

CLOVIS HIGH SCHOOL

National Blue Ribbon High School

California Gold Ribbon School



Parent-Student Handbook 2023-2024

The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator - Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, SteveFrance@cusd.com; Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com.

Principal's Message

Originally established in 1899, CHS has a long history of excellence and tradition. Throughout this time, Clovis High School has continued to ensure that the established culture remains a vivid reflection of its roots, while simultaneously reflecting the necessary changes to prepare 21st century learners in a technological society.

At Clovis High School, our vision is to connect today's students with tomorrow's opportunities. Our mission is to provide every student with the tools to reach their maximum potential in the realms of Mind, Body, and Spirit, enabling them to become valuable contributors to society. Guided by our motto of "Pride, Unity, and Excellence," we aim to instill confidence in our students through their achievements, emphasize the significance of teamwork in pursuing their goals, and foster a commitment to continuous improvement.

Our clear focus on continuous improvement continues to result in various awards and has most recently resulted in being recognized as a Bonner Character and Gold Ribbon School Awardee in the 16-17 school year. CHS also remains a three-time California Distinguished Schools Program and two-time National Blue Ribbon Schools Program honoree and has continued to receive the Clovis Assessment System for Sustained Improvement (CLASSI) Exemplary School Award the last three years.

Our teaching staff, support personnel, and administrative team are fully devoted to supporting Clovis High students as they showcase their knowledge and skills in the upcoming school year. We expect all our students to actively engage with Clovis High and understand the significance of striving for their best. We firmly believe in the triangle of success, where parents, students, and teachers collaborate as a cohesive team, leaving no room for failure.

We invite you to participate in our ongoing efforts to enhance our processes, thereby ensuring sustained success and improvement in our programs. We look forward to collaborating with the community to provide the best possible education for our students.

The Student-Parent Handbook serves as a valuable resource, providing a quick reference guide to student life on our campus. I encourage you to review its contents with your student. If you have any questions or comments, please don't hesitate to reach out to your student's counselor or any member of our administrative team.

Let's make this school year great! GO COUGARS!

Sincerely,
Matt Lucas
Principal

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CALENDAR OF SPECIAL EVENTS

AUGUST 21	First Day of School
AUGUST 23 - 24	Club Fair at Lunch
AUGUST 28	Back to School Night
AUGUST 29	School Picture Day
SEPTEMBER 4	Labor Day Holiday
SEPTEMBER 16	Cougar Country BBQ
SEPTEMBER 29	Six-Week Grading Period Ends
OCTOBER 5	School Picture-Retakes
SEPTEMBER Jan 20-20 & Jan 25-27	Fall Musical (MET)
SEPTEMBER 13	Homecoming vs. Buchanan
OCTOBER 15	Sadie Hawkins' Dance
NOVEMBER 9	Twelve-Week Grading Period Ends
NOVEMBER 10	Veteran's Day - Holiday
NOVEMBER 20-24	Thanksgiving Break
DECEMBER 21	First Semester Ends
DECEMBER 22 - JANUARY 8	Winter Break
JANUARY 20	Winter Formal
JANUARY 15	Martin Luther King Day-Holiday
FEBRUARY 12	Lincoln's Birthday
FEBRUARY 19	Washington's Birthday
FEBRUARY 23	Six-Week Grading Period Ends
MARCH 15	Mosaic Assembly
MARCH 25 – APRIL 1	Spring Break
APRIL 19	Twelve-Week Grading Period Ends
MAY 4	Prom
MAY 2-4 & MAY 9-11	Spring Play (DPT)
MAY 17-18	Grad Night
MAY 28	Baccalaureate
MAY 29	Graduation
MAY 31	9th Grade Orientation
MAY 27	Memorial Day Holiday
JUNE 7	Last Day of School

**Clovis High School
2023-2024
Organizational Chart**

Principal – Matt Lucas

Vision, Culture, Curriculum and Instruction,
Personnel, Staff Evaluation, Athletics, Staff
Development

Deputy Principal – Baljit Gill

Academic and Core Curriculum, PLC Coordinator, Master
Schedule, Safety, Clerical, Code of Ethics, Graduation, Staff
Development, Plant Operations, Supervision, Nurse, Psych
Services, CCBBQ, Student Services Staff, Attendance,
Counseling Center

**LD
(13)**

Cari Loete
Special Ed.
Collaborative
Mentoring
Special
Olympics

LD (4) Rebecca Porcella	LD (27) Beth Wilson	Athletic Director Jesse Hardwick	LD (24) Shane Gillen	LD (28) Karen Majchen	Activities Director Sally Kirchner	Counseling (6) Stephanie Frazier
Choir (1) Fine Arts (3) Student Services SRLs Campus Monitors Transition Program Campus Supervision Police Services Youth Court State Track Meet	English (17) World Lang (9) Drama (1) Categorical EL Learners ELAC & SSC AVID NHS Awards Forensics Academic Decathlon Mock Trial Marimba Folklorico <u>Seal of</u> Bi-Literacy Asian Student Success Conference	PE (13) PE Testing Athletic Programs SRL Game Management Gym Use Field Use Trainer Sports Awards Unified Sports	Math (19) CTE/ROP (5) CART Dance Library Tech Academic Intervention GROWL 504 Program <u>Edgenuity</u> Yearbook Academic Awards Top 20/CSF AP (Coordinator) Latino Student Success Conference	Social Sci. (11) Science (14) Band (3) History Day Science Fair Science Olympiad Robotics AASU Leadership Conference	Leadership Pep and Cheer School Spirit School Culture Rallies Human Relations ASB Officers Clubs/Classes Fundraisers ISC Graduation	Counselors- Gina Dean Todd Deck Corinne DenHartog Andie Jones Billy Ware Sonja Wilson Support: Academic College & Career Social/ Emotional Scholarships
Clerical Jill Payne Detention Saturday School Suspensions VAPA (Choir & Fine Arts)	Clerical Marina Banuelos AVID Categorical Academic Awards (Support) NHS Induction (Primary) LCAP Plan Transition Budget	Clerical Cynthia Locke Athletic Awards Area Athletic Awards Gym Book Field Book Support PE	Clerical TBA Academic Awards (Primary) CTE Budget NHS Induction (Support) Top 20/CSF (Primary)	Clerical Nicole Lewis VAPA (Band) Retiree Party SPED support VAPA PA Top 20/CSF (Support)	Clerical Patti Carpenter All fundraisers Campus Event Support	Clerical Juli Thornton Alma Marquez Military Signing Event Counseling Support Scholarship Awards Night

Frequently Requested Services Call 327-1000 to request extension:

Activities-Club Information, Dances, ID Cards	Activities	71332
After School Labs-Intervention	Yale Office	71391
Athletic Schedules	Athletics	71329
Attendance	Attendance Office	71325
Book Lockers	Student Services	71225
Bus Transportation-Schedules & Questions	CUSD Transportation Dept.	327-9700
Career Information Center	Counseling Center	71101-71102
Counselors	Counseling Center	71101-71102
Finances, Obligations, Parking Permits	Financial Secretary	71452
Guest Passes (Dances)	Counseling Center	71101-71102
Insurance-Athletics/Study Table	Athletics	71329
Nursing Services	School Nurse	71401
P.E/Gym Lockers	Athletic Office	71329
Peer Counseling	Peer Counseling Advisor	71417
Posting Notices	Activities	71332
Psychological Services	School Psychologists	71187/71405
CTE/ROP & CART Programs	Yale Office	71391
Scholarships	Counseling Center	71101-71102
Student Leadership and Government	Activities	71332
Student Store "Cougar Store"	School Acct. Clerk	71320
Textbooks	Library/Textbook Room	71310
Transcripts	Registrar	71323
Work Permits	Counseling Center	71101-71102
Yearbook	Yearbook Advisor	71309

DONDE OBTENÉR INFORMACIÓN • Teléfono • 327-1000

Asistencia		327-1327
Información athlética	Director Atlético	327-1329
Horario de camiones	Recepcionista	327-1000
Preguntas sobre camions	Departamento de Transportación CUSD	327-9700
Información sobre clubs	Director de Actividades	327-1332
Solicitud de Educación para Manejar	Oficina de Consejeros	327-1102
Obligaciones financieras	Secretaria Financiera	327-1452
Seguro - Escolar	Secretaria Financiera	327-1452
Seguro – Deportes	Oficina de Actividades/Deportes	327-1329
Objetos perdidos	Recepcionista	327-1000
Libros perdidos	Libreria	327-1310
Enfermera		327-1401
Pases para salir del campus	Asistencia	327-1327
Permisos de estacionamiento	Secretaria Financiera	327-1452
Programas vocacionales R.O.P.	Consejeros de Colegio	327-1347
Becas Centro Vocacionál		327-1347
Gobierno de estudiantes	Director de Actividades	327-1332
Tarjetas de identificación de estudiantes		327-1332
Oficina de Actividades / Deportes		327-1332
Tienda de los estudiantes		327-1320
Servicios de apoyo a los estudiantes		327-1187
Mesa de estudios	Oficina de Deportes	327-1405
Transcripciones		327-1329
Secretaria de Admisiones		327-1323
Experiencia en trabajo	Consejeros de Colegio	327-1101
Permisos para trabajar	Centro Vocacionál	327-1101

TSEV KAWM NTAWV CLOVIS HIGH 327-1000

Tuaj kawm/tsis tuaj kawm/tuaj kawm ntawv lig	Attendance	327-1425
Ncaws thiab ntaus pob/ua kev kis las	Athletic Information	327-1329
Sij hawm qhia txog caij tsheb npav tuaj kawm ntawv	Bus Schedules-Receptionist	327-1000
Chav saib qhia txog cov tsheb npav kawm ntawv	Bus Transportation	327-9700
Chav qhia kev ua si/koom haum rau me nyuam	Club Information-Activities Office	327-1332
Chav pab txog tshuav nuj nqi	Financial Obligations	327-1452
Tus pab qhia txog tshuav nuj nqi/nqi kawm ntawv	Financial Secretary	327-1452
Chav pab kev ntaus ncaws pob/kis las/kev ua si	Activities/Athletics Office	327-1329
Chav pab/qhia me nyuam txog kev kawm ntawv	Counseling Center	327-1101
Tus pab txog me nyuam txoj kev mob nkees	Nurse-Erin Hubbard	327-1401
Tus pab txog me nyuam nres tsheb	Parking Permits-Financial Secretary	327-1452
Tus pas kev ua peer counseling (pab lwm tus)	Cassidy Salinas	327-1417
Chav qhia txog qhoos kas kawm kev ua hawj lwm	ROP/Voc. Programs -LD	327-1347
Chav pab txog nyiaj txiag kawm ntawv qeb siab	Scholarships – Counseling Center	327-1101
Chav pab me nyuam ua si/kawm ntawv/koom tes	Activities Office	327-1332
Chav pab txog me nyuam daim npav I.D. kawm ntawv	I.D. Cards – Activities Office	327-1332
Me nyuam lub khw muag khoom noj/khoom kawm ntawv	Student Store	327-1320
Tus pab me nyuam dej siab ntsws/kev nyuaj siab	School Psychologists	327-1187
Saib xyuas pab txog me nyuam kawm Study Table	Study Table – Athletics Office	327-1329
(cov me nyuam ntaus/ncaws pob/ua kis las)		
Tus pab txog cov ntawv qhab nee/kev kawm	Transcripts	327-1323
Chav pab kev nrhiav hauj lwm rau me nyuam	Counseling Center	327-1101
Chav pab muab daim ntawv tso cai ua hauj lawm	Work Permits – Counseling Center	327-1101
Tus pab ua phau ntawv qhia txog tsev kawm (yearbook)	Diana Garcia – Yearbook	327-1309



