						
June 19 - Juneteenth						
STAFF DEVELOPMENT DAYS						
(No school for all students)						
Aug 15 General Session/Staff Dev.						
Aug 16 & 17						
TEACHER OFF DAYS						
December 22						
January 8						
<div> 186 Duty Days 180 - Full Teaching 1 - Minimum Day 2 - Teacher Duty Days 3 - Staff Dev Days (No Students) </div>						

Jefferson Elementary Bell Schedule 2023-2024



First- Second

Regular Schedule	
8:00	School Day Begins
10:05-10:20	Recess
11:25-11:50	Lunch
11:50-12:15	Lunch Recess
2:45	Dismissal

Early Release Schedule	
8:00	School Day Begins
10:05-10:20	Recess
11:25-11:50	Lunch
11:50-12:15	Lunch Recess
1:15	Dismissal

Preschool

AM Schedule	
8:00	School Day Begins
8:30-9:00	Breakfast
9:00-9:30	Recess
11:00	Dismissal

PM Schedule	
11:45	School Day Begins
12:15-12:45	Lunch
12:45-1:15	Recess
2:45	Dismissal

Third- Fourth

Regular Schedule	
8:00	School Day Begins
10:05-10:20	Recess 3 rd
10:25-10:40	Recess 4 th
11:25-11:50	Lunch Recess
11:50-12:15	Lunch
2:45	Dismissal

Early Release Schedule	
8:00	School Day Begins
10:05-10:20	Recess 3 rd
10:25-10:40	Recess 4 th
11:25-11:50	Lunch Recess
11:50-12:15	Lunch
1:15	Dismissal

AM Kindergarten- AM PALS

Regular Schedule	
7:50	School Day Begins
9:00-9:15	Recess
11:20	Dismissal

Early Release Schedule	
7:50	School Day Begins
9:00-9:15	Recess
10:35	Dismissal

PM Kindergarten – PM PALS

Regular Schedule	
11:20	School Day Begins
1:30-1:45	Recess
2:50	Dismissal

Early Release Schedule	
10:35	School Day Begins
11:45-12:00	Recess
1:20	Dismissal

Fifth- Sixth

Regular Schedule	
8:00	School Day Begins
10:25-10:40	Recess
12:20-12:45	Lunch
12:45-1:10	Lunch Recess
2:45	Dismissal

Early Release Schedule	
8:00	School Day Begins
10:25-10:40	Recess
12:20-12:45	Lunch
12:45-1:10	Lunch Recess
1:15	Dismissal

4/5 Combo: Lunch 12:20-1:10; Recess 12:45-1:10

Message from the Principal

On behalf of our faculty and staff, welcome to Jefferson Elementary, home of Blue Jays. We are excited to have many new families join our amazing community and school. We truly believe that at Jefferson we work together as we help every child become a successful learner. Our team believes in building a partnership with our families and community members to bring about the best educational experience possible for all students. Living by the beliefs of the founding superintendent, Floyd B. Buchanan, Jefferson offers programs that will help children become the best they can be in mind, body and spirit each day. We offer a rigorous, standards based educational program that challenges and supports every student to believe in themselves and their fullest potential. As we work to build reflective, life-long learners, we recognize the importance of connecting our students to school by engaging them in strong co-curricular programs. Whether it is athletics, music, robotics, drama, or other activities, we have something for everyone. We look forward to having an amazing 2023-2024 school year.

Communication

Home/School Communication is valued and encouraged at Jefferson Elementary. Our Administration Office is open on all school days from 7:45AM to 4:45PM. We invite you to stay connected to important information and school events by utilizing the following communication resources. On occasion, you may receive a text or e-mail “notification from Clovis USD”. The texts/e-mails are sent as updates and reminders to our families. Jefferson Elementary will no longer use the Remind App/Messaging System to communicate with families.

- Clovis Unified School District App - <https://www.cusd.com/CUSDApp.aspx>
- Parent Connect - <https://qweb.clovisusd.k12.ca.us/ParentPortal>
- Jefferson Elementary Website - <https://jefferson.cusd.com/home.aspx>
- Blue Jay Bulletin (Weekly Newsletter) - <https://jefferson.cusd.com/schoolcalendar.aspx>
- PeachJar Announcements - <https://app.peachjar.com/flyers/all/schools/52866/>
- E-Mail Directory - <https://jefferson.cusd.com/OurStaff.aspx>
- Important Phone Numbers
 - Jefferson Elementary – (559) 327-7000
 - FAX – (559) 327-7900
 - Expanded Learning Club (ELC)- (559) 327-7085
 - Student Services – (559) 327-9200
 - Transportation – (559) 327-9700

Attendance & Programs

Arrival Time at School

Supervision is provided only during the school day, beginning at 7:45AM. Only students who are enrolled in Expanded Learning Club (ELC) should be on campus before that time.

