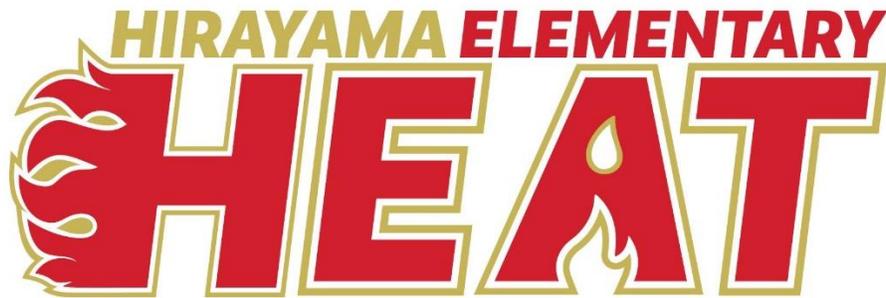


Hirayama Elementary School

“Bringin’ The Heat”



2024-2025

Parent/Student Handbook

Clovis Unified School District
Hirayama Elementary School
2150 Fowler Avenue
Fresno, CA 93727
Telephone: 559-327-0100 Fax: 559-327-0190

Laura Reynolds, Principal
laurareynolds@cusd.com

Honor. Empathy. Attitude. Trust.

*An Affirmative Action/Equal Opportunity Employee Notice of Nondiscrimination
The Clovis Unified School District does not discriminate on the basis of race, color,
sex, disability, or national origin in admission, or access to and treatment of employment
in its programs and activities as required by Title VI, Title XI and Section 504.*

PRINCIPAL'S MESSAGE

Welcome to Hirayama Elementary School where we are "Bringin' the Heat!" We are a school committed to establishing a strong character based upon which an appreciation and thirst for learning will spring. We strive to provide a learning environment that will foster the positive mental, physical, and character development of each child. We maintain HIGH standards and are proud to reach our full potential. It is our expectation for every child to be involved, set goals for themselves, and be responsible, productive citizens.

We continuously collaborate with our community and work as a TEAM to provide an exemplary learning experience for children. The community coming together with the school is the key that opens the door to SUCCESS. We ask each parent to 1) be interested, 2) be supportive, and 3) be involved in your child's education.

We set our standards and expectations high, and we make this well known to our students and staff. We desire for students to gain the skills necessary for making choices that will benefit them as they develop into productive and positive citizens in society. We encourage each home to support this effort and work as a team to help our children develop attitudes and behaviors that will support their future success. Our students will understand how to HONOR themselves and each other, ENGAGE fully in their development, have a positive ATTITUDE that will lead to their success, and maintain TRUST among all.

We look forward to an amazing school year!

Laura Reynolds, Principal

ABSENCES/TARDIES

School attendance is a major factor in academic and social successes. It is very important for each student to attend school every day unless he/she has a medical excuse. If a student is absent, please call the Attendance Hot Line at 327-0100 or complete the online Student Absence Form available on the Hirayama website. Excessive absences by a student will result not only in lower academic performance but also a referral to the School Attendance and Review Board (SARB) and/or home visits. If your child will be absent five or more consecutive days, please contact the office to place your child on an Independent Study Contract at least three days prior to the absence.

When your child is late, he/she should report to the school office before going to class. Being tardy not only prevents your child from receiving critical instruction, it also interrupts the learning process of other children. In addition, students arriving after the tardy bell will be issued a PR violation. Only a Doctor's Note will excuse a tardy. For this reason, repeated tardiness (truancy) will necessitate an important letter being sent home to the parents. If this becomes a

chronic issue, the matter will be referred to Clovis Unified's Student Attendance Review Board (SARB).

Perfect Attendance will be defined as a student with no absences and no more than three tardies less than or equal to 30 minutes. Student with tardies greater than 30 minutes, or excessive early sign-outs will not qualify for perfect attendance. Independent Studies requested for personal reasons will not be considered for perfect attendance. More details about independent studies will be provided at the time the request is made.

**Attendance Hotline
327-0100**

ARRIVAL/DISMISSAL

Students eating breakfast may be on campus starting at 7:30 a.m. There is no supervision until 7:30 a.m. Parents may not be in the MPR or on the blacktop with students before school. Please visit the office for a visitors badge if you need to be on the campus any time between 7:30-3:10. Students must go home directly at the end of the school day unless they are involved in an after-school activity.