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						

IMPORTANT DATES	
<u>All Teachers Report/Pre-Institute 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	
<u>186 Duty Days</u> 180 - Full Teaching 1 - Minimum Day 2 - Teacher Duty Days 3 - Staff Dev Days (No Students)	

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						

C.U.S.D. DISTRICT ADMINISTRATION

Corrine Folmer, Ed.D.
District Superintendent

Norm Anderson
Deputy Superintendent

Michael Johnston
Associate Superintendent
Administrative Services

Barry Jager
Associate Superintendent
Human Resources

Denver Stairs
Assistant Superintendent
Facilities Services

Jennifer Thomas
Assistant Superintendent
Clovis East Area

Kevin Kerney
Assistant Superintendent
Buchanan Area

Darin Tockey
Assistant Superintendent
Clovis North Area

Susan Rutledge
Assistant Superintendent
Business Services

Mark Hammack, Ed.D.
Associate Superintendent
School Leadership

Erin Waer
Associate Superintendent
Curriculum and Instruction

Scott Dille, Ed.D.
Assistant Superintendent
Clovis Area

Kristen Belknap, Ed.D.
Assistant Superintendent
Clovis West Area

Steve France
Assistant Superintendent
Educational Services Area

Monica Castillo
Assistant Superintendent
Instructional Services

2023-2024 C.U.S.D. GOVERNING BOARD

David DeFrank
Board President

Steven G. Fogg
Board Clerk

Yolanda Moore
Board Member

Tiffany Stoker-Madsen
Board Member

Hugh Awtrey
Board Vice-President

Clinton Oliver
Board Member

Deena Combs-Flores
Board Member

CLOVIS HIGH SCHOOL

SCHOOL VISION

Connecting today's students to tomorrow's opportunities.

SCHOOL MISSION

All students will be given every opportunity to maximize their potential in the areas of ***mind, body, and spirit***, empowering them to become productive, contributing members of our society.

Core Values

We believe...

- Critical analysis supports continuous improvement: "We believe in high standards."
- Success is built on mutual respect and empathy: "Win with class and lose with dignity."
- ALL students should have the opportunity to learn: "A fair break for every kid."
- Engagement, work ethic and accountability promote achievement "Sic'em!"
- Educating the whole student promotes healthy citizens: "Be the best you can be in Mind, Body, and Spirit."
- Education is a shared responsibility between students, educators, parents and the community.

SCHOOL GOALS

- All Clovis High students will compete and be considered the best in the San Joaquin Valley at demonstrating subject matter competency.
- Clovis High students will meet or exceed all academic standards measured by national, state, or district standards for AP, SAT, ACT, PFT, and CAASPP.
- Clovis High students will be engaged in academic, co-curricular, and community service activities.
- All Clovis High School's academic and co-curricular programs will reflect the diversity of our school population.
- Clovis High students will develop a learning/career plan that encourages enrollment in the most rigorous curriculum possible.
- Clovis High is committed to providing a safe and positive learning environment.

ATTENDANCE POLICIES

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he/she be in school as many days as possible.

Since September 1998, SB727 has been in effect, which changes how schools receive funding for attendance. **School funding is now based on actual attendance of students and funding will no longer be given for excused absences.** The new law is intended to increase student attendance.

For both educational and financial reasons, we need your help in making sure your child has good attendance. There are times when it is necessary for a child to miss school. For example, we do not recommend that a child come to school if he or she is ill or could spread his or her illness to others. **We need your help in minimizing all other absences.**

Please note that **parents are required to clear absences.** Parents must clear absences within 5 days of the student's absence, otherwise the absence will remain "uncleared" and be considered a truancy. Under the law, schools must continue to track all absences and report them to the state.

Our procedure is a period by period attendance check, which is posted by each individual teacher. Each day, we know the period or periods that a student has missed. When a student is absent, students and parents should adhere to the following procedure.

1. **Parents/Guardians must present a photo ID to sign their student out from the attendance office.** Only adults on the primary and emergency contact list will be allowed to sign students out. To change your students' primary/emergency contacts, use Q parent connect.
2. All absences must be cleared by telephone, email to the CHS attendance office or through Parent Connect. **Notes will not be accepted.** Absences may be cleared only by parents or guardians.
3. To accommodate the needs of the entire student body, telephone calls will be handled as follows:
 - a. Parents may call the Attendance Office between the hours of 7:30 a.m. and 4:30 p.m. and speak directly to one of the attendance clerks at 327-1325.
 - b. Parents may leave a message on the attendance recorder between the hours of 4:30 p.m. and 7:30 a.m. The recorder number is **327-1062**.
 - c. **A Spanish-speaking** interpreter is available to assist in any matters regarding attendance.
 - d. A school message machine calls home twice daily on any student missing one or more classes.
4. **Students must obtain permission prior to leaving campus during the school day.**
 - a. **Failure to obtain an off-campus pass prior to leaving may result in a truancy. Students who are truant will be referred to student services for disciplinary action. After School Detention, Saturday School and/or non-privilege may be the result of truanies.**
 - b. **It is the student's responsibility to pick up his/her off campus pass for a pre-arranged appointment. We do not send a reminder or deliver passes to class.**
5. Students arriving at school late are considered tardy or truant if they are more than 30 minutes late to a class. Students must check into Student Services if they arrive after the tardy bell has rung. Students will not be permitted to enter class without a tardy pass. Students will receive consequences for repeated tardy offenses. A student arriving to class late with an excused pass from the attendance office is not considered tardy.
6. In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited to the first and last 5 minutes of class.
7. **We do not accept deliveries of balloons, flowers, and other non-school related items for students.**

These items are considered a distraction to the learning process and should not be on campus.

8. The Attendance Office will not accept any messages or articles from non-parents or legal guardians.

ATTENDANCE REGULATIONS AND PROCEDURES

1. Authorized Absence:
 - a. Parents must clear absences within 5 days of the student's absence, otherwise the absence will remain "uncleared" and be considered a truancy. Uncleared/unverified absences for truancy will result in appropriate disciplinary action, including but not limited to After School Detention and/or Saturday School being assigned.
 - b. State Law requires all students to attend school daily. Acceptable excuses which allow work to be made up include the following:
 1. Legitimate illness
 2. Medical appointment
 3. Court appearance
 4. Bereavement
 5. School-related activity
 - c. If a student's **anticipated** absence is going to last for three or more days (i.e. personal travel), the principal may authorize placing the student on Independent Study for the duration of the absence. The parent **must** contact the attendance office **at least five (5) days prior** to the anticipated absence to complete an Independent Study Contract. All arrangements and paperwork are to be completed prior to the absence. All coursework assigned as per the contract is to be returned to the attendance office upon the student's return to school.
2. Absences Due to Suspension:

A student who has been suspended from school for more than two school days may request, all assignments and other work missed during the suspension, including tests. Upon satisfactory completion of assignments or other work, the student shall be given full appropriate credit.
3. Unauthorized Absence and/or Truancy:

A student whose absences are not cleared, unauthorized, considered truanies, or not due to suspension may not be allowed to complete assignments, tests, or other class work missed due to the absence.

OFF-CAMPUS PASSES

- 1) Off-Campus Passes are issued in the Main Office, but those for emergency illness are issued by the School Nurse prior to the student's departure from school. Parent/Legal guardians must call in to authorize the release of their student. Off-Campus passes will be issued for the following reasons:
 - a) Illness verified by the School Nurse.
 - b) Appointments with a doctor, dentist or optometrist. The name/address stamp of the doctor or the doctor's nurse must be obtained at the time of the appointment.
 - c) Illness and/or death in the family or funeral attendance when verified by the parent.
- 2) Students must obtain an off-campus pass prior to leaving campus during the school day.
 - a) Failure to obtain an off-campus pass prior to leaving campus will be considered a violation of CUSD Policy. Students will receive a referral for discipline action.
 - (a) Parents/Guardians must call the morning of/or at least 3 hours prior to the requested release time for their child.
 - (b) Due to CUSD Closed Campus Policy; all students must be picked up and signed out in the attendance office by parents/guardians. Please have your child meet you in the front office.
 - (i) Although the Student Release Authorization form filled out by the parent/guardian gives permission for others to sign out a student, we still request a call be made to advise the front office that an individual other than the parent/guardian will be signing their child out.
 - (c) Seniors who have Off Campus Lunch Permits are still required to obtain off campus passes

from the Attendance Office anytime they leave campus other than lunch.

STUDENT MAKE-UP POLICY FOR ABSENCES

1. Not all educational activities can be duplicated; therefore, excessive absences may result in a grade reduction or failing grade.
2. It is the student's responsibility to make up work missed due to absences and is to be determined by the individual teacher.
3. Students will be given time to make up work for excused absences that is equivalent to the number of days missed (e.g., a two-day absence requires make-up work for two missed class meetings).
4. Students are expected to complete on time any class work they were assigned prior to their absence.
5. Students signing an Independent Study contract for absences greater than 3 days must turn in all work upon return. If work is not completed, consequences will be assigned until work is completed.

ACADEMIC POLICIES

COLLEGE PREPARATORY (P), HONORS (HP) and ADVANCED PLACEMENT (AP) COURSES

Courses designated with a “P” are considered College Preparatory and have been approved through the UC/CSU system. Courses designated with an “HP” are approved as UC/CSU Honors courses and will receive an extra grade point in the weighted GPA if passed with a C or better. Advanced Placement (AP) courses are also identified as HP and will receive an extra grade point in the weighted GPA if passed with a C or better. All approved courses are listed on the CHS A-G list.

COURSES REPEATED

A few designated courses may be repeated for credit. All other courses may be taken for credit only once.

COURSE PLACEMENT POLICY

1. When students pick up their schedules during walk-through registration, they may contact their counselor to request any course changes before school begins.
2. No course changes, including AP courses, will be made during the first four weeks of the school year except due to error, misplacement or administrative necessity (e.g. balancing class size or staff changes).
3. After the first four weeks of school and prior to any consideration of course changes, communication among students, parents and teachers is expected in order to address the circumstances of any request.

