

# ***CLOVIS NORTH AREA***



## ***PARENT-STUDENT HANDBOOK 2024-2025***

### ***RIVERVIEW MISSION STATEMENT***

We are the Riverview Rams, a united community of students, parents, families, and faculty. We are dedicated to ensuring the life-long learning and success of every student in a safe, positive learning environment. We will accomplish this through teamwork, communication, and perseverance!

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#### **Clovis Unified School District**

An Affirmative Action/Equal Opportunity Employer

Notice of Nondiscrimination: The Clovis Unified School District does not discriminate on the basis of race, color, sex, disability, or national origin in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504.

Complaints contact: Human Resources Office 327-9300

## MESSAGE FROM THE PRINCIPAL

On behalf of the faculty and staff, welcome to Riverview Elementary, Home of the Rams. We look forward to working in partnership with you to provide the best education possible for your children. The Riverview program reflects our belief in high standards and high expectations in the Clovis North Area. We are committed to maintaining a strong academic program using innovative approaches with a focus on continuous improvement for all students. This handbook has been prepared to provide a convenient reference for basic and essential information concerning the operation of the school. We are dedicated to teamwork and in maintaining a tradition of excellence at Riverview Elementary. We are eager to work with you and your children to make this a rewarding and productive year!

## BELL SCHEDULE

**Kindergarten Regular Schedule Wednesday Early Release AM Session 7:50 – 11:20 AM AM Session 7:50 – 10:35 AM PM Session 11:15 – 2:45 PM PM Session 10:30 AM– 1:15PM**

**Grades 1-6 Regular Schedule Wednesday Early Release School Starts 7:55 AM School Starts 7:55 AM School Ends 2:45 PM School Ends 1:15 PM**

## ARRIVAL AT SCHOOL

Students should not be on campus prior to **7:35 AM** unless in a supervised program such as Campus Club.

## EARLY DISMISSAL

Every Wednesday is early dismissal. School is dismissed at 1:15 PM every Wednesday for grades PMK-6th. Morning Kindergarten dismissal is at 10:35AM.

## ATTENDANCE/ABSENCES

If your child is absent from school for any reason, please call the school office each day of absence or send a note stating the reason when your child returns to school. You may also clear absences on-line at: [mountainview.cusd.com](http://mountainview.cusd.com). All absences must be cleared within five days after the occurrence. Uncleared absences are considered unexcused and truant. Students who are in attendance 98% of the school year and with no more than four (4) unexcused tardies are eligible for the “Exemplary Attendance” award/incentive. Exemplary attendance incentives will occur in late May, early June.

## TARDINESS

If your child arrives to school after 7:55 AM, he/she must first report to the office to obtain a tardy slip to be given to the teacher. Five or more absences or tardies is considered excessive and will result in a letter from Student Services and School Attendance. Being tardy prevents your child from receiving critical instruction and interrupts the learning process of other children. For this reason, repeated tardiness (truancy) will result in a letter being sent home to the parents. Habitual tardiness will be referred to the Riverview Student Attendance Review Board (SARB).

## INDEPENDENT STUDY

Students who will be absent from school for five or more days need to be placed on an Independent Study Contract. This contract must be signed by parents prior to the student leaving school. All assignments must be completed and returned on the day the student returns. Please give your child’s teacher at least 48 hours advance notice to prepare the work and contract. A packet that is not turned within the first day back to school will be deemed incomplete and the student will receive an unexcused absence on their attendance record.

**RELEASE OF CHILDREN DURING SCHOOL HOURS** When picking up students from school during school hours, all parents must sign their children out in the office. **Children will not be released to anyone not listed in the computer system.** Parents with court ordered custody should provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval. Please don’t ask to have your child leave for lunch earlier than the designated lunch hour to avoid class disruption. We ask parents to have their child back to school at the end of their normal lunch period. **Parents may only take their own children to lunch.**

## MOVING

A student’s school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of the Clovis Unified School District or the Riverview attendance area and have not notified the office, your child can be immediately withdrawn and your request for an intra or inter district request for your child to remain at Riverview can be denied. All financial obligations must be cleared before leaving.

**WITHDRAWING YOUR CHILD FROM SCHOOL** Should your family find it necessary to move out of Clovis Unified School District, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least two days prior to your child’s last day at school. You may call or send a note to the school office.
2. Return all library and textbooks, uniforms and pay any fines or loans.

## DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, sunflower seeds and playthings to school except by special permission from the teacher. These include but are not limited to, electronics, trading cards and balls. Toys can also pose a safety hazard for children and staff. Teachers may take such items from students and hold them for the parent to pick up.