The last few minutes of school are always very busy for our students. It is important that your child remain in their classroom without any distractions until the dismissal bell has rung. If you would like to pick your child up at the front of the school, please park in the lot in the spaces in the parking lot on Fowler Ave. The curb in both of the parking lots is for loading only. Drivers must stay with their vehicles on this curb. The parking lot on the north side of campus on Weldon Ave. is the bus lot and designated staff parking lot. Any person parked along a red curb or blocking parking spaces will be asked to move their vehicle. If you would like to pick your child up from their building wing, you may do so after the dismissal bell has rung.

After 3:10 p.m., in the interest of safety and accountability, students will be asked to wait for parents/guardians in the office and will not be allowed to wait in any other area. Students waiting inside the office must be signed out by a parent after **3:10 p.m. or 1:30 p.m. (early release day).**

BICYCLES/SKATES/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 on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bicycles.

CHILD PROTECTIVE SERVICES

It is important for parents to know that all school personnel are "Mandated Reporters" of child abuse. This means that should a staff member have even the slightest suspicion that a child has been abused, they must report it to the Child Protective Services (CPS). Failure to report a suspected case of child abuse leaves a staff member liable and could potentially result in the loss of their job.

CLOVIS SUPPORT AND INTERVENTION PROGRAM (CSI)

The Clovis Support and Intervention program (CSI) is designed to meet the needs of at-risk students at Hiramama. A core team of trained faculty members determine how CSI can most effectively meet the needs of the students. Throughout the school year "success groups" are provided to assist students to have a place to come and share common concerns. Students can be recommended for CSI by any staff member. Parent consent is required for students to participate but participation is not mandatory.

CO-CURRICULAR INVOLVEMENT

Each student is expected to develop as a "Sparthenian." This is an individual who develops in the areas of MIND, BODY, and SPIRIT. Many opportunities are available to each student. See website for complete list of co-curricular activities.

Fall Sports

Football	5 th /6 th	Baseball	5 th /6 th
Girls Volleyball	5 th /6 th	Softball	5 th /6 th
Cross Country	4 th /5 th /6 th	Boys Volleyball	5 th /6 th
		Track	4 th /5 th /6 th

Winter Sports

Wrestling	4 th /5 th /6 th
Basketball	5 th /6 th

All students involved in co-curricular activities sign and agree to a Code of Excellence outlining the expectations for involvement in co-curricular activities.

DISCIPLINE

The students are recognized for their positive behavior through the Personal Responsibility and Behavior Intervention programs. Students will be held accountable for their behavior after being explicitly taught about specific behaviors for appropriate activities. Students who have demonstrated personal responsibility and outstanding character are recognized and allowed to attend the PR party. The criteria for this award are discussed with the students. Teachers also explain the program to parents at Back-To-School Night. Any offense that leads to a suspension or three or more office referrals will be an automatic elimination from the special PR activity. Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining the highest student achievement. Misbehavior results in specific steps which the teacher, Resource Teacher, GIS, or principal takes to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, parent contact, or parent conference. Certain infractions may result in loss of privileges, detention or suspension. See CUSD Board Policy 5020.10 & 5144.10 for the details.

DRESS CODE

Each student has the responsibility to dress appropriately for the school environment. The Governing Board shall authorize school regulations, which prohibit student dress, or grooming practices which present a hazard to the health or safety of the student; materially interfere with school work, create disorder, or disrupt the educational program in any way; cause excessive wear or damage to school property; prevent the students from achieving educational objectives because of blocked vision or restricted environment. Shoes that allow safe movement of the student must be worn daily for physical education. Students who arrive at school out of dress code will need to have a change of clothes prior to fully participate in the school day. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 5132. This handbook can be picked up from the main office.

DROPPING OFF STUDENT ITEMS

Occasionally students need an item brought to the school from home. On these occasions, please bring the item to the office with your child's name and room number on it. The office may deliver the item in a timely manner or the student can check the drop zone area in the office. Students will NOT be called out of class as this can be a disruption to their class.

EARLY DISMISSAL

Early release days will be every Wednesday dismissing at 1:10 p.m. for grades 1-6. AM TK/Kindergarten early dismissal is at 11:10 a.m. PM TK/Kindergarten early dismissal is at 1:10 p.m. This allows for teacher planning, preparation, and grade level articulation.