PROCESS FOR REPEATING A COURSE TO IMPROVE A GRADE

A student may petition to substitute a grade by repeating a course with the following understanding and conditions:

1. Only courses taken in the Clovis Unified School District (original or repeated) can be considered.
2. A student may substitute a grade only once for a particular course and for only one previous attempt.
3. The petition will be denied if the student has taken additional coursework in the same department (since the original attempt) where the original course is listed as a prerequisite for the additional course work (e.g. a semester of Math 1 could not be repeated once a student has begun work in Math II). Any special circumstances must be noted and approved.
4. The original attempt will remain on the student's transcript with the letter grade showing.
5. A student who substitutes a grade by repeating a course will not qualify for the Valedictorian Award.
6. Students will receive a grade from the second attempt to repeat a course and cannot keep the original grade if it was higher.

GRADE CHANGE

1. A teacher may change a student's grade if it is appropriate and justified. The Change of Grade Form should be used to document this process. **A student's grade may not be changed after the subsequent six (6) week grade cycle unless administrative approval is granted in advance for extenuating circumstances.**
2. Teachers may establish a written plan for students to make up work in order to change a grade issued for the previous grading period. The written plan must include reasonable and appropriate make-up work from the prior grading period such as homework, tests, papers, or projects. The grade change should not be based on the student's current grade in the class. Administrator approval must be granted.

GRADES

A student receives five semester credits or units for each class during a semester in which a passing grade (A, B, C, D, P) is earned. No credit is awarded at the six-week or twelve-week report cards. Grades issued at the six-week and twelve-week reporting periods each semester are progress reports to the student and parent. The cumulative grade point average is computed by awarding grade points (A=4, B=3, C=2, D=1, F=0) for each grade in all classes with the exception that the scale (A=5, B=4, C=3, D=1) is used for grades in classes that the District submits to the University of California for the awarding of an enhanced grade point average for Advanced Placement (AP) coursework. The class rank for graduating seniors is based upon the cumulative grade point average for the student's first seven semesters in high school.

HOMEWORK POLICY

Clovis High School believes that students benefit from doing their homework because it provides:

- **practice on specific skills**
- **preparation for future class discussions/activities**
- **positive contribution to the student's grade**
- **a positive impact on student's preparation for upcoming tests or positively impacts the student's ability to pass the class and to receive class credit**

Students may choose to work in the GROWL in the Library from 3:20 pm to 4:20 pm, Monday through Thursday. Peer tutors and classroom teachers are available to provide support in each subject.

Teachers may assign Study Hall for incomplete or missing assignments. Study Hall will occur Monday through Thursday from 3:50 pm-4:20 pm. Students assigned to Study Hall must attend or will be referred to Student Services for consideration to after school detention. Students must stay for the duration of the study hall and must complete their assigned work.

Teachers may assign After School Detention for students that do not complete homework assignments. Parents/Guardians will be notified by phone or by After School Detention Form sent home with student. Students assigned to After School Detention are required to work on assignments the entire session. Students who do not attend After School Detention will be referred to Student Services for disciplinary consequences.

INCOMPLETE GRADES (SEMESTER)

A student who receives an incomplete grade (I) at the semester has **six (6) weeks** of the next semester in which to make up the incomplete grade. Failure to do so will result in changing the incomplete grade to an "F" on the student's transcript. Credits toward graduation are determined by the semester grades; therefore, incomplete grades at the semester are discouraged except in cases of illness or personal emergency. Semester incomplete grades require administrative approval.

DEFICIENCY NOTICES

If a student is in danger of failing (receiving a "D" or "F") before the 12-week grading period, parents/guardians should receive parent/guardian contact while the student still has the opportunity to pass the class. If the parent/guardian fails to respond to the attempted contacts, teachers will document the attempts.

The goal of parent communication is to provide an opportunity for the parents to understand how the student is doing in class and what the student and parents need to be doing in order for the student to improve in class.

Parent/Guardian Contact is defined to be one of the following: (1) A deficiency notice is sent home, signed by the parent and returned to the teacher, or (2) A documented phone or face to face conversation between the teacher and the parent or (3) An email communication home with a response from the parent. Timely contact constitutes at least two parent/guardian contacts within the grading period.

HONORS CLASS PLACEMENT (HP)

Some universities will grant an additional grade point for a passing grade in an honors level class when computing its grade point average for admission review. Any course designated by "HP" is an honors placement level course that satisfies the criteria established by the University of California and California State University systems. A maximum of eight semesters of honors level classes will be accepted by the U.C. for admission purposes in grades 10-12, with a maximum of four semesters in the tenth grade.

GRADUATION

Students **must meet all** requirements for graduation (e.g. credits, mandated courses, address all financial and other obligations) by senior grades deadline (see calendar of Extra Senior Events) to be eligible to participate in the year-end graduation ceremony. Students who must complete requirements in the summer following their senior year will receive a diploma at the end of summer school, but will not be eligible for the year end graduation ceremony. Special education students earning a certificate of attendance will be allowed to participate in graduation. Foreign exchange students are subject to district policies and procedures.

EARLY GRADUATION

A student who wishes to graduate early (either at mid-year or one year early) must petition for prior administrative approval. A petition for early graduation may be obtained in the counseling center. A conference with the student and parent/guardian will be held to review expectations and timelines. It is the student's responsibility to meet all deadlines for a senior graduation. As per CUSD Governing Board Policy #6146.1, midyear or one-year early graduates may **not** participate in the graduation ceremony or senior activities.

MAXIMUM CREDIT GUIDELINES

1. A regular schedule is composed of six classes or 30 credits.
2. A student may earn 40 credits per semester by taking extra courses at Clovis High through Clovis High School Independent Study/Credit Recovery with prior counselor approval. Approval must be obtained **prior to** attempting more units.
3. A student may earn 41-45 credits with prior approval from Clovis High School administration and 46-50 credits with prior district office approval. Approval must be obtained prior to attempting any units.
4. **Students may not independently contract for further earning of units without Clovis High administrative approval.**

CHEATING AND PLAGIARISM POLICY

Students determined to be cheating or plagiarizing will be referred to the Student Services Office for each offense.

CHEATING is the act of deception by which a student misleadingly demonstrates that he or she has mastered information on an academic exercise. Examples include, but are not limited to:

1. Copying or allowing another student to copy a test, paper, project or performance.
2. Using unauthorized materials during a test or quiz – for example notes, formula lists, “cheat” sheets or electronic devices.
3. Taking a test for someone else or permitting someone to take a test for you.
4. Disseminating test materials. (ex. Texting a picture of a test or scantron)
5. Students are advised that the use of artificial intelligence (AI) technologies is prohibited for completing assignments.

PLAGIARISM: Plagiarism is taking someone else's words, including AI, and claiming them as one's own. Plagiarism includes, but is not limited to:

1. Writing an essay or assignment that uses one person's work as a basis for another's. It may be word for word or changed somewhat, in order to appear original.
2. Copying sentences, phrases, or terminology from a formal source without quotation marks and/or without giving appropriate documented credit. A formal source is anything in printed form that is published in books, pamphlets, magazines, newspapers, etc., or posted on reliable internet web sites.
3. Representing as one's own another's artistic or scholarly works, such as musical compositions, computer programs, photographs, etc.
4. Students who provide their work to others are at risk of their work being plagiarized.

HOW TO AVOID PLAGIARISM

* The following recommendations are advisable for all printed works, as well as for Internet use.

1. When taking notes, write down information about the source you are using right away.
2. When paraphrasing, read whole sections at a time, then look away from the text and put the ideas in your own words. List the source of this information in your bibliography.
3. If you want to use another writer's exact phrases or sentences, put them in quotation marks, give his or her name and page number in parenthetical citation, and include the source on your Works Cited page.
4. Do not cut and paste Internet material into a word processing program unless you include information about the source material along with it. Printed Internet material is not exempt from citation rules.
5. Any ideas or words that are not your own or are not common knowledge must be cited. This includes: written or spoken material of any length, original theories or ideas (even if not repeated word for word), facts, statistics, graphs, drawings, photos, lab results – basically any material you borrow from another source or other sources.

DISCIPLINARY ACTION for CHEATING or PLAGIARISM

All violations of cheating and/or plagiarism will result in an automatic "ZERO" on the assignment, test, or project. The teacher will contact the parent and refer the student to Student Services. Students will receive Saturday school, suspension may be considered for all cheating and plagiarism offenses.

STUDENT GRADE REPORTING

The six and twelve week progress report grades are not entered on the student's transcript. However, these grades are an indication of the semester grade the student will receive. Co-curricular eligibility is determined by the six and twelve week report period as well as the semester report period. The report of grades will be emailed or mailed home. Semester grades are final grades. These grades appear on the student's transcript and are mailed home. Parents are alerted to the fact that approximately every six weeks a formal report card is issued. **Semester grades as posted on formal student transcripts are reported based on the district academic calendar. (see page 13)**

Below are the dates that mark the end of each grading period:

- | | |
|---|--|
| · September 29, 2023 | · February 23, 2024 |
| · November 10, 2023 | · April 19, 2024 |
| · December 21, 2023 (End of 1 st semester) | · June 7, 2024 (End of 2 nd semester) |

Parents and students may also check grade updates and attendance on the online program Parent Connect. Contact the CHS registrar, at 327-1323, or your student's counselor for more information regarding Parent Connect.

WITHDRAWAL FAILURE (WF)

Any student who withdraws after six weeks from a class may receive a "**WF**" (Withdrawal Fail). "**WF**" is recorded as an F on a student's transcript and will be computed in his/her overall GPA.

ACADEMIC PROBATION

Students who fail two or more classes in a semester are placed on Academic Probation for the following semester, during which time they are expected to improve their grades. Students who continue a pattern of failure and fail two or more classes in subsequent semesters are not making normal progress toward graduation. Such students may be recommended for transfer to an alternative educational program. Students exhibiting declining grades may be subject to Academic Probation restrictions from co-curricular and other school privileges.

UNSCHEDULED CLASSES

Only seniors who have valid reasons based on academic justification and counselor approval may have unscheduled class periods. Unscheduled classes will be restricted to the beginning or the end of the day (1st or 7th period). All exceptions will be considered by the Deputy Principal.

AUTHORITY TO WITHHOLD GRADES, DIPLOMA, OR TRANSCRIPTS

Subject to the due process requirements explained below, the Clovis Unified School District Governing Board may withhold the grades, diploma and/or transcripts of any pupil responsible for damages or losses until the parent/guardian has paid for the damage or replacement cost of property not returned.

PROCEDURE FOR WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

1. Recommendation for Withholding Grades, Diploma or Transcripts

- a. Upon recommendation by the principal, the Governing Board may order a pupil's grades, diploma and/or transcript withheld upon a finding that the pupil *willfully or negligently* cut, defaced, or otherwise injured district real or personal property; or willfully failed to return upon demand school property loaned to the pupil.
- b. Failure to pay for books.
- c. Failure to pay for school food.