## SCHOOL MEALS

Breakfast and lunch are available at Riverview Elementary School. For the 2022-2023 school year, free lunches will be available for all students. Applications for the meal program are available on-line.

## STUDENT CELL PHONES/ SMART WATCHES

**Cell phones and Smart Watches must be turned off and in student’s backpacks until the end of the day.** Students may not use their phones or watches during school hours. If a student is caught using their device, the parents may need to come down to the school to pick it up.

## TELEPHONE

The office will **not** transfer calls for a student into the classroom. In an emergency situation we will take a message to the student promptly. Please be sure to make arrangements with your child as to when and where you will be picking them up after school. This will cut down on telephone usage after school in the office.

## PARENT VISITATIONS

Parents are welcome and encouraged to visit the school but must follow proper procedures to ensure child safety. Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers will **not conference** with parents **during class time**. In the interest of safety, all visitors must check in at the office upon arrival at school and prior to visiting a classroom. All visitors are required to wear a visitor or volunteer badge.

All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe, secure environment for

our students. Parents wanting to visit special education classrooms must contact the Clovis North Area Program Specialist.

**LOST AND FOUND**

Many articles become lost or are left unclaimed during the course of the year. 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 or checking the lost and found bin in the cafeteria. At the end of each quarter, unclaimed items are given to a charitable organization.

**SCHOOL PARTIES AND BIRTHDAY TREATS**

Room parents plan class parties scheduled during the year by each grade level. Room parents coordinate with the teacher for these events, which generally are scheduled at the end of the day. **Our district and school site believe that all food and beverages provided at our schools should support the health curriculum and promote student safety. It is intended that standards adopted by the district for food and beverages offered at school sites meet or exceed state and federal nutrition guidelines.**

**As such, Riverview Elementary will not allow distribution of outside food such as cupcakes, donuts, cookies, etc. during school hours. Parents wishing to send treats for special occasions are asked to refrain from providing these kinds of foods as they will not be forwarded to the classroom. Instead, we encourage alternate items (erasers, pencils, stickers, etc.) to be utilized for celebrations in lieu of food.**

**The only exceptions to this policy will be on the dates of pre-arranged class parties (dates designated by the site) or when other prior notice has been given by the teacher or site.**

**For pre-arranged parties, only store-bought, packaged food items will be allowed and must include clearly identified labels, ingredients, and nutrition facts. Please exercise caution when making these purchases, as most items purchased at bakeries (grocery store or stand-alone) do not meet nutritional guidelines and may have been prepared on surfaces where specific food allergens (peanut, etc.) are present.**

**For class/school “reward” activities where food will be served, parents will be notified ahead of time of the foods intended to be provided. Parents may opt their child out of the activity/meal or request or send an alternate to the school offering if desired.**

**Teachers may continue to utilize small motivational/celebratory treats in the classroom (licorice, bite-size candies, etc) as long as they have notified parents of their intent to do so and have determined that the items contain no allergens for students within their class. We also ask that no balloon or gift deliveries be sent to the school. Please do not distribute invitations to private parties at school.**

**VOLUNTEERS AT RIVERVIEW**

A key part of Riverview Elementary’s total plan is community involvement. Volunteers are needed in the classroom to make copies of instructional materials and help the classroom teacher. If you are interested please talk to your child’s classroom teacher regarding how you can volunteer in the classroom. All volunteers must conform to CUSD guidelines which includes a RAPTOR scan of a current

driver’s license/ID, and TB clearance by school nurse or doctor to the school office each year. Volunteers should adhere to the CUSD dress code when volunteering be cleared through RAPTOR and in the classroom and obtain a volunteer badge from the office before going to the classroom. Please do not bring small children with you to volunteer.

**FIELD TRIPS**

All field trips will be curriculum based to increase student achievement. Approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not allowed. Students may be charged reasonable fees for transportation or asked for a donation to cover expenses, but no student shall be denied participation for financial inability. Collection of money for field trips must be paid in advance; therefore it is very important parents pay attention to the deadline for the permission slip and money needed for the trip. Chaperones for all field trips must adhere to CUSD guidelines for dress code and fill out the CUSD volunteer application and provide drivers’ license and/or TB clearance. Please do not bring small children with you to field trips. All students are required to ride in the bus with his/her classmates. Students must return to school before parents can check them out. See also medication at school.

**COMMUNICATION**

Communication is a top priority for the staff at Riverview Elementary School. Riverview uses several different types of media (marquee, Parent Connect, Instant Connect, Website, School App, Instagram, Facebook, Peachjar, and Remind) to inform parents and the community of upcoming events at the school site. The Ram Report is emailed every Friday and can be accessed on our website. In addition, newsletters are sent home by the teachers. Riverview has a website that can be accessed at: [riverview.cusd.com](http://riverview.cusd.com). The web site includes e-mail addresses for all teachers and administration at Riverview Elementary School.