Expanded Learning Club

Before and after school childcare is available under the Expanded Learning Club program. Expanded Learning Club begins at 7:00 A.M. and ends at 5:30 P.M. The cost varies depending on the program session. For more information, please call (559) 327-8885 or (559) 327-8884.

School Meals

Hot lunches, which include a milk choice, are available to all students free of charge.

The office is not responsible for any food deliveries. Please, check into the office before dropping off lunches in the cafeteria. Sharing of food items is not allowed.

Attendance Policy

Regular school attendance is important to your child's progress. Perfect Attendance will be defined as a student with no absences or unexcused tardies. All absences must be cleared within 5 days of the absence. To report an absence, parents/guardians should call the school office, send a note when your child returns to school stating the reason for the absence, or utilize the online absence form on the Jefferson Elementary website. Absences not cleared, are considered truancies. If absences become a chronic issue, we are obligated by California Education Code 48200 to refer the matter to the site Student Attendance Review Board (SARB). Students on independent study are not eligible for perfect attendance. Pursuant to California Education Code 48200, students shall attend the full school day. Each parent or guardian is responsible for sending the student to school for the entire day.

Tardies

Students that arrive at school after 8:05 AM, must first report to the office and obtain a tardy slip to give to the classroom teacher. If your child is late due to a doctor's appointment, please submit a note from the doctor to the administration office.

Independent Study

If a student is going to be absent from school for three or more consecutive days (other than illness), the student should be placed on an Independent Study Contract. This contract is to be signed by the

student and parents prior to leaving school. All assignments are to be written on the contract and handed in completed once the student returns. Please, contact the administration office at least five days in advance of the days your child will be absent. This will allow time for the teacher and staff to prepare the contract and work for the student to be successful. Students who do not complete the Independent Study Contract will have their grades affected accordingly. Parents must request the Independent Study Contract at least one week or longer before the student will be absent from school.

Leaving the Country

If a student should leave the country for more than two weeks, they will be dropped from our enrollment and upon their return will be reinstated back to Jefferson on a space-available basis. There are no guarantees for placement back into the class from which the child left. If no space is available at Jefferson, the child will be sent to the closest school with space available.

Withdrawal from School

If you should decide to move from the District or to another school attendance area within the District, please notify the administration office that you are withdrawing your child. Not only does this help us with our record-keeping, but it also allows us to give you the information you will need to enroll your child at their new school.

Release of Students during School Hours

When picking up students during school hours, all parents/guardians must sign their children out in the administration office. Parents/Guardians may not pick up their child(ren) from the classroom. Students will be called out of class when you arrive. Students will not be called out early to wait for you. Children will only be released to adults indicated as having parental/guardian permission in Parent Connect. Parents/Guardians with court ordered custody must provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the administration office has granted approval.

Student Emergency Procedure Information

It is extremely important that each student have accurate and current emergency information on file in case of injury or sudden illness. If your child has a known allergy or other medical condition, please note this on the online Annual Information Update and notify the school nurse. Any change of address, phone number, or medical condition must be updated on Parent Connect and be reported immediately to the administration office.

Academics & Co-curricular Activities

Supplies & Textbooks

All essential student supplies are provided at school. However, teachers will suggest a few items that are helpful and may be an added convenience to the student, but are never mandatory. Students are, responsible for the care of textbooks and other non-consumable items issued to them. Any lost, missing, or stolen textbooks are the responsibility of each student. Parents will be charged the full replacement cost for any textbook not returned at year's end.

Grading Policy

Students in grades 2nd – 6th are graded on the following scale:

- A = 90-100% (Outstanding work)
- B = 80-89% (Above average work)
- C = 70-79% (Average work)
- D = 60-69% (Below average work)

Effort

- O = Outstanding
- S = Satisfactory
- N = Needs to Improve

Students in kindergarten and 1st grade will receive a district-wide designed report card based upon standards and key assessments. More information about grading procedures will be shared at Back-to-School Night and reviewed at Parent Teacher Conferences.

Failing Work

In addition, it is Clovis Unified School District's policy that parents/guardians will be notified whenever students are in danger of failing classes. A Progress Report will be prepared for each student during the sixth week of each quarter and sent home for the parent to sign and return to school.