Pursuant to the recommendation to withhold, the due process procedures set forth below shall be invoked. Pending an official determination, the withholding issue, a student's grades, transcripts, and/or diploma need not be released. "A.R. 4604"

2. Notice of Right of Hearing

As soon as practical, after the recommendation to withhold has been made, the pupil and parent or guardian shall be notified in writing of the alleged misconduct and of a right to a hearing regarding the withholding of their child's grades, transcripts, and/or diploma. The notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges the proposed withholding is based.
- c. A copy of the district regulation pertaining to withholding.
- d. Notice that the pupil and parent/guardian may appear in person and/or be represented by counsel.
- e. Notice that the pupil and parent/guardian may, upon request, inspect and obtain copies of all documents to be used at the hearing.
- f. A statement that the pupil has a right to confront and question witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses.

3. Withholding Hearing before Governing Board

The pupil and parent guardian shall be entitled to a hearing to determine whether the pupil's grades, diploma, and/or transcript should be withheld. A withholding hearing shall be commenced within a reasonable time after the date withholding is recommended. A final decision as to whether the pupil's grades, diploma and/or transcript shall be withheld must be made within thirty-five (35) school days of the date withholding is recommended. In the event that compliance with the above time requirement is impracticable, the hearing may be delayed, for a good cause, up to five (5) additional school days. Alternatively, the hearing may be held sooner if the pupil and parent or guardian agrees in writing to an accelerated hearing date.

INFORMAL/FORMAL COMPLAINT PROCESS

It is the policy of Clovis Unified School District to develop and publish complaint procedures for the prompt and equitable resolution of complaints of students, employees, parents, and the public regarding district personnel, practices, and policies (see CUSD: Student and Parent Rights and Responsibilities No. 9207).

If you have a question or concern about a CUSD employee or program, please contact the Learning Director or Counselor who will initially discuss your concern(s) regarding any program, personnel, practice, or policy. You may also submit your concern in writing on the informal or formal complaint form available in the office (see CUSD: Student and Parent Rights and Responsibilities No. 9208). If there is a concern about a class, please contact the teacher first.

ACADEMIC RECOGNITION PROGRAMS

GRADUATION HONORS

The following groups of students will receive recognition during the graduation ceremony:

1. Advanced Studies Scholars of Distinction
2. Valedictorian and Salutatorian
3. Top Twenty Students
4. California State Seal of Biliteracy
5. C.S.F. Life Member
6. National Honor Society Members
7. AVID Students

ADVANCED STUDIES SCHOLARS OF DISTINCTION

Advanced Studies Scholars of Distinction must meet all of the following criteria:

1. Maintain a minimum UC weighted GPA of 4.15 over five semesters.
2. Pass at least two Advanced Placement examinations, with a score of 3 or higher, by the end of junior year.
3. Complete at least five Advanced Placement classes in high school.

Seniors will wear the Advanced Studies Scholar of Distinction medal during graduation ceremonies, commemorating their accomplishments.

VALEDICTORIAN AND SALUTATORIAN AWARDS

The Valedictorian Award will be given to all diploma track graduates who earn straight A's in their first seven semesters. If no student in the graduating class has all A's, the Valedictorian would be the student who has the highest unweighted grade point average for their first seven semesters. The Salutatorian Award will be given to graduating twelfth grade diploma track students who have earned all A's and one B in seven semesters. A student who substitutes a grade by repeating a course will not qualify for the Valedictorian Award.

TOP TWENTY STUDENTS

Top 20 students are determined by their cumulative weighted CUSD GPA and will be honored at graduation and the Top 20/CSF Banquet. Only approved CUSD courses contributing to CUSD Diplomas are eligible for Top 20 consideration. Seniors will wear the Top Twenty medal during graduation ceremonies, commemorating their accomplishments.

CALIFORNIA STATE SEAL OF BILITERACY

To earn the California State Seal of Biliteracy, students must show proficiency in speaking, reading, and writing one or more languages in addition to English. For students to be considered for this award of distinction, they must meet the established criteria below:

1. Completion of all English Language Arts requirements for graduation with an overall grade point average of 2.0 or above in those classes.
2. Passing the CAASPP student assessment in English language arts administered in grade eleven at the "Standard Met" or "Standard Exceeded" level.
3. Proficiency in one or more languages in addition to English, demonstrated through one of the following methods:
 - a. Passing a foreign language Advanced Placement examination with a score of 3 or higher or an International Baccalaureate examination with a score of 4 or higher.
 - b. Successful completion of a four-year high school course of study in a foreign (world) language and attainment of an overall grade point average of 3.0 or above in that

- course of study.
- c. Passing the Scholastic Assessment Test II Foreign Language Examination with a score of 600 or higher.

Students who meet the state requirements will have the State Seal of Biliteracy insignia placed on their diploma. The intent of this state recognition is to promote a linguistically proficient and culturally literate student who will impact the needs in both California and throughout the world. Seniors will wear the California State Seal of Biliteracy medal during graduation ceremonies, commemorating their accomplishments.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF) (LIFE MEMBERS)

The California Scholarship Federation (CSF) is a state honor society, which requires its members to take college preparatory classes, and at the same time, maintain an extremely high grade point average. Members benefit by opportunities to visit major colleges and universities throughout the school year, and to serve their community by helping service organizations. Students eligible for CSF membership must submit their application for membership within the application window at the beginning of each semester. Failure to apply within the designated window will disqualify a student from membership. Membership dues are paid upon signing up each semester. Report cards and dues must be submitted to the CSF Advisor to confirm grades and classes approved by the California Scholarship Federation by the designated deadline each semester.

At graduation, those seniors who have been in CSF for four semesters from their sophomore, junior, and senior years (one must be from the senior year) are declared CSF Life Members. These life members receive the gold stamp of CSF on their diplomas, which is recognized by most colleges and universities throughout the nation. These students receive special recognition at the graduation commencement and awards banquet. Seniors will wear the gold CSF cords during graduation ceremonies, commemorating their accomplishments and Lifetime membership status.

Students or parents who have questions regarding the application process or membership obligations may contact the chapter advisor, Milena Wilson or Sarah Perkovich at 327-1000.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society chapter of Clovis High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character.

Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be a member by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty each year. Students in the 10th, 11th, or 12th grade are eligible for membership.

For the scholarship criterion, a student must have a cumulative weighted grade point average of 3.5. Those students who meet this criterion are invited to complete an application form that provides the Faculty Council with information regarding the candidate's leadership and service. An extensive history of leadership experiences and participation in school or community service is required. To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. This information is carefully reviewed using both subjective and objective measures. All NHS applications must be submitted on time to be considered for further evaluation.

A majority vote of the Faculty Council is necessary for selection. Candidates are notified regarding selection or non-selection by a predetermined method or schedule. The NHS Advisor will send written confirmation to each applicant of either his/her acceptance or denial. Students who are denied will be provided with measures they can use to improve their chances for admission the following year.

Following notification of acceptance, a formal induction ceremony will be held at Clovis High School to recognize

the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year, and participation in the chapter service project(s). Seniors will wear the NHS gold sash during graduation ceremonies, commemorating their accomplishments as members of the National Honor Society.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor, Danielle Cantu or Sienna Swain at 327-1000.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

Students enrolled in AVID elective classes receive additional academic, social, and emotional support that will help them succeed in rigorous academic courses. Seniors meeting the criteria for graduation recognition will wear the AVID sash, commemorating their accomplishments. For students to be considered for this award of distinction, they must meet the established criteria below:

1. Be enrolled in the AVID elective course for a minimum of three years, including both junior and senior year
2. Complete and submit 20 or more volunteer community service hours during high school.
3. Completed a Dual Enrollment course OR and Advanced Placement course (and passed the corresponding AP exam with a score of 3 or higher) during their junior or senior year of high school.
4. Must apply to at least one four year college or university, and has been accepted at at least one. The student does not have to enroll.
5. Take at least one appropriate college test (PSAT, ACT, SAT) per year for a minimum of 3 years.

OTHER ACADEMIC HONORS (Non-Graduation) **ACADEMIC BLOCK “C”**

In recognition of academic achievement, Clovis High School awards a Block “C” letter for the first semester of achievement with an accompanying “Lamp of Knowledge” emblem to eligible students each subsequent semester. To qualify for this honor, a student must have the following:

- (a) A copy of his/her report card to receive an application
- (b) A minimum weighted G.P.A. of 3.75 in his/her freshman, sophomore, junior, or senior year
- (c) Involvement in a co-curricular activity **at Clovis High School**
- (d) Appropriate citizenship.

Students may apply for this award through Yale College Office in September and January of each school year for their respective semester honors.

Seniors that have been recognized as Block C recipients for seven semesters at Clovis High are published in the graduation program.

HONOR ROLL

The following criteria will be used for determining honor roll status at each semester grading period:

Principal’s Honor Roll	G.P.A. of 4.0
High Honors	G.P.A. of 3.75-3.99
Honors	G.P.A. of 3.25-3.74

Clovis High School Advanced Studies

ADVANCED PLACEMENT (AP) PROGRAM

Clovis High School offers a variety of AP courses that are governed by the College Board®. These challenging, stimulating advanced classes involve students in college-level course content and learning experiences. As a result, students taking these classes will have an opportunity to be exposed to a work and time commitment similar to a college class, allowing them to better prepare themselves for college.

In May of each year, AP examinations are taken and scored on a 5-point scale to determine if advanced standing in college is warranted. Most major colleges and universities recognize scores of 3, 4, or 5 for college credit. Three to four units of college credit may be earned per semester for each exam passed. The amount of credit varies by institution. Students who are enrolled in AP classes and decide to take AP exams, are required to pay the exam fees in November.

The AP Program is one of the finest preparatory experiences a high school can offer for college and university bound students. Most AP students acquire good study skills and do extremely well throughout their college careers. Some of our nation's finest universities prefer to admit AP students over students lacking AP experience.

During the school year, the following AP courses will be offered at Clovis High School: Biology, Calculus AB and BC, Chemistry, English Language and Composition, English Literature and Composition, Environmental Science, United States Government, Spanish Language, Statistics, Physics, Psychology, European History, United States History, Computer Science, Art History, Human Geography. Each AP course requires a specific prerequisite course of study. These prerequisites need to be included in the development of any four-year plan culminating in the AP experience. A specific course description and the prerequisites for each of the AP offerings are described in the CUSD course description booklet available from each college office or counselor.

Advanced Placement classes culminate in a national exam at the end of the course and all students in these classes are expected to take the exams.

AP EXAM FEES

It is assumed that all students enrolling in an AP class will take the AP Examination in May of the spring semester. AP examinations are taken and scored on a 5-point scale to determine if college credit will be awarded. Most major colleges and universities recognize scores of 3, 4, or 5 for college credit. The amount of college credit awarded varies by institution (click here to see if the institution in question accepts AP Classes and how many credits can be earned – [College Credit](#)).