**PTC**

Please consider joining our Parent Teacher Club (PTC). 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 school newsletter, the Ram Report, and marquee. PTC information is sent home at the beginning of each school year and can also be found through a link on the school website.

**IDAC COMMITTEE**

The district has developed a parent Intercultural and Diversity Advisory Council (IDAC) which assists the district in monitoring progress toward promoting positive human relations. Riverview has established an IDAC Committee which will meet quarterly with the principal to provide input regarding human relations concerns and promoting a positive school climate and programs at Riverview.

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

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

We encourage all parents to join us at the SART meetings once a quarter.

### **SAFETY CONCERNS**

Please notify the office staff or administration if you have any on-site or off-site safety concerns that may impact the well being of our students. Please remind your children to follow all safety rules, including using the crosswalk as the only area to cross the street. If your child is a walker, discuss the walking route they will take. Advise them to walk with a friend and go straight home. If your child is a bike rider, review all bike safety rules including the ones mentioned for walkers. Remind your child to wear a helmet at all times and lock their bike.

**BEFORE/AFTER SCHOOL PICK-UP AND DROP-OFF** Circle drive/curb areas designated for student pick-up and drop-off are designed to keep traffic flow moving during heavy traffic times before and after school. Do not get out of your vehicle or leave your vehicle unattended on the curb during this time. Please follow Enter/Exit signs into all parking /circle drive areas. Handicapped spaces may only be used if you have a handicap sticker displayed on your vehicle. Children will be allowed to cross the parking lot or street only when accompanied by an adult. Please do not park in the RED BUS LOADING areas.

### **EMERGENCY PROCEDURES**

A plan of action has been established at Riverview that outlines specific 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, drills are conducted to insure appropriate safe procedures for students and school employees. Emergency procedures are reviewed with staff each year in accordance with California law and the CUSD emergency procedure plans.

### **FOGGY DAY SCHEDULE**

On foggy mornings, bus departures may be delayed. The announcement of a Schedule A- two hour delay or Schedule B – four hour delay will be broadcast over local radio stations and television Channel 18 starting at 6:15 AM. Therefore, if your student rides the bus their normal pickup time will be delayed accordingly. Even though buses are delayed, classes will start at the usual time.

### **STUDENTS STAYING AFTER SCHOOL**

Only those students in Campus Club or students who are involved in after school activities and supervised by members of our staff may remain after school. Students must have permission slips on file in order to participate. **Siblings are not allowed to wait for their older siblings involved in extracurricular activities.** A teacher may request that a student remain after school, but only with parent permission. On game days, all students who regularly go home after school will do so unless they remain under adult supervision by a parent or guardian

### **NURSING SERVICES**

A Credentialed School Nurse (CSN)/Registered Nurse (RN)/Licensed Vocational Nurse (LVN) or health services assistant (HSA - an unlicensed personnel) will be in the health office 5 days a week. The CSN/RN/LVN/HSA will contact parent(s)/guardian(s) regarding illnesses and injuries that occur during the school day. All RNs/LVNs/HSAs provide student health care under the supervision and direction of the Credentialed School Nurse. RNs/LVNs/HSAs follow the Emergency First Aid Guidelines for Schools when providing first-aid care to students and are CPR/First Aid certified.

### **EMERGENCY INFORMATION: Ed Code 49408**

**The health office or school administrator will contact parent(s)/guardian(s) in an emergency situation due to illness or injury. It is very important that the health office has current parent/guardian contact information. If there is a change in your child's emergency contact information, please log into Parent Connect and update your information as soon as possible.**

### **FIRST GRADE PHYSICAL EXAMINATION REQUIREMENT:**

California State Law (California Code of Regulations, Title 5, Section 432 (2) (B) requires that each student have a complete Child Health and Disability (CHDP) physical examination within 18 months before entering first grade or 90 days after entering first grade (Health & Safety Code 124040, 124085).

The purpose of this examination is for the health and safety of your child and can help identify any health problems that may keep your child from doing well in school. Early detection is the best prevention.

A waiver signed by the child's parent/guardian indicating that they do not want or are unable to obtain the health screening and evaluation services for their children shall be accepted by the school in lieu of the CHDP form. If the waiver indicates that the parent/guardian was unable to obtain the services for the child, then the reasons why should be included in the waiver.

The CHDP form is available on the CUSD website under the "Parents" tab. Click "Health Forms" or a hard copy can be requested from your child's health office.