Homework Policy

Jefferson regards homework as an integral part of a student's education. The purpose of homework is for the completion of an assignment from class and/or practice of skills and concepts that have already been taught. Homework for Kindergarten through 3rd grade should range from approximately 10 to 30 minutes per night. Homework for 4th through 6th grade should range from approximately 40 to 60 minutes per night. If your child is spending considerably more time on their homework, please feel free to contact your child's teacher.

Homework Planner

Planners are given to each student in Grades 4th - 6th on the first day of school. Students are expected to have their planners daily. Planners are a great resource for students to be organized and informed.

Homework Request for Absent Student

If your child is absent from school and you wish to request their homework, please e-mail your child's teacher before 10:00 AM. This will give the teacher time to gather materials and send the homework to the office for pick up after 3:30 PM. Teachers are not required to provide homework for unexcused absences.

Physical Education

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, no less than 200 minutes every 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, Board Policy No. 9208.

PE Excuses and Team Participation

A child will not be allowed to participate in any after-school sports programs or intramurals if they are not participating in PE due to a PE excuse. Additionally, a student must be present in school to participate in same day practices, games, or any co-curricular activity on or off campus.

Student Conduct, Dress Code & Safety

Student Behavior Expectations

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and fostering student success. Jefferson follows a philosophy that we are all responsible for our decisions and behavior.

We recognize and apply the traits learned from the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship. 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 Jefferson. The Clovis Unified School District has a Zero Tolerance Policy, Board Policy No. 2110, which is supported by our school. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal and physical abuse are not acceptable.

Student Discipline

When student decisions result in misbehavior, the classroom teacher, GIS or Principal will take specific steps to help the student find acceptable ways to improve their behavior. The steps may include: verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of recess, opportunity room, loss of co-curricular privileges, alternative placement or suspension. Please, see CUSD Board Policy No. 2102 and 2110 for more details.

Bicycles, Golf Carts, Skateboards, Scooters

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

Bus Conduct and Regulations

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn and participate in activities. Board Policy requires passengers to follow instructions of the bus driver. All school and CUSD regulations apply while students are aboard the bus (school or charter bus).

Bus Rules of Conduct:

1. Fighting is prohibited (physical contact or verbal altercation).
2. Threatening behavior and/or harassment of any kind is prohibited.
3. Weapons, smoking, laser pens, drugs, and alcohol are forbidden on or near a school bus.
4. Cross the street in front of the bus and only under the supervision of your bus driver.
5. Follow the instructions of your bus driver at all times.
6. Students are to remain seated and facing the front while the bus is in motion. If the bus is so equipped, students SHALL appropriately utilize seat belts at all times.
7. Keep your arms and head inside the bus at all times.
8. Profanity, indecent language, and obscene gestures are prohibited.
9. Any property defaced or destroyed on the school bus will be paid for by the student and/or their parent/guardian.
10. Eating, drinking, and chewing gum are prohibited.
11. Spitting or throwing objects on the bus or out the window is prohibited.
12. Loud or boisterous noises, singing or whistling will not be permitted.
13. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, and skateboards will not be permitted.
14. Animals or insects (dead or alive) are not allowed on the bus.

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a District bus regulation, the bus driver will report the incident to the Principal or GIS. The student and parent will be notified as a warning. If a student receives a citation, they may be suspended from riding the bus for a specified period of time.

Phone Use

Students are allowed to use the telephone in their classrooms only in the event the teacher directs them to do so. Phone calls from parents will not be put through to students. In the event of a family emergency, please contact the administration office for assistance. Students must have their cell phones turned off and concealed during the instructional day, including recesses and lunch. Jefferson and Clovis Unified School District are not responsible for any cell phone brought to school by a student that may be damaged, lost, or stolen.

Dress Code

Please refer to Board Policy No. 5132 Student Services Rights and Responsibilities Dress & Grooming for more detailed information.

- Shorts are to have an inseam of **at least five inches (5")**. Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time
- **Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.** Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavages is prohibited.
- **Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap**, but no shorter than mid-thigh.
- **Shoes must be worn by all students.** For safety reasons, flip-flops, shoes or sandals without a heel strap are not allowed. Slippers are also not appropriate shoe attire.
- If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. Articles of sun-protective clothing, including , but not limited to, hats and sunglasses, may be used outdoors. School sites may add other restrictions on the type of hats to be worn.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
- Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
- Articles of clothing which display gang symbols, profanity, products or slogans that promote tobacco, alcohol, drugs, or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Hairstyles which cause undue attention 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. Hair should be clean and neatly groomed. Bangs or other hairstyles should not obstruct nor interfere with vision.