Students will be expected to sign up with the College Board® for the AP exam in October. Each examination will cost \$101. The College Board® reserves the right to change the test fees annually. Students who order exams in October and choose not to take the exam in May will be charged \$40.00 for the cancellation of each unused exam.

Clovis High School recommends that every college-bound student strongly consider participating in at least one AP course. Students who need financial assistance for AP Exam fees should contact the AP Coordinator.

ADVANCED STUDIES SEQUENCE OF COURSES

Students are encouraged to prepare for the rigors and high expectations of a post-secondary education by enrolling in a challenging schedule of coursework. Clovis High is proud to recommend the Advanced Studies pathway below as a way of preparing students for future success. Students and parents may contact their counselor to discuss the 9-12th grade pathway most appropriate for each student. <https://chs.cusd.com/AdvancedPlacement.aspx>

	<u>9th Grade Pathway</u>	<u>10th Grade Pathway</u>	<u>11th Grade Pathway</u>	<u>12th Grade Pathway</u>
English/Lang. Arts	Honors English 9 P	Honors English 10 HP	AP Language & Comp HP	AP Literature & Comp HP
			AP Language & Comp HP	AP Literature & Comp HP
		Exploration in Adolescent Literature HP	Contemporary Issues in Education HP	Rhetoric & Composition (Dual enrollment College Credit, Eng 1A)
Social Science	AP Human Geography	AP European History HP	AP US History HP	AP US Gov HP/Econ P
Science	Honors Biology P	Honors Chemistry P	AP Chemistry HP	AP Chemistry HP
			AP Biology HP	AP Biology HP
			Physics P	Physics P
			AP Physics HP	AP Physics HP
			Anatomy/Physiology P	Anatomy/Physiology P
			AP Environmental Sci HP	AP Environmental Sci HP
Mathematics	Math 1 P	Math 2 P	Math 3 P	Adv. Math P
	Math 2 P	Math 3 P	Adv. Math P	AP Calculus AB HP
	Math 3 P	Adv. Math P	AP Calculus AB HP	AP Calculus BC HP
		AP Comp Science HP	AP Calculus BC HP	AP Statistics HP
			AP Statistics HP	AP Comp Science HP
			AP Comp Science HP	
Foreign Language	Year 1	Year 2	Year 3	AP Spanish Lang. HP
	Native Spanish Speakers 1	Native Spanish Speakers 2	AP Spanish Lang. HP	
Electives	Ex. Drama 1 P	Ex. Drama 2 P	Ex. Drama 3 P	Ex. Drama 4 P
Other/Elective Course	Health		AP Psychology HP	
			AP Art History HP	

GIFTED AND TALENTED EDUCATION (GATE)

GATE has been established to meet the needs of those students who have been certified according to requirements established by the State of California and the local school districts providing programs for the gifted students. The main emphasis of the GATE Program at Clovis High School is to meet the needs of the gifted through the established curriculum. This includes honor courses, Advanced Placement courses, and numerous other advanced elective courses in music, art, drama, and forensics. Clovis High School offers these courses in most disciplines including science, mathematics, literature, history, government and foreign languages. In addition, GATE students are encouraged to participate in a number of co-curricular activities such as Destination Imagination, Academic Decathlon, Science Olympiad, Mock Trial, Science Fair, Robotics, Forensics, Model U.N., and History Day.

COLLEGE CLASSES

Juniors and seniors are allowed to enroll in Community College, CSU, and UC College classes provided the student is earning a minimum 3.0 GPA and with prior administrative approval. College classes **generally do not** qualify for high school credit in order to meet graduation requirements, except in certain circumstances. This policy is subject to review each semester.

CLOVIS COMMUNITY COLLEGE CENTER ADVANTAGE PROGRAM (CCCAP)

The Clovis Community College Center Advantage Program (CCCAP) gives students the opportunity to begin their college journey during the senior year of high school by taking 2 pre-identified transferable courses per semester through Clovis Community College. Student who successfully complete the courses will earn 12 GE college credits and 20 high school elective credits. Enrollment fees of \$46 per unit and the \$19 health fee are waived, but students are responsible for purchasing their own college textbooks. Transportation is provided by Clovis Unified. **Courses offered are limited to four specific classes: Art 2 - Art Appreciation; Psychology 2 - General Psychology; History 1 - Western Civilization to 1648; Sociology 1A - Introduction to Sociology.** See your counselor for more information.

To qualify, students must meet the following requirements:

1. Senior on-track for graduation with a 2.5 GPA or above
3. Approval from parents, principal and high school counselor
4. Application approved by the CCCAP Clovis Community academic counselor
5. Enrollment in 4 classes at Clovis High

CLOVIS COMMUNITY COLLEGE ENRICHMENT PROGRAM

The Clovis Community College Center Educational Enrichment Program provides college enrichment opportunities for a limited number of eligible high school students in grades 10th, 11th, and 12th. Enrollment fees of \$46 per unit and the \$19 health fee are waived, but students are responsible for purchasing their own college textbooks. Transportation IS NOT provided and students DO NOT receive high school elective credit for classes taken through the Educational Enrichment program. However, students have a wide range of courses to choose from and most of the classes are transferable to a CSU/UC campus. See Earning College Credit in High School for additional information.

To qualify, students must meet the following requirements:

1. 11th and 12th grade students who are on-track for graduation and have a 2.5 minimum GPA (GPA is computed based on all courses completed, excluding PE) OR 10th grade student who is on-track for graduation and have a 3.0 minimum GPA (GPA is computed based on all courses completed, excluding PE).
2. Enrollment in at least 4 classes at Clovis High

CLOVIS COMMUNITY COLLEGE SUMMER SCHOLARS ADVANCED COLLEGE ACADEMY (SSACA)

The Summer Scholars Advanced College Academy offers future 10th, 11th, and 12th grade students the opportunity to enroll in summer courses at the Clovis Community College. Similar to the programs mentioned above, enrollment fees of \$46 per unit and the \$19 health fee are waived, but students are responsible for purchasing their own textbooks and supplies. Students are allowed to complete up to 2 courses during the 6 week summer session and dual credits may be earned during the summer session. See Earning College Credit in High School for additional information about Summer Scholars Advanced College Academy (SSACA).

To qualify, students must meet the following requirements:

1. Future sophomores with 3.0 minimum GPA
2. Future juniors or senior with 2.5 minimum GPA

ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPATION

The Governing Board has established the following standards for eligibility to participate in co-curricular activities. Each school site is directed to develop a plan to provide monitoring and assistance to individual students in order to satisfy these standards.

The adoption of this policy concurrently satisfies the requirements of the California Education Code (Section 35160.5) and the California Interscholastic Federation (Bylaw 205).

CO-CURRICULAR ELIGIBILITY

Clovis Unified School District requires all participants in co-curricular activities to maintain a 2.0 or better G.P.A. in the previous 6-week grading period. All participants must demonstrate satisfactory progress towards graduation. If a participant falls below these requirements, he/she may retain eligibility by attending three (3) hours of study table per week. If a student does not meet eligibility criteria for two consecutive 6-week grading periods, he/she will automatically be ineligible to participate during the next 6-week grading period. Every athlete must be passing a minimum of four (4) subjects to retain CIF eligibility. In addition, all students participating in co-curricular activities must sign a code of ethics agreement.

TUTORIAL ASSISTANCE PROGRAM (STUDY TABLE)

The school site program must include a minimum of two hours of tutorial assistance at the intermediate school level and three hours at the high school level per week. Progress checks and parent communication should be included on a regular basis. Clovis High School Study Table will be offered Monday – Thursday during the lunch period **and/or after school**. In order to successfully complete study table, students must:

1. Arrive on time and be prepared to complete work by obtaining assignments in advance from teachers.
2. Bring necessary materials to class.
3. Complete assigned work to the satisfaction of the study table teacher.
4. Behave appropriately.
5. Complete a three-week grade check with each of his/her teachers.
6. Attend all study sessions for each grading period until they have met requirements for removal from Study Table.

ELIGIBILITY REPORT

A school must declare students eligible, ineligible, or on probation on the Monday following the submission of grades. This date should be set to allow for accuracy in the issuance of grades and the determination of grade point averages.

INTERMEDIATE TO HIGH SCHOOL

Grades earned in the ***final semester*** of the eighth grade must be used to determine probation/eligibility for the first ***six-week grading period*** of the ninth grade.

PROGRESS TOWARDS GRADUATION REQUIREMENTS

The following number of accumulated units towards high school graduation will be the standard for minimum achievement:

Sophomore – Fall Semester	55 Units/Credits
Sophomore – Spring Semester	80 Units/Credits
Junior – Fall Semester	110 Units/Credits
Junior – Spring Semester	135 Units/Credits
Senior – Fall Semester	165 Units/Credits
Senior – Spring Semester	195 Units/Credits

A student who does not accumulate the required number of units/credits towards high school graduation may be placed on probation for the current semester. A student who does not achieve the necessary number of units/credits by the end of the probationary semester shall not be allowed to participate in co-curricular activities in the following semester.

TRANSFER STUDENTS

A transfer student is subject to all of the conditions of the grade point average. If a transfer student is below the standard for accumulated units toward high school graduation, a school can implement a probationary period if the following conditions are met:

1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed. The plan is to be submitted to the CUSD District Office for approval.
2. The student must attend a weekly study table.
3. The student must obtain and have a progress report completed every two weeks. The report must show passing grades in all classes for an additional two weeks probation with at least a 2.0 grade point average.
4. If conditions 2 and 3 above are satisfied, the sequence of two-week probationary periods can be granted through the twelve months of the educational plan.

COUNSELING SERVICES

Clovis High School counselors are dedicated to helping every student reach their academic, career and personal/social goals. Counselors work closely with students, parents, teachers, and administrators to assure that all students have the best opportunity to be successful in high school and beyond. Counselors maintain an “open door policy” for students and are typically available to meet with students before and after school as well as during lunch.

Guidance Curriculum – Classroom guidance lessons are designed to assist students in achieving the desired competencies and to provide all students with the knowledge and skills appropriate for their developmental level (ASCA Mindsets & Behaviors for Student Success). The guidance curriculum is presented systematically through 7-12 classroom and group activities.

Individual Student Planning – School counselors coordinate ongoing systemic activities designed to assist students individually in establishing personal goals and developing future plans.

Responsive Services – Responsive services are activities that address individual students’ immediate needs, usually necessitated by life events or situations and conditions in the students’ lives. These needs require counseling, consultation, referral, peer helping or information.