**IMMUNIZATIONS** Board Policy 5141.31; A.R. 5141.31; Health and Safety Code 120325-120375; CCR Title 17, Division 1, Chapter 4

To be admitted to school, California law requires that all children be fully immunized. There are required immunizations to attend public elementary and secondary schools, childcare centers and developmental centers. Schools, and pre-kindergarten facilities are required to enforce immunization requirements, maintain accurate/complete immunization records of all enrolled children and submit reports. Children shall be excluded from school or exempted from immunization requirements only as allowed by California law.

At the time of registration, the school site is required to have proof that your child has received all currently due immunizations to complete the enrollment process. If required immunizations are not provided by the first day of school, your child will not be able to attend.

As of January 1, 2016, California law SB277 no longer allows for a personal beliefs exemption including religious belief exemptions as of July 2016. Any student entering school for the first time in California after July 1, 2016 will need to be fully immunized or have a medical exemption

from a California physician.

### **Medical Exemptions:**

Starting January 1, 2021, the only immunization accepted is a medical exemption written by a California physician for students through CAIR-ME. Any medical exemptions issued in CAIR-ME shall expire when the student enrolls in the next grade span or the medical exemption issued was temporary with an expiration date.

Refer to [cair-me.cdph.ca.gov/home](http://cair-me.cdph.ca.gov/home) on how to obtain a medical exemption or contact your school site health office with questions or needing additional information.

### **Immunization Exclusion: Ed Code 48216 (a), (b), & (c); A.R. 5141.31**

Students who are not in compliance with their immunizations, parent/guardian will be contacted by the health office informing them of their child's missing immunizations. An immunization letter will be sent home indicating the immunizations needed to be in compliance. Parent/guardian have two (2) weeks or ten (10) school days to supply evidence either their child has been properly immunized, or their child will be exempted from school due to not meeting immunization requirements. Your child will remain excluded from school until a current immunization record is provided to the health office.

### **HEALTH ASSESSMENTS**

#### **Vision, Hearing and Dental Health Screening CA Ed Code 49454; Ed Code 49455; Ed Code 49452; Board Policy 5141.3; A.R. 5141.6**

California Education Code allows qualified district employees (sections 49452, 49454) to conduct routine vision, color vision and hearing screenings to each student enrolled in the District. The State of California vision and hearing screening is to be completed in Kindergarten, 2nd grade, 5th grade, 8th grade and 10th grade, as well as upon a written referral from parent/guardian or teacher at any grade level (California Code of Regulations, Title 17, Section 2952 (1)).

A written statement must be filed with the Credentialed School Nurse by a parent/guardian requesting exemption of their child from the routine health screenings for vision and hearing.

#### **Oral Health Assessment Requirement CA Ed Code 49452.8**

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, no later than May 31 of the school year, shall present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was

performed no earlier than 12 months before the date of the initial enrollment of the pupil.

The parent/guardian of a pupil may be excused from complying by indicating on a waiver form that the oral health assessment could not be completed.

### **TUBERCULOSIS (TB) RISK ASSESSMENT Board Policy 5141.26; A.R. 5141.26**

#### **New or Returning Students**

Each student seeking admission into a District school, whether for the first time, or if returning to the District school after being enrolled in another school in California, another state, or, spent 30 or more days in a high risk TB country, shall comply with submitting to a TB Risk Assessment by a school nurse/RN/LVN or provide documentation of a negative TB blood test (IGRA-QuantiFERON or T-SPOT) or TB skin test (TST).

1. All students moving from out of the country and/or residing in a high TB risk country will be required to be cleared through the Children's Health Center prior to enrollment at their school site.
2. If any blood or skin test is positive, proof of a negative chest x-ray indicating the student is free from communicable TB must be submitted to the health office.
3. A student who is assessed of being at risk of having TB shall: get a TB blood test (IGRA-QuantiFERON or T-SPOT) or a TB skin test unless proof of documentation is provided to the health office showing treatment for current or prior positive IGRA or TST performed in the United States, have a negative chest x-ray or no new risk factors since last documented negative TGRA or TST.

#### **TYPE 1 DIABETES INFORMATION**

**Reference:** <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>

In accordance with Education Code 49452.6, information regarding Type 1 diabetes, including risk factors is required to be provided to every incoming family. For questions or concerns related to Type 1 diabetes, please contact your health care provider or school nurse.

According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively. The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Contact your child's health care provider or school nurse if you have questions regarding Type 1 diabetes.

#### **Type 1 Diabetic Student**

1. Diabetic orders and Health Related Action Plan (HRAP) must be reviewed by the school nurse and parent/guardian prior to starting/returning to school.