Items Not Allowed at School

Students are not allowed to bring live animals, gum, toys, electronic games, or music players to school. A teacher or administrator may remove 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. Please, see Board Policy No. 2011 and 2102.

Emergency Plan

Jefferson has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists, this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year planned drills are conducted to ensure appropriate reactions from students and school employees.

Safety Concerns

Please notify the office staff or administration if you have any on-site or off-site safety concern that may impact the well-being of our students. Please, remind your child(ren) to follow all safety rules, including using the crosswalk as the only area to cross the street.

Air Quality Precautions

CUSD has established Board Policy No. 2403 to lessen and prevent unhealthful consequences from polluted air conditions and to respond to mandates issued by the San Joaquin Valley Air Pollution Control District. Allowances will be made for any student experiencing health problems whenever the AQI reaches unhealthy for sensitive groups range (above 101). There will be mandatory restrictions of physical activities in school or at school-sponsored activities during episodes of poor air quality or Health Advisory episodes as outlined in Exhibit No. 2403.

Daily Dismissal

All students should go home immediately at the end of the school day or be picked up within 10 minutes of school dismissal unless they are involved in an after school activity or are enrolled in Expanded Learning Club. Any students not in a co-curricular activity must be picked up after school and may not wait for another sibling who is in a co-curricular activity, as the student will not be supervised.

Parking Lot Safety

Parents/Guardians who drop-off or pick-up students at school may park within the school parking lots on Fowler and Shaw Avenues. If your student walks to school, and needs to cross Shaw or Fowler Avenue, they **must use the crosswalk at the Shaw and Fowler Intersection.** Parents/Guardians may choose to remain in their vehicle and wait for students in the Passenger Loading Zones of the Fowler and Shaw Parking Lots. Please, keep our students safe and be respectful of others by pulling your vehicle all the way forward in the loading zone. Please, refrain from blocking all Handicap stalls.

Parent Involvement & Additional Information

Parent Involvement

Parent involvement is highly encouraged and valued at Jefferson. Parents are invited 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). In addition, parents are welcome to complete the volunteer application process and be of assistance within the classroom, library, etc.

Visitor & Volunteer Check In

Parents are encouraged to stay involved with their child's education. Volunteers are needed in the classroom to help the teacher. If you are interested, please talk with your child's teacher regarding how you can volunteer. All volunteers must conform to CUSD guidelines by submitting a volunteer application on our website each year and photo ID must be presented each visit. TB assessments is required every four years. Volunteers should dress appropriately as to not detract from the educational process. Please do not bring small children with you when you volunteer. Volunteers may not use or enter student restrooms. Prior arrangements must be made with the teacher to work in or visit the classroom. All visitors without a badge will be directed to the administration office. Teachers will not conference with parents during class time.

Jefferson Elementary utilizes the Raptor Visitor management System for campus safety. The Raptor Visitor Management System allows 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. Visitors will be required to check out in the front office before leaving campus.
- 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.

The Jefferson Parent Teacher Club (PTC)

The Jefferson Elementary Parent/Teacher Club is an organization open to all parents and staff. Every parent is encouraged to join and support the school and its functions. A close feeling of partnership prevails between the school and the families it serves, which relates directly to the enthusiasm and accomplishments of the children that attend Jefferson. The Parent/Teacher Club, with its many activities, is an integral part of the total school program. For more information on the Jefferson PTC, please visit the Parent Teacher Club page on the Jefferson Elementary website at Jefferson.cusd.com/PTC

School Parties and Birthday Treats

Room parents plan class parties scheduled during the year. Room parents coordinate with the teacher for these events, which generally are scheduled at the end of the day. Due to allergies, we do not allow any food items for birthday treats. Please, contact classroom teacher regarding birthday policy. We also ask that no balloons or gift deliveries be sent to the school. Please do not distribute invitations to private parties at school.

Lost & Found

If your child has lost an item at school, you or your student can stop by the lost & found bin outside of the cafeteria to check for/claim items.

More Information

Information regarding the rights and responsibilities of all CUSD parents and students is available on the District's Web site at <https://www.cusd.com/StudentRightsResponsibilities.aspx>. If you do not have Internet access and would like a copy of the CUSD Student and Parent Rights and Responsibilities Handbook, please contact the administration office. Hard copies of the handbook will be made available to parents upon request.

The remaining pages of this handbook include helpful information from our health office and details about the CUSD Categorical Funding Program.

NURSING SERVICES

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.

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.

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.

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).

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).

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).

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>