Individual Student Academic Planning * Course Registration * Graduation and College Requirements * Classroom Guidance Lessons * College and Career Exploration * Workshops * Student and Parent Information Nights * Test Administration and Interpretation * Financial Aid and Scholarship Information * Short Term Counseling and Referrals for Academic and Personal Support Services * Collaboration with Families, Teachers, Administrators, and Community

Counseling Center Website:

<https://chs.cusd.com/Counselors.aspx>

Office Number:

327-1101 or 327-1102

CHS COUNSELING STAFF MEMBERS:

- | | |
|-------------------------------------|---|
| • Stephanie Frazier, Lead Counselor | <u>stephaniefrazier@cusd.com</u> |
| • Gina Dean | <u>ginadean@cusd.com</u> |
| • Todd Deck | <u>todddeck@cusd.com</u> |
| • Corinne DenHartog | <u>corinnedenhartog@cusd.com</u> |
| • Estevan Reyes | <u>estevanreyes@cusd.com</u> |
| • Billy Ware | <u>billyware@cusd.com</u> |
| • Sonja Wilson | <u>sonjawilson@cusd.com</u> |
| • Andie Jones (Transitions) | <u>andiejones@cusd.com</u> |

FINANCIAL AID AND SCHOLARSHIP INFORMATION

Financial aid and scholarship information is made available to students in the Counseling Center and on the CHS website. For information regarding the Free Application for Federal Student Aid (FAFSA), California Dream Act Application (CADAA), scholarship search engines, the CHS Scholarship Portfolio, local college scholarship applications, and other student aid publications and resources, refer to the CHS Counseling website at <https://chs.cusd.com/ScholarshipsandFinancialAid.aspx>

PSYCHOLOGICAL COUNSELING SERVICES

Clovis High School offers full-time school psychologist support to provide direct services to students, families, and staff regarding situations involving drugs, alcohol, emotional/social issues and academic difficulties. Services include short-term student or family counseling, psycho-educational assessment, parent training,

suicide intervention/prevention, crisis intervention, support group facilitation, and program modifications serving to link students and families with outside agencies. Students are referred to the school psychologist by parents, teachers, counselors or administrators. Students may refer themselves by contacting their counselor, the attendance office, or by directly contacting the school psychologist.

PEER COUNSELING

Students may be referred for peer counseling by teachers, counselors, the school psychologist and/or other administrators. They may also refer themselves for peer counseling. Forms are available in the counseling center, the library, and the nurse's office. Students may also contact Mrs. Cassidy Salinas for assistance. Students involved in the program will receive a semester of training before being certified as peer counselors. Peer counselors are trained in interpersonal communication skills and offer assistance to students in emotional needs on campus.

CUSD GRADUATION, CSU/UC, AND NCAA RUBRIC

Subject Area Requirements		CUSD Requirements	University of California (UC) and California State University (CSU)		NCAA Requirements
A	History/Social Science	World History P US History P Govt P/Econ P	2 years of history, including one year of U.S. history OR one semester of US history and one semester of American Govt, AND... <div>CSU: 1 yr. of history/social science from either the "a" or "g" subject area</div> <div>UC: 1 yr. of world history, cultures, and geography from the "a" subject area</div>		2 years of college prep Social Science
B	English	4 years of English	4 years of college prep English		4 years of college prep English <i>(3 years for Division II)</i>
C	Math	Math 1 P Math 2 P or Foundations of Math 2	3 years of mathematics <i>(4 years recommended)</i> Math 1 P, Math 2 P, and Math 3 P		3 years of college prep Math... must be Math 1 P or higher <i>(2 years for Division II)</i>
D	Science	1 year of Life Science 1 year of Physical Science	2 years of laboratory science: Biology P, Chemistry P, or Physics P <i>(3 years or more recommended)</i>		2 years of college prep Natural/Physical Science <i>(1 year must be a Lab Science)</i>
E	Language Other Than English (LOTE)	2 years of ANY combination of Language Other Than English (LOTE), Visual and Performing Art, and/or Career Technical course	2 years of the same Language Other Than English (LOTE) <i>(3 years or more recommended)</i>		1 additional year of college prep English, Math, or Natural/Physical Science <i>(3 additional for Division II)</i>
F	Visual and Performing Art (VPA)		1 year of an approved college prep visual and performing art		Make an appointment with your counselor if NCAA applies to you!
G	Electives		1 year of an elective chosen from any area on approved a-g course list		4 years of additional college prep courses from Social Science, English, Math, Natural/Physical Science, or Language Other Than English (LOTE). <i>(Both Division 1 & Division 2)</i> <div>Check Clovis High NCAA approved courses and eligibility at www.eligibilitycenter.org</div>
1	PE				
2	Health	1 Semester			
3	Minimum GPA		<div>CSU: 3.0 Recommended Higher GPA, lower SAT/ACT score needed</div> <div>UC: 3.0 Competitive GPA is much higher</div> <div>CSU/UC GPA includes all grades earned in "a-g" courses summer before 10th through summer following 11th.</div>		2.3 minimum GPA <i>Grades lock end of second semester of junior year</i>
4	Other	230 Credits	Must take SAT/ACT no later than December of senior year. CSU: SAT (essay not required) or ACT (writing portion not required). UC: SAT with essay or ACT plus writing Eligibility Index is a formula that combines grades earned in A-G courses with SAT/ACT scores to establish basic eligibility for the CSU system.		Must also meet Division I & II Sliding Scale Index. For Division I, 10 core courses must be completed before the start of 7th semester. You must still meet the minimum admission requirements for the college as well as for NCAA.

Clovis High UC/CSU Approved A-G course list: <https://hs-articulation.ucop.edu/agcourselist#/list/details/571/>

Great effort has been made to update information. But, students are expected to verify information on their own with colleges and NCAA.

TESTING DATES FOR THE 2023-24 SCHOOL YEAR

SAT

August 26, 2023	March 9, 2024
October 7, 2023	May 4, 2024
November 4, 2023	June 1, 2024
December 2, 2023	

<http://www.collegeboard.org/>

ACT

September 9, 2023	February 10, 2024
October 28, 2023	April 13, 2024
December 9, 2023	June 8, 2024

<http://www.actstudent.org>

CAASPP (State Testing)
March-May 2024

ADVANCED PLACEMENT EXAMINATIONS
Test Window: May 6, 2024 - May 17, 2024

STUDENT CONDUCT

Clovis High School prides itself on the conduct of its students. Academic achievement for students is a priority. A well-disciplined and respectful atmosphere of high expectations provides the best environment for students to take full advantage of their educational opportunities.

In this section of the handbook, you will find a discussion of your rights and responsibilities as a member of Clovis High School. If questions concerning these areas arise, contact your counselor for clarification (see CUSD Student and Parent Rights and Responsibilities for policies and regulations on the CUSD website).

HUMAN DIGNITY POLICY

The staff at Clovis High School recognizes that we are a multi-racial, multi-ethnic school district with a variety of religious beliefs. CHS believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of our school community is promoted. In accordance with this aim, this school will not tolerate behavior by anyone that insults, degrades, or stereotypes any race, gender, handicap, physical condition, ethnic group, religion or sexual orientation. Clovis High School will work within the confines of the California Education Code to protect students.

STUDENTS' RIGHTS AND RESPONSIBILITIES POLICY

The process of educating students for responsible citizenship in a democratic society requires a reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment. The purpose of this policy is to ensure the exercise of these rights with regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

Students of the Clovis Unified School District have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia under the following guidelines only as approved by the Deputy Principal's Office.

1. Students shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter subject to the following specific limitations:
 - a. Time of distribution shall be limited to the hours before school begins, during the lunch hour, and after school is dismissed.
 - b. The manner of distribution shall be such that:
 1. Leaflets and printed materials to be distributed shall be submitted to the designated school official at least twenty-four (24) hours prior to such distribution. The designated school official shall have an additional six (6) hours of the succeeding school day to approve or disapprove such distribution.
 2. Coercion may not be used to induce students to accept the printed matter or sign petitions.
 3. Charges may not be made, nor donations solicited nor accepted for any materials such as buttons, badges, armbands, and the like, or publications which are distributed.
 4. Materials are not left undistributed or stacked for pickup while unattended at any place in the school or on the school grounds.
 5. Students distributing buttons or other literature before or after regular school hours will be responsible for removing litter which may result from their activities.
 6. Any materials distributed without clearance will be confiscated, and the student subjected to disciplinary action.
2. In the exercise of rights described above, no student shall distribute materials, wear display, or post notices or other materials which:
 - a. Are obscene to minors according to current legal definitions.
 - b. Are libelous or slanderous according to current legal definitions.
 - c. Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises, or of the violation of lawful school regulations, or of the substantial disruption of the orderly operation of the school.
 - d. Express or advocate racial, ethnic, or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises, or of the violation of lawful school

- regulations, or of the substantial disruption of the orderly operation of the school.
- e. Do not identify the person or persons responsible for the publication and the place of publication.
 - f. Are distributed in violation of the time, place, and manner requirements.
 - g. Students violating this policy are subject to confiscation and disciplinary action (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

STUDENTS' RIGHTS AND RESPONSIBILITIES – REGULATION 5144

The laws of the State of California and the Policy of the Governing Board recognize the rights of students to exercise the right to freedom of expression. The following District rules are established to ensure this right is granted to all students. The Principal of each school shall designate a person (Deputy Principal, Learning Director, or other certificated staff member) to review materials and exercise administrative responsibilities as required by this policy. The name of the designated person shall be suitably posted and his/her decision shall be final in regard to the prohibitions named in this policy. However, any student may appeal a decision concerning this policy to the Superintendent/Associate Superintendent who shall render a decision of the appeal. The appeal shall be based solely on the standards as established in the applicable law and/or ordinance.

The designated local school administrator shall develop administrative rules and regulations to implement the Board Policy and District Regulations in conjunction with student government representatives. In case of a disagreement, the decision of the designated administrator shall be final.

The Governing Board of the Clovis Unified School District, in support of the aims of public education, believes that the behavior of the students attending public school shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's own actions) is one of the important ultimate goals of education. The Governing Board believes, also, that while education is the right of American youth, it is not an absolute right. It is qualified first by eligibility, that is, should the pupil fail to perform those duties required of him upon attendance in public school, he/she may then be excluded from the school.

Students are expected to observe high standards of good conduct, to have respect for the property of others, and to comply with the regulations of the school. **Failure to observe these rules can result in confiscation of materials, curtailment of privileges, or when necessary, disciplinary action, including suspension and/or recommendation for expulsion.** Each student is representative of the school wherever he/she may be regardless of the environment. Our student body prides itself on good sportsmanship, good morals, and good manners at all times. **For the complete text of the Administrative Regulations (5144) refer to the CUSD website: Student and Parent Rights and Responsibilities.**

Per Ed. Codes 44-807, and 48-911, searching of personal belongings of students will be conducted when deemed necessary with reasonable suspicion.