2. Diabetic orders MUST be renewed every school year (A.R. 5141.21). Your child may not be on campus without current diabetic orders and supplies, including emergency medication. This is for the health and safety of your child.
3. All supplies, including snacks and/or emergency medication must be on-site daily. This can be stored in the health office or on-person.

**TYPE 2 DIABETES INFORMATION-REQUIRED FOR INCOMING 7TH GRADE STUDENTS**

**Reference: <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>**

Pursuant to California Ed Code Section 49452.7, local education agencies are required to provide parents/guardians information on Type 2 diabetes to all incoming 7th grade students.

This information is provided to parents/guardians during the annual enrollment process. The California Department of Education developed this Type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children’s Hospital of Orange County.

Parents/guardians may contact the school nurse at their child’s school site for any questions they may have regarding the information provided about Type 2 diabetes.

**FIRST AID, ILLNESSES AND INJURIES**

If a student is injured or ill at school, he/she/they will receive care and consideration by the health office staff. The health office follows the Emergency First Aid Guidelines for Schools when providing first-aid care to students. Parents/guardians will be contacted for any serious injury or if the student is too ill to remain at school. Students will be released through the health office. The credentialed school nurse is available to consult with parents/guardians regarding health problems upon request, however, any injuries which occur at home should be cared for at home.

Parents/guardians should follow-up with the credentialed school nurse regarding any extended illness or injuries that require needed care or accommodations while at school.

**Assistive Devices**

Crutches, wheelchairs, walking boots/shoes, walkers, scooters and casts require a medical note or CUSD School Participation Following Injury/Illness form and physical/academic restrictions in order for students to attend school. Refer to Ed Code 48213.

Brace, elastic bandage, sling and splint require a medical note or CUSD School Participation Following Injury/Illness form if the parent is requesting a PE excuse beyond three (3) days.

**When to keep your child home due to illness:**

1. Temperature 100.0 F or greater within 24 hours
2. Illness affecting child’s ability to learn

3. Vomiting/Diarrhea
4. Sore throat-difficulty breathing or swallowing, or continuous drooling
5. Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)
6. Ear/Eye irritation-redness with drainage, difficulty seeing or hearing, injury, intolerable pain

• Suspected pink eye-notify healthcare provider for evaluation and provide medical documentation to health office.

7. Rash-worsening, painful, drainage, not healing
8. Starting antibiotics within 24 hours for an illness

**When your child may return to school due to illness:**

1. Fever free for 24 hours without the use of a fever reducing medication(s) (Ex. Tylenol or Motrin).
2. Vomiting/Diarrhea-student is able to tolerate liquids and food and/or stools have improved.
3. Pink eye-medical note clearing student of disease or two doses of antibiotics to be given before returning to school.
4. Rashes, such as but not limited to impetigo, ringworm, scabies and pinworms-medical note required clearing your student of possible communicable disease or a medical note stating the diagnosis and that appropriate treatment was initiated. Notify the health office.

**PHYSICAL EDUCATION:**

- Parent Note: Students will be limited to 3 days per quarter for handwritten parental note excusals from PE. **A medical note from a healthcare provider will be required after 3 days.**
- Medical Note: This note should include a diagnosis and specific date for returning to PE, as well as any limitations that might apply. If your child has an injury that requires them to remain out of PE, they will also be held out of recess and sports.

**CONCUSSION PROTOCOL**

If your child is suspected of having a concussion or has been diagnosed with a concussion, the CUSD Return to Learn-Concussion School Care Plan form needs to be completed by a physician indicating no evidence of a concussion or provide specific academic accommodations, if diagnosed.

If your child’s concussion has resolved, a new medical note or the CUSD Return to Learn-Concussion School Care Plan form needs to indicate your student is cleared for full academic participation.

**COMMUNICABLE/INFECTIOUS DISEASE Board Policy 5141.22; A.R. 5141.22**

The health office refers to the California School Nurses Organization, Guidelines for Communicable Diseases and Common Conditions in the Educational Setting, along with guidance and direction from the Fresno

County Department of Public Health (FCDPH). When necessary, communicable disease cases are reported to the FCDPH. When two or more cases of a communicable disease are reported in a classroom within 14 days of each other, a notification letter may be sent home from the health office.

### **HEAD LICE:**

Clovis Unified School District operates on NO LIVE LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp are free from live lice. Students must be seen in the health office and be cleared to return to class. After 48 hours, absences will be unexcused. Classroom checks are no longer a part of our guidelines.

Head Lice Guidelines can be found on the CUSD Nursing Services website. <https://www.cusd.com/NursingServices.aspx>.