ETIQUETTE ON CAMPUS

Please remember that our students look to adults to be their role models. Appropriate behavior is expected of anyone who enters the Hiramama campus, parents and students alike. Cursing, yelling, and rude comments will not be tolerated while on campus. Adults are encouraged to be present at athletic events and support our teams. Spectators should reflect high standards of support and good sportsmanship at all times. Spectators should respect officials, coaches, participants and extend all courtesies to them as guests in the community. Enthusiastic and wholesome cheering is encouraged. Booming, foot stomping, disrespectful remarks and/or "put down" cheers/yells are unacceptable. As adult behavior affects student behavior, spectators should encourage all people to observe the Hiramama Code of Ethics. Those who do not respond should be reported to the proper school authorities immediately.

FIELD TRIPS

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

FIRST AID, ILLNESS & INJURIES

- If a student becomes ill or injured at school, he/she will receive every care and consideration.
- Parents will be contacted for injuries of a serious nature, if student is too ill to remain at school, or has a rash of unknown origin.
- Injuries which occur at home should be cared for at home.
- The nurse is always happy to consult with parents regarding health problems.
- After an extended illness or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
 - a. Illness with fever of 100 or greater
 - b. Vomiting/diarrhea
 - c. Fever of 100 or greater within the last 24 hours
 - d. Initiation of antibiotics within the past 24 hours
 - e. Has a sore throat, particularly if accompanied by headache and/or upset stomach

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

FIRST GRADE PHYSICAL

CA state law requires that all children entering first grade have a child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. If you have not yet provided the school with proof of the physical, please drop off the completed CHDP form to the nurse as soon as possible.

GRADING POLICY

All students at Hirayama in grades 2-6 are graded utilizing the A, B, C, D and F criteria. Within this policy, latitude has been given to the teacher to calculate grades on the following percentage basis:

A = 90 – 100%	(Excellent Work)
B = 80 – 89%	(Above Average Work)
C = 70 – 79%	(Average Work)
D = 60 – 69%	(Below Average Work)
F = 59% – below	(Failing Work)

The classroom teacher is given the discretion to figure grades based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis. Honor roll awards will be given quarterly at an awards assembly. The awards are as follows:

Honor Roll:	GPA 3.0-3.49
High Honor Roll:	GPA 3.5-3.99
Principal's Honor Roll:	GPA 4.00

In addition, it is the Clovis Unified School District's policy that parents be notified whenever students are in danger of failing classes or subjects.

HEAD LICE

Clovis Unified School district operates on a no lice policy. Under this policy, students will be sent home if evidence of live lice is found. A student may not return to school until he/she has been treated and his/her hair and scalp are free of live lice. The student must check in with the school nurse or the office staff before he/she returns to the classroom. Class checks are no longer part of district guidelines.

HOMEWORK POLICY

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. Teachers may expect and/or require a student to devote up to 15 minutes (Grades K-1), 15-30 minutes (grades 2-3) and 30-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

INDEPENDENT STUDY

If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contract.

This contract is to be signed by the student and parents. All assignments are to be written on the contract and returned fully complete once the student returns to school.

Parents must request the Independent Study Contract **at least one week before the student will be absent** from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.

The last day for independent study contracts during the month of December will be no later than three school days before the beginning of Winter Break.

The last day for independent study contracts during the month of June will be no later than three school days before the last day of school.

Independent Study Contracts are subject to state guidelines and may include, but are not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request.

Approval is subject to the principal's discretion.

Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

INSUFFICIENT FUNDS/RETURNED CHECKS

All checks returned to Hirayama Elementary due to insufficient funds or due to closed account will be assessed a \$25.00 returned check fee. After April 18th, all payments for field trips, yearbooks, cafeteria accounts, etc. must be paid by CASH ONLY.

INTERVENTION/ENRICHMENT

Your child is receiving top-notch instruction. At times, they may need additional support in order to fully master a critical concept or may need to be challenged in their academics. In order to ensure your child's academic success, they may receive a variety of instructional supports including small group instruction with an intervention teacher, deployment to a different classroom, or re-teaching with the classroom teacher during the school day. Push-in teachers allow your child to remain in their classroom while receiving the instructional/enrichment support they need. The deployment method allows multiple classes to combine kids who with a specific academic need. Re-teaching with the classroom teacher may be done while other students are in class or are sent to a different activity.

ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, sports equipment, permanent markers (i.e., Sharpies), electronic games, or music players to school. A teacher or administrator may take away such items from students and hold them for the parent to pick up. The school is not responsible for any lost or damaged item a student brings to school. Any student apprehended with any type of gun on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 5144.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is open daily. Students are allowed open access to the LMC before and after school. During school hours students may use the LMC with a pass, whenever needed. Loss or damage to books, materials, or equipment will result in a financial obligation to repair or replace any lost or damaged items.

LOST AND FOUND

Be sure to mark every item of clothing your child may take off while at school with his/her full name. Also, label any other items sent to school such as binders and lunch pails. The Lost and Found box is located in front of the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

MAKE-UP WORK

It is the student's responsibility to make up any work that is missing due to an absence. When requesting work to be picked up after school, please call the office by 9:30 a.m. to provide sufficient time to get work prepared. Students will be given at least the time to make up work that is equivalent to the number of excused absences. Unexcused absences result in loss of grade/credit for work assigned those days. Not all

educational activities can be duplicated: therefore, excessive absences may result in a grade reduction.

MEDICATION PROCEDURES

- ALL medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers, etc.) must be checked through the nurse's office. Students may carry inhalers after checking with the nurse.
- CA Education Code Section 49423 requires that medications to be taken during the school day must be presented with:
 - a. A written statement from the physician detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
 - b. 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.
 - c. The medication must be clearly labeled and sent to the school in the original container from the pharmacy.
 - d. The Health Office does not keep medication for general student use.
 - e. The "Medication at School" form is available in the Miramonte office or on the District Web Site under Departments, Nursing, and Medication at school form. Please review the policy carefully.
 - f. NO MEDICATION WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.

MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL

If you move, you must notify the school within five days. If you are found to be out of zone and have not notified the office, you will be required to immediately complete a transfer request in order for your child to remain at the school.

Notify the school at least two days prior to your child's last day of school. Return all library and textbooks, any school uniforms, and pay any fines. Check with the Food Service staff regarding your child's lunch account.

PARENT TEACHER CLUB

Please consider joining our Hirayama Parent Teacher Club. Your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the weekly calendar. Contact the school should you need more information.

MUSIC CHOICE MODEL

The goal of Hirayama is to provide every student with a well-rounded education, including music education. As part of our Music Choice Model, all 5th and 6th grade students are placed into one of three music ensembles: choir, band, or orchestra. The groups will meet during the school day twice per week

for 45 minutes and will perform at school and district functions throughout the year.

While an attempt will be made to accommodate student preference, each student's first choice is not guaranteed.

All students are expected to participate in the ensemble they are placed and will be held responsible for any lost or damaged materials, uniforms, and/or instruments.

SCHOOL SPIRIT DAY

Each Friday the school displays its outstanding spirit by wearing our school colors: Red, White, and Gold. T-shirts and sweatshirts can be purchased from PTC. Select items and order forms are available in the office.

HEATWAVE NEWSLETTER

The weekly Heatwave newsletter is sent via email every Friday for the following week. This is how we will communicate school news and important dates with parents.

PARENT INVOLVEMENT

Parent involvement is an important part of implementing programs at Hiramama. Parents are invited and encouraged to participate in the following: School Site Council (SSC), English Learner Advisory Committee (ELAC), School Assessment Review Team (SART), Intercultural & Diversity Advisory Council (IDAC) and the Hiramama Parent Teacher Club (PTC).

PARENT/TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or e-mailing the teacher. Parents should not confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

PARTIES/STUDENT CELEBRATIONS

Four class parties will be arranged each year at the discretion of the teacher. Individual student celebrations, such as a birthday, will be limited to the last 5 minutes of the school day. Non-food treats are preferred. *If pre-arranged with the teacher*, store-bought individually-wrapped treats may be sent to the classroom to be handed out in the last 5 minutes of the school day.

PHYSICAL EDUCATION EXCUSE

If a child is to be excused from PE for more than a three-day period, a doctor's excuse will be required. This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

REPORTING PUPIL PROGRESS

During the sixth week of each quarter, Mid-Quarter Progress Reports will be distributed to students in grades 1-6. Report cards will be issued four times per year. All progress reports and report cards must be signed and returned as soon as possible.

SCHOOL 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.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Hiramama provides free breakfast and lunch to all students on a daily basis.

All students at Hiramama qualify for benefits under the Community Eligibility Provision Program. Your student(s) will be able to receive one breakfast and one lunch per day at no cost.