CLASSROOM CONDUCT POLICY

Student's responsibilities are:

1. To come to class on time prepared to work with necessary materials, complete homework assignments, and work productively the entire class period.
2. To follow school policies and procedures, demonstrating appropriate behavior.
3. To respect other people, their property and school property.

STUDENTS' RIGHTS AND RESPONSIBILITIES – REGULATION 5132

DRESS & GROOMING

These regulations specify standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with the Board's policy governing acceptable and appropriate apparel and appearance for students.

A. Apparel

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
2. 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.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
4. 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.
5. 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 cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. 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.
7. 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. Shorts worn during physical education may not be worn during regular class time at secondary sites.
8. Straps on shoes and clothing must be fastened at all times.
9. 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 during school or school-sponsored activities or events.
10. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," "zories," and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
11. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes, or sandals without a heel strap. See Exhibit No. 5132(2).
12. No slippers will be allowed.
13. Excessively baggy pants are not allowed. Pants cannot exceed five inches (5") when measured out from the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not drag on the ground. Pant hems must not be stapled or pinned.
14. Sleepwear is not permissible.
15. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
16. 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. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the

type of hats to be worn.

17. Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
18. Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
19. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
20. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotions, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination or harassment of race, religion, or sexual orientation.
21. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
22. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils).

B. Grooming

1. Hair shall be clean and neatly groomed.
2. Hair, beard, or mustache styles which disrupt the learning environment 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
3. Bangs or other hairstyles must not obstruct nor interfere with vision.
4. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
5. Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

1. Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, or tongue) is not acceptable. Jewelry, including piercing jewelry that disrupts the learning environment, is not allowed.

D. Exemptions

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of Board Policy No. 5132.
2. A petition for an exemption from enforcement of a specified portion of Board Policy No. 5132 (see Exhibit No. 5132(1) – Petition for Waiver of Dress and Grooming Compliance) may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent of School Leadership within 30 calendar days of the denial.
 - A. In the event that an appeal does not raise allegations within the District's uniform complaint procedures (UCP) in Board Policy No. 1312.3, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent of School Leadership or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent of School Leadership shall be final.
 - B. In the event that the allegations raised in the appeal are determined to fall within the District's UCP in Board Policy No. 1312.3, the District will use the District's UCP process to investigate and respond to the appeal rather than the above appeal process. Consistent with law and Board Policy and Administrative Regulation No. 1312.3, any appeal of that decision may be appealed to the California Department of Education.

E. School Uniform Policy

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school

S.A.R.T. committee and the site principal.

2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.
3. For a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.
4. The Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
5. The school site shall notify all parents or guardians no less than six months prior to the time the uniform policy is implemented.
6. Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students and a procedure for parents/guardians to opt out of the policy shall be in place.

SECONDARY UNACCEPTABLE BACKLESS SHOES EXAMPLES

***See Board Policy on CUSD website for examples

DRESS CODE DISCIPLINE POLICY

Students who are considered out of dress code are referred to Student Services. The students are temporarily removed from classes and placed in an alternative learning environment until dress code regulations are met. The student's out of dress code item will be held in the Student Services office and can be picked up by the student at the end of the school day. Habitual offenses will result in disciplinary action - Student and Parent Rights and Responsibilities (www.cusd.com).

TARDY POLICY

Students arriving to school late are considered tardy if they arrive after the tardy bell. Students are considered truant if they are more than 30 minutes late to a class. Students must check into Student Services if they arrive after the tardy bell has rung. Students will not be permitted to enter class without a tardy pass. Students will receive consequences for repeated tardy offenses. A student arriving to class late with an excused pass from the attendance office is not considered tardy.

TRUANCY AND EXCESSIVE ABSENCES

It is expected that all students will attend school regularly to increase academic success. Students who are truant or develop excessive absences, will receive consequences. Students will be subject to SARB procedures. As legal and responsible guardians, parents are expected to monitor student attendance and are expected to participate in the SARB process should their student demonstrate poor attendance patterns. Students may be cited to Clovis Police Youth Services for excessive truancy.

AFTER SCHOOL DETENTION and SATURDAY SCHOOL

Students may be assigned either After School Detention or Saturday School detention for misbehavior. After School Detention is offered each Tuesday, Wednesday and Thursday from 3:30 pm to 5:30 pm. Saturday School is offered on select Saturdays from 7:45 am to 12:15 pm. **Students are expected to bring class work and study materials to After School Detention and/or Saturday School, be in dress code, and remain on task or credit will be disallowed.** Students who fail to appear for a scheduled After School Detention or Saturday School will face further disciplinary action that can include, but is not limited to, additional detention hours, placement on non-privilege status, suspension or referral to Alternative Education (Gateway).

RESPONSIBILITY CENTER IN STUDENT SERVICES OFFICE

Certain violations of behavior policies may result in students being assigned to the on-campus Responsibility Center, or an alternative learning environment. Education Code violation may require mandatory removal from school. Students assigned to the Responsibility Center will be able to work on class assignments and may receive counseling to modify negative behavior patterns. Students in violation of the district dress code policy will be remanded to the Responsibility Center for disciplinary action.

NON-PRIVILEGE POLICY

The following policy will be in effect for all students who are suspended and/or violate the Clovis High School Co-Curricular Code of Ethics. Students may also be placed on non-privilege for any violation of school policies including behavior, academic performance and attendance (truancies, uncleared absences, class cuts and tardies).

All students will be suspended from participating in any school-related activity for a period of ten (10) school days or fourteen (14) calendar days as deemed appropriate by the administration.

Certain violations (attendance, academics, or behavior) may result in the extension of non-privilege status beyond the normal ten day period. Some examples of non-privilege include, but are not limited to: removal of athletic, co-curricular or other school activities for the remainder of the school year i.e. field trips, graduation ceremonies, dances, off-campus lunch privilege, etc.

SENIOR PRIVILEGES

Seniors may receive off-campus lunch privileges with prior parent approval. Parent consent forms are turned into the Attendance Office. Seniors may lose their off-campus privileges or have them revoked based on poor attendance, behavior and academic standing. This same criterion may be applied to extra senior activities such as the Prom, GradNite, etc.

NON-SENIORS AND OFF CAMPUS

Only seniors who are considered to be in good standing may receive off-campus lunch privileges. Any underclassmen (Grades 9 – 11) who are off campus at lunch may be considered truant and in violation of Governing Board Policy. Non-Seniors, and Seniors without prior permission, caught off campus at lunch will be assigned Saturday School detention. Habitual or repeat offenders could lose their own senior off-campus privileges, as well as face suspension or referral to Alternative Education (Gateway).

RESTRICTED AREAS/LOITERING POLICY

Some specific areas of campus are restricted to student access.

1. Students are not permitted in the C, D, N-wing or H Buildings, breezeway of the South Gym, access road, or around the administration building during lunch periods.
2. Students are not permitted in parking lots during the hours of 7:15 a.m. to 3:15 p.m. without a pass.
3. Loitering is not permissible in restricted areas during the school day.
4. Students are not permitted in the Faculty Dining Room and Lounge without permission.
5. Students are not permitted to pass through the **Clovis Elementary School** grounds for any reason.
6. Students should not walk or run in the flowerbeds or unpaved areas throughout campus.
7. Students should remain in the interior of the areas identified by the painted blue lines around campus. These lines indicate the boundaries for students and should be adhered to during school hours.
8. Students are not permitted to loiter in the additional areas below:
 - a. Athletic fields and stadiums
 - b. Portable classroom areas
 - c. Bicycle racks
 - d. Tennis courts

During the lunch period, students should keep food and drink in the following areas:

1. Cafeteria
2. Amphitheater
3. Snack Bar Area
4. Yale Office Area
5. Cougar Store Area

AFTER SCHOOL POLICY

Students are not to remain on campus after 3:35 p.m. without an expressed purpose and under the direct supervision of staff. Due to safety and liability concerns, students need to leave the campus after school by 3:35 p.m. unless they are involved in an official, supervised school activity (i.e. athletic practice, arts practice, academic lab, the library, etc.) Students who are waiting for a ride after 3:35 p.m. need to wait in front of the school on Fowler Avenue near the main office.

ELECTRONIC EQUIPMENT

Cell phone use is allowed before school, during passing periods and lunch time. Individual classroom **cell phone policies should be clearly communicated to students (syllabus, posters, conversations, etc.)**. Violation of these policies can result in the student's cell phone being held in Student Services requiring a parent to pick up the device. Repeated offenses will result in additional consequences.

Earbuds and headphones are not to be used/visible during school hours, the devices will be confiscated and held in Student Services. The use of these devices creates a significant safety hazard. Laser pointers will not be allowed on campus and will be confiscated. **Confiscated items must be picked up by a parent/guardian in the Student Services office.** District employees may hold onto a student's cell phone to prevent tampering during the investigation.

*****Clovis High School assumes no responsibility for confiscated items.*****

SKATEBOARDS, BICYCLES, SCOOTERS AND ROLLERBLADES

Skateboards, bicycles, scooters, and rollerblades may be used to travel to and from school **BUT NOT USED ON CAMPUS**. Once on campus, all skateboards must be stored in lockers or a classroom. Skateboards cannot be carried around campus during school hours. Locks must be removed nightly or they will be cut.

PERSONAL STUDENT CONDUCT

During the time students are in school, they should use good judgment in their relationships with other students. Holding hands is permitted, but the following behavior is not permitted:

1. Prolonged embrace
2. Kissing
3. Lying or sitting together in an inappropriate manner (no sitting on laps)
4. Any other act that is not in good taste

SEVERE STUDENT MISCONDUCT/SUSPENDABLE OFFENSES

In an effort to provide a safe school environment for students and staff, severe student misconduct offenses will result in an immediate referral to the Student Services office for suspension. Students determined to be in violation of the educational code will be suspended from 1-5 days, placed on non-privilege, and assigned Thursday or Saturday School for each suspension. For a list of California Educational Code Violations that will result in suspension and/or consideration for expulsion, see CUSD: Student and Parent Rights and Responsibilities for policies and regulations regarding discipline.

Students who are deemed to have habitual behavior that violates district and/or California Education Code mandates will be referred for alternative placement and provided an increased service environment. Violations include but are not limited to habitual dress code issues, truancy, defiance, disruption, verbal abuse of school personnel, and other issues that impact the learning environment at Clovis High (Ed Code. 48915 E1).

ALCOHOL, TOBACCO & OTHER DRUG PREVENTION/INTERVENTION

Because the use of alcohol, tobacco and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board believes it is necessary for the schools of the District to be free of alcohol, tobacco and other drugs. The Governing Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco and other drugs. Alcohol and tobacco are like any other drug, illegal for use by minors. The District has developed a comprehensive prevention program that includes instruction, intervention, recovering student support and enforcement/discipline. **The possession or use of alcohol and all other controlled substances on any CUSD campus or at any school event will result in an expulsion recommendation.**

Recognizing that keeping schools free of alcohol, tobacco and other drugs is a concern common to the District and the community, the Governing Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol, tobacco and other drug use.