**MEDICATION AT SCHOOL:** Ed Code 49423, 49480; Board Policy 5141.21; A.R. 5141.21

All medications, even over-the-counter medication(s) (including Tylenol, Advil, cough drops, eye drops, essential oils, etc.) require a physician order and are reviewed by the credentialed school nurse. Medication orders must be updated at the **beginning of each school year**. The Medication at School form is available in the school health office or on the CUSD website. <https://cusd.com/HealthForms.aspx>

CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:

- A written statement from the physician detailing the name of the medication, amount, method, and time medication is to be taken.
- A written statement from the parent/guardian indicating their consent for the school to assist the student in the matters set forth in the physician's statement
- Medication must be clearly labeled and sent to school in the original container from the pharmacy

**Please note:** Medication(s) brought to the health office without following the above guidelines will NOT be accepted or given at school. The Health Office does not keep medication for general use.

### **EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY**

California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency naloxone or another opioid antagonist to school nurses or trained personnel who have volunteered, and to use naloxone or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

### **AIR QUALITY PRECAUTIONS:**

Please refer to CUSD School Board Policy 3514 for more information about Air Quality Precautions. CUSD Board Policies can be found at the following website:

<https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>

### **CHILD PROTECTIVE SERVICES**

Penal Code Section 11166 requires any Mandated Reporter who reasonably suspects has been the victim of child abuse or neglect must report it to Child Protective Services (CPS). All school personnel are mandated reporters.

### **GRADING/REPORT CARDS**

Report cards are sent home after each quarter except for the first quarter where a parent conference is scheduled. Parents can check their child's grades through Parent Connect. The following criteria scales used in grades 2-6 are easy ways to help parents see and understand their child's academic progress.

#### **Achievement Effort**

A = 90 – 100% (outstanding work) O = Outstanding B = 80 – 89% (above average work) S = Satisfactory C = 70 – 79% (average work) N = Needs Improvement D = 60 – 69% (below average work) U = Unsatisfactory F = below 59% (failing work)

### **PARENT TEACHER CONFERENCES**

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents may **not confer with teachers during class time**. If canceling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

### **STUDENT RECOGNITION**

Riverview recognizes students for showing outstanding character. Students receiving awards will be recognized at our quarterly awards assemblies. Students are recognized for High Honor Roll, Principal's Honor Roll, and Athletics. Details will be distributed at Back-to-School Night.

### **HOMEWORK POLICY**

Homework is an extension of the classroom, giving student reinforcement in using what has been taught in the classroom. Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. If your child is absent from school and you wish to obtain his/her homework, **please notify the school before 10:00 AM**. This will give the teacher time to gather materials and send homework to the office for pick-up after school.

### **EXTRA-CURRICULAR PROGRAMS**

Involvement is the key word in the Riverview Elementary extra curricular program. Please encourage your child to become involved. It is a school goal that 100 percent of the fifth through sixth grade students participate in at least one extra-curricular activity. Programs for fifth sixth grade students include athletics, Orchestra, Band, Choir, Pep and Cheer, Student Council, Science Fair, History Day, Oral Interpretation, Destination Imagination, and Robotics. Fourth graders

may participate in Cross Country, Track, Wrestling and Student Council. All grade levels are eligible to participate in school wide

poster and essay contests

### CODE OF PARTICIPATION

When students elect to participate in an extra-curricular program, they must recognize that they have assumed certain responsibilities and obligations to the coach or advisor, to the other members of the activity, and, certainly, to themselves. In essence, the terms of the *Code of Participation* are as follows:

- The participant will maintain a satisfactory level of academic achievement ("C" average) and demonstrate satisfactory behavior and citizenship.
- The participant is expected to abide by the practice, meeting, or rehearsal schedule established for the activity. Certain absences or tardies may, of course, be excused as with classroom attendance. However, the participant has the OBLIGATION to clear these with the coach or teacher in charge of the activity. Failure to do so is grounds for disciplinary measures as in the case of tardiness or truancy from the classroom.
- The student is expected to participate in the activity in a positive manner by showing proper conduct, striving to learn and grow in his/her abilities or skills and contributing to the group effort to the best of his/her ability.
- The participant is expected to respect and properly care for all property and/or equipment issued in conjunction with the activity. This is especially pertinent to members of athletic teams who are issued uniforms. Team uniforms are the property of the school (purchased with Student Body Funds). Students who NEGLIGENTLY lose or cause UNDUE damage to such school property will be charged for its replacement. All uniforms and equipment must be returned before the start of the next season.
  - The participant will not "quit" an activity. Normally, there is a one week "grace" period during which the student may join an activity and decide if he/she wishes to continue. A student may drop the activity during that time with no conditions. After that time, the student may drop the activity only after consultation between the parent and the coach/advisor and a conference between the student, coach/advisor and the principal. In the case of athletic teams, a student who drops a sport after the grace period may not join another team during the same season.