SCHOOL DOCUMENTS

It is your right as a parent of a child in Clovis Unified School District to be given documents that provide information about school policies and funding. The following documents are available by parent request: Clovis Unified School District Dress Code Policy, School Safety Plan, Single Plan for Student Achievement, information regarding Title I, School Accountability Report Card, teacher qualifications, Parent Involvement Policy, minutes from School Site Council meetings, and minutes from English Learner Advisory Committee. If you would like to know more about any of these items, please make an appointment with the office.

SCHOOL NURSE

A Health Services Assistant will be in the Health Office 5 days a week. You may reach the school nurse by leaving a message with the Health Service Assistant. The Health Office plays an important role in the school by:

1. Completing mandated vision and hearing tests, special education and 504 health assessments
2. Ensuring immunizations are compliant with CA state law
3. Providing health education resources for school staff, students, and parents/guardians
4. Maintaining student health records
5. Contact parents/guardians regarding health problems and/or excessive absences
6. Communicating with health care providers regarding health issues and impact on education (within HIPPA regulations)
7. Developing health/safety plans for students with high risk medical diagnosis

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) serves as a liaison between school and the neighborhood community. It advises the principal regarding budget and program decisions. Committee members are voted in by either parents or by the Hirayama staff.

STUDENT BEHAVIOR EXPECTATIONS

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Hirayama follows a philosophy that we all are responsible for our decisions and behavior. We promote a positive school environment based upon the Pillars of Character. We focus on a character pillar each month. The development of students' character, academic, and social skills 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 Hirayama. The Clovis Unified School District has a Zero Tolerance Policy, Board Policy 5144.10, which is supported by the school. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal abuse and physical abuse are not acceptable.

STUDENT CHECK-OUT

On occasion it may be necessary for you to pick up your child for an appointment or emergency. Students may not be removed from the school directly from the classroom. The student will not be called to the office until verification of California Driver's License of the adult, who must be listed on the Student Release Authorization form, signs them out.

STUDENT STUDY TEAM (SST)

The purpose of the Student Study Team (SST) is to develop strategies to help students that are showing difficulties in the classroom. Either the teacher or the parent may initiate a meeting after observing a child having difficulty in a specific area. The team discusses the strengths and concerns for the child and develops strategies and modifications for both the parents and teacher to use.

In some cases, further evaluation is necessary and will be initiated by the School Psychologist and the Resource Specialist Teacher.

After the initial meeting, there will be a follow-up held approximately four weeks later. If at that time progress is being shown, we will continue with the plan or develop a new one. Monitoring will continue until it is decided by the team that it is no longer needed.

TELEPHONE/CELL PHONE/WI-FI DEVICE USAGE

We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Cell phones (Board Policy 5131.6), must remain "off" during the school day and may only

be used before 7:30 a.m. and after 2:40 p.m. Cell phones found on students during the school day may be removed from the child and may result in a PR violation. The office will not transfer calls for a student to the classroom. This is academic time and phone interruptions will interfere with classroom instruction. In certain situations, we will take a message for the student and make sure the student receives the message.

UNIFORMS

As part of many of our co-curricular activities, students are given a uniform/costume for the length of the season. It is expected that the uniform/costume be returned promptly following the end of the season/activity. Additionally, the uniform needs to be returned clean and in good condition.

Failure to do so may impact your child's involvement in future co-curricular activities.

VISITORS/VOLUNTEERS

Hirayama is a school that welcomes the involvement of the community. Parents and guardians are encouraged to visit the school, talk with the teachers before or after class hours, and communicate openly with the administrative team.

In order to maintain a safe and orderly school environment, **all visitors must check in with their driver's license at the main office for a background check and will receive a dated visitor's badge.**

All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe and secure environment for our students. **All volunteers must complete an online Volunteer Application with TB and submit a copy of their driver's license to the office in order to volunteer in CUSD.** Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers are not able to conference with parents during class time.

WEBSITE

The Hirayama Elementary School Website contains information of importance regarding weekly school calendars, monthly calendars, school activities, school events, classroom highlights, information regarding various school programs and co-curricular programs.

School Website address: hirayama.cusd.com

Although every effort has been made to assure the accuracy of the information in this parent/student handbook, students and others who use this parent/student handbook should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication.

The District Handbook of Parent and Student Rights and Responsibilities is now available on our district website at www.cusd.com.