### BLOCK "R" AWARD

The Riverview Block R Award is the highest award a student may earn. Students in grades 4-6 are eligible for this award. The criterion for earning this award reflects a broad base of participation, achievement and service which exemplifies the Clovis Unified Sparthian model of achievement in Mind, Body and Spirit. In order to earn the BLOCK R, a student must accrue points in each category as outlined in the Block R scoring sheet. Students earning this prestigious award will receive a Block R plaque/disc presented at a special ceremony at the end of the year.

### AIR QUALITY GUIDELINES FOR PRACTICES AND GAMES

CUSD has established Board Policy 2403 to establish regulations for bad air days. Whenever the AQI is forecast to reach above 150 – Red,

Unhealthy Air Quality, students diagnosed with asthma, heart conditions or other respiratory ailments on the nurse's list, **MAY NOT PARTICIPATE**. The site and District will monitor real time air quality reading to determine when the AQI actually reaches 150. **No parent waivers are accepted.**

### GENERAL RULES FOR STUDENT CONDUCT

Riverview Elementary has high standards of conduct and behavior for all its students. We believe it is important for students and parents to know and understand the following rules. Every student has the right to learn, and every teacher has the right to teach!

The Riverview staff will work in partnership with students and parents to reinforce positive behavior. Staff will counsel with students and make parent contact as necessary. Intervention steps will be taken to correct the behavior. Parent/student conferences will be held to address inappropriate behavior. California Education Code will be enforced to insure a safe and positive learning environment. **Please use the CUSD Student and Parent Rights and Responsibilities Guide for detailed Governing Board policies and Administrative Regulations.**

### NON-PRIVILEGE STATUS

Any student suspended from Riverview will be placed on non-privilege status for five school days beginning on the first day of their return to school from their suspension. Any non-privilege status requires that the student not participate in or attend any school activities or functions for the assigned number of school days. No exceptions will be made to this rule for athletes, performers, or for any special events. Any offense that leads to suspension, an office referral or poor attendance, will be an automatic elimination from the special character accountability event and may affect participation in extracurricular activities.

### BUS CONDUCT

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. Student and parent contact will be made. If a student violates bus regulations, he/she may be suspended from riding the bus for a specific period of time. See CUSD Student Rights and Responsibilities for general bus riding rules.



## DRESS CODE

The Governing Board of Clovis Unified School District has established specific standards of dress and grooming in order to promote a safe school setting conducive to a positive learning environment. Dress or grooming that draws undue attention detract from the educational process and is therefore unacceptable.

### **General Guidelines – the following apparel is unacceptable to wear to school:**

- Articles of clothing which display gang symbols, profanity, and any other inappropriate material.
- Extreme fashion that draws undue attention to the student. ▪ Apparel and school supplies (binders, folders, backpacks, pens, pencils, etc.) depicting professional sports/pro-logos or college apparel associated with gangs.
- Underwear-type sleeveless shirts, athletic tank tops, beach/swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits or off the shoulder or low cut tops.
- Dresses, skirts, and shorts are to be worn no shorter than five inches above the top of the kneecap, but no shorter than mid-thigh. Shoulder straps on tops and other clothing must be a minimum of 2 inches wide.
- Shorts are to be hemmed and not form fitting. Bike shorts (spandex) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible.
- Military paramilitary, or camouflage (military style) clothing will not be permitted.
- Leggings will be allowed if over garment is no shorter than five inches above the kneecap, but no shorter than mid-thigh. ▪ For safety reasons, students in pre-school through 6<sup>th</sup> are not allowed to wear flip flops, shoes or sandals without a heel strap
- No slippers or sleepwear will be allowed
- Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed 5 inches when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. Pants cannot be frayed, stapled, pinned or taped.
- Oversized shirts that present a safety concern or reflect gang style are not allowed.
- **Only Clovis North Area Hats**, beanies or head sweat bands may be worn to school unless it is school colors with no logo. A hat or visor may not be modified in any manner.
- No frayed or torn clothing is acceptable (manufactured or otherwise). ▪ Clothing, jewelry, and personal items shall be free of inappropriate material or wording.
- Clothing shall be worn as intended and be sufficient to conceal undergarments, which shall be worn or covered at all times. ▪ Hair shall be clean and neatly groomed. Hair styles 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.
- Bangs or other hairstyles must not obstruct or interfere with vision. ▪ Tattoos, permanent or temporary, must be covered at all times. ▪ Piercing jewelry is acceptable in the ears only. Piercing that is intended to alter the natural shape of the ear is prohibited. Distracting jewelry, including piercing jewelry that draws undue attention is not allowed.
- A petition for waiver of Dress Code and Grooming Compliance for a specified portion of the Dress Code Policy shall be submitted to the Student Services and School Attendance Office.

**RIVERVIEW STAFF:**

Kaitlyn Vargas -----Principal  
 Amber Dettman-----Guidance Instructional Specialist  
 Katie Leal-----Office Manager  
 Kim Provencio----- Registrar/Attendance  
 Chelle Bridges----- School Nurse  
 TBA ----- LVN/Health Aide  
 Joanna Johnson----- Library Technician  
 Debbie Oliver----- TK  
 Kelly Brundage -----TK/Kindergarten  
 Natasha McCullough -----Kindergarten  
 Laura Dinsdale -----Kindergarten  
 Nicole Mastropaolo----- First Grade  
 Johanna McGrady -----First Grade  
 Allyson Cook----- First Grade  
 Kathryn Konze -----Second Grade  
 Stan Holt -----Second Grade  
 Bailey Antonio -----Second Grade  
 Angela Watts -----Third Grade  
 Sean Silva ----- Third Grade  
 Alison Liu----- Third Grade  
 Jennifer Drake ----- Third Grade  
 Kelli Jones/Andrisa Yowell ----- Fourth Grade  
 Kristen Klein ----- Fourth Grade  
 Shelby Ford -----Fourth Grade  
 Josh Alfaro ----- Fifth Grade  
 Monica Karam ----- Fifth Grade  
 Aubrey Martinez ----- Fifth Grade  
 Misty Bowns ----- Sixth Grade  
 Brad Nixon ----- Sixth Grade  
 Tim Douty -----Sixth Grade  
 Lisa Rose----- Sixth Grade  
 Cloe Velasquez ----- School Psychologist  
 Austyn Postler ----- RSP Teacher  
 Ali Wilder ----- RSP Teacher  
 Samantha Phillips----- SDC Teacher  
 Julie Becker ----- SDC Teacher  
 Alexis Rangel ----- PALS Teacher  
 Melissa Craven -----PALS Teacher  
 TBA-----Speech Teacher  
 Lenora Burkett-----Classroom Music  
 Alyssa Shamp -----Choir Teacher  
 Erik Dewhirst-----Band Teacher  
 Francesca Preciado----- Orchestra Teacher  
 Simrat Aujla ----- Food Services Supervisor  
 Chue Thao-----Plant Supervisor  
 TBA----- Night Custodian  
 Darin Tockey-----Clovis North Area Assistant Superintendent

**DATES TO REMEMBER:**

All Wednesdays K-6 – Early Release Schedule  
 August 21 – First Day of School  
 August 23- Back to School Night grades 2nd-6<sup>th</sup>,6:00PM  
 September 4 – Labor Day Holiday-No School  
 October 20 – End of First Quarter  
 October 27 – Elementary Conference Day - No School  
 November 10 – Veteran’s Day Holiday - No School  
 November 20-24 – Thanksgiving Holiday  
 December 22 - Classified Staff Development - No School  
 December 25 – January 8 – Winter Recess - No School  
 January 15 – Martin Luther King Holiday - No School  
 January 19– End of the Second Quarter (1<sup>st</sup> Semester)  
 February 12 – Lincoln Holiday- No School  
 February 19 – Washington Holiday- No School  
 March 21 – Open House  
 March 25 – April 1 – Spring Break – No School  
 April 12 – End of the Third Quarter  
 April - May – SBAC State Testing & District Testing  
 May 27 – Memorial Day Holiday –No School  
 June 7 – Last Day of School (Early Release Schedule)

**ATHLETIC PRACTICES & GAMES**

The schedule for games will be included with the athletic sports packet distributed at the beginning of the school-year. Games are usually on Fridays, with the except of the following Thursday games Oct. 16, November 19, and March 25. Game times will be the same as Friday.

**Practices – Mon., Tues., Thurs. 3:00-4:00PM**  
**Games/Fall & Winter Seasons 2:00-JV, 3:00 – Varsity**  
**Games/Spring Season JV 2:00, Varsity 2:45,**

**ASSISTANCE**

Riverview Elementary School prides itself on being a community resource. If you have specific needs that are beyond the normal scope of the school community, we may be able to help. We have many county wide resources that we can get in touch with to help you with specific situations. Contact school administration to access these resources. The staff members are on site to help you and can be contacted at 327-7500 or by email using the following format: janedoe@cusd.com. The school administration is the primary contact for complaint handling.