The Governing Board supports the following comprehensive drug, alcohol, and tobacco use prevention/intervention approach:

A. INSTRUCTION

1. The District provides instructional programs, which help students avoid the use of alcohol, tobacco and other drugs and teach students how to influence their peers to avoid and/or discontinue the use of alcohol, tobacco and other drugs. Instruction is preventive in nature and designed to help students who have questions related to alcohol, tobacco and other drugs.
2. The instructional programs help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol, tobacco and other drugs, and will assist the student toward maturity.
3. The curriculum is K-12, comprehensive and sequential in nature, and suited to meet the needs of students at their respective grade levels.
4. Additionally, instruction includes the effects of alcohol, tobacco, narcotics, restricted dangerous drugs and other dangerous substances upon prenatal development, as part of the preventative

education program. This instruction is provided in Health/Science courses in 7th, 8th, or 9th grade.

B. INTERVENTION

1. School site personnel are trained to identify symptoms, which may indicate use of alcohol, tobacco and other drugs. Site personnel are responsible for intervening and reporting suspected alcohol, tobacco & other drug use by immediately notifying the principal or designee.
2. In severe cases, if the parents/guardians or the school medical personnel are not immediately available, and an ambulance will be called to remove the student to a hospital. Parents/guardians will be notified of this action and are responsible for the expenses incurred.
3. See Student Assistance Program for more information regarding intervention.

C. RECOVERING STUDENT SUPPORT

1. The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol, tobacco and other drugs. The District provides ongoing school activities and counseling that enhance recovery (see Student Support Services).

D. ENFORCEMENT/DISCIPLINE

1. When any student illegally uses, possesses, or is under the influence of alcohol or other drugs at school or while under school jurisdiction, the District's suspension procedures will be implemented. In addition, the following actions **will** be taken:
 - a. Contact law enforcement authority.
 - b. Referral to an appropriate community-counseling program.
 - c. The student shall be suspended and referred to Student Services and School Attendance with a consideration for recommendation of expulsion.
2. When there is reasonable cause to believe that a student has actually sold or provided alcohol or other drugs or drug paraphernalia on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities will decide whether they or the school will notify the parent/guardian. The principal or designee will follow expulsion procedures (A.R. 5144 and 5131.6).
3. School authorities may search students and school properties for the possession of alcohol, tobacco and other drugs as long as such searches are conducted in accordance with the law, Board Policy, and administrative regulations. Student cell phones may be accessed if by doing so a more complete investigation will be accomplished.
4. ***Confiscated items must be picked up by the parent. Clovis High School assumes no responsibility for confiscated items.***

PHYSICAL EDUCATION LOCKER ROOM POLICY

To ensure the security of the personal possessions of Clovis High School students and to protect school property, the following rules will be strictly enforced:

1. All students will **provide their own school approved combination lock**. (Please refer to CHS PE Handbook.)
 - a) Students are provided with lockers to be used during their P.E. period only.
 - b) Team lockers are provided for athletic teams. The combinations are changed and lockers reissued at the conclusion of each sport session. Female athletes need to bring their own lock.
2. Students are responsible for all articles in their lockers and are to keep them locked at all times. **The school is not responsible for lost or stolen articles.** All lockers must be cleaned out by the last day of school or as designated by the P.E. Department. Anything left in the lockers will be discarded.
3. Students are warned:
 - a) **Not to leave their possessions unsecured at any time.**
 - b) **Not to let their combinations be known to anyone.**
 - c) To be careful that they are not observed while using their combination.
 - d) Not to leave money or other valuables in the locker.
 - e) Any theft that occurs in P.E. must be reported to their teacher and Student Services immediately.
4. Any lock left on an unassigned locker after class will be cut off.
5. Students are not allowed in the locker room at any time unless they are under the direct supervision of a teacher.
6. Disciplinary action will be taken against any student:
 - a) Found unattended inside the locker room
 - b) Vandalizing school or personal property in the locker room area.

STUDENT ACTIVITIES

"INVOLVEMENT" is a key word at Clovis High School. Every possible opportunity is provided for students to become involved in co-curricular activities.

This section of the handbook will provide you with the information necessary to take advantage of our varied activity and athletic programs. Activities at Clovis High School include opportunities such as: club programs, class activities, dances, student government, drama productions, athletics, music, special days and weeks, assemblies and rallies.

REASONS TO PARTICIPATE IN STUDENT GOVERNMENT & SCHOOL ACTIVITIES

1. Develop new friendships
2. Makes school more interesting
3. Something worthwhile to do in leisure time
4. Develops tolerance and acceptance through interpersonal skills development
5. Teaches students how to win and lose in a sportsmanlike manner
6. Gives students a voice in school affairs
7. Develops reflective personal development through critical feedback
8. Develops poise and social contacts
9. Results in friendlier relations with teachers
10. Creates greater interest in regular school activities
11. Increase self-confidence
12. Provides an opportunity to learn the proper channels to follow in order to change rules
13. Most important - provides opportunities to serve the campus and community

STUDENT GOVERNMENT AND LEADERSHIP PROGRAM

The government of the Clovis High School student body is comprised of a Student Council, consisting of elected Associated Student Body officers and non-elected student leaders. The ASB officers meet regularly, at which time business is transacted and student body activities are discussed.

Student body officers serve for the entire school year. To become a candidate for office, a student must file an appropriate petition; satisfy the citizenship and academic requirement. A plurality of votes cast is necessary for election. Each class elects officers and transacts business under the leadership of its officers and advisors. Students may request a copy of the Student Body Constitution or By-Laws from a member of Student Council or obtain copies from the Student Activities Office.

The advisor of the student government is the Activities Director. All meetings and work of the Student Council are under his/her direction. Any student or organization with questions about student government, election procedure, or similar items may see the advisor or contact the Activities Office.

STUDENT HUMAN RELATIONS

Clovis High School has established the Principal's Advisory on Student Affairs (PASA) for the purpose of assisting school personnel in addressing student concerns that may manifest on the school campus. This program involves students from different social, racial, and ethnic groups. Participating students meet regularly with the principal, deputy principal, and other involved staff members to address concerns/issues with the purpose of developing positive outcomes or resolutions. Interested students should contact the Activities Director or the Principal.

CO-CURRICULAR ADVISORS

Academic Decathlon	Mikaela Camenson
Activities Director	Sally Kirchner
Advanced Placement	Shane Gillen
Athletic Director	Jesse Hardwick
Band Director	Esmeralda Rocha-Lozano
Assistant Band Director	Alec Rodriguez
Color Guard	Esmeralda Rocha-Lozano
Choral Director	Tami Spurgeon
Accompanist	TBD
Drama	Megan Hamilton
Folklorico	Dora Macias
Forensics/Debate	Elizabeth Howard
History Day	Ryan Tucker
Jazz Band Director	Evan Hamada
Marimba Band	TBD
Mock Trial	Leanne Lewis
Paw Prints	Drew Blanchard
Peer Counseling	Cassidy Salinas
Pep & Cheer Director	Dominique Papaleo
Robotics	TBD
Science Fair	Lucas Moldenhauer
Science Olympiad	Doug Warner & Jillian Jett
Student Government	Sally Kirchner
Webmaster	Ryan Tucker
Yearbook	Diana Garcia-Garcia

CLASS ADMINISTRATORS AND SPONSORS
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Class	Year	Administrator	Sponsors
Senior	2024	Karen Majchen	Tori Ross/M. Wilson
Junior	2025	Beth Willson	K. Habib/C. Vanbebber
Sophomore	2026	Shane Gillen	Ron Webb/Michael Luna
Freshman	2027	Rebecca Porcella	TBD

CLUB AND ORGANIZATION ADVISORS

<u>Club</u>	<u>Meeting Place</u>
African American Student Union (AASU)	TBD
Asian	BBQ Area
AVID	P08
Book Club	P13
Class of 2024	K01
Class of 2025	Cafeteria
Class of 2026	N. Gym
Class of 2027	S. Gym
Diversity	N08
Ecology	N18
eSports	E06
German	K02
GSA	H03
Interact	Annex
Habitat for Humanity	Transitions Office
Jr. Larcs	N11
Key Club	P11
kNOw more	N12
Latin Dance	Cafeteria Lanai
Latino Club	N05
Leo Club	D01
Push Up Club P.U.C.	H10
Peer Counseling	N07
Red Cross	C03

Remix	Cafeteria Lanai
Revelations	C. Center
Stage 71	E08
Teachers of Tomorrow	H02
Unicef	TBD
Veterans Support Club (V.S.A.)	Activities Office
Women Empowerment	P14
Women in Construction	H10

POLICY ON STUDENT FUNDRAISING ACTIVITIES

All student fundraising activities must be associated with a Clovis High School Club or Organization and must have prior approval from the Student Activities Office and CUSD Governing Board.

POLICY 6145 – PROHIBITED DISCUSSION AND PARENTAL APPROVAL ISSUES

As per CUSD Governing Board Policy 6145 (Student Services Rights and Responsibilities – Student Activities), the discussion of sexual activity during any student club and/or co-curricular program activity is prohibited. In addition, parents have the right to restrict their students’ participation in any co-curricular program, club, or organization by providing written notice.

ATHLETIC & CO-CURRICULAR PARTICIPATION

Clovis High School takes great pride in its athletic program. We strive for excellence and participation on all our athletic teams. We have an excellent group of highly trained coaches who are excited about working with all student athletes at Clovis High School. The following sports are offered at Clovis High School:

FALL	WINTER	SPRING
Girls Volleyball	Girls Basketball	Boys Volleyball
Student Football	Boys Basketball	Baseball
Boys Cross Country	Student Wrestling	Boys Tennis
Girls Cross Country	Boys Soccer	Girls Track
Boys Water Polo	Girls Soccer	Boys Track
Girls Water Polo	Competitive Cheer	Softball
Girls Gymnastics		Boys Swimming
Girls Tennis		Girls Swimming
Girls Golf		Boys Golf
		Girls Badminton

ROOTER BUS

Riding to games on a rooter bus is a privilege. All regular transportation regulations apply. Buses leave promptly at the announced time from a campus parking lot. Parental permission slips must be picked up, signed by parents/guardians, and returned before a student's name will be placed on the rooter's bus roster. These slips may be obtained from the Activities Office. Rooter bus tickets may be purchased after the permission slips are returned to the Activities Office.

STUDENT CO-CURRICULAR CODE OF CONDUCT

The conduct of a Clovis High School student involved in a co-curricular activity is closely observed by many people. Each student that participates in any co-curricular activity is a representative of their activity, school, and community. With this in mind, it is important for every co-curricular student to maintain the highest standards in all aspects of young adult life.

OVERVIEW

The following Code of Ethics applies to all students who represent Clovis High in any co-curricular program. The student will be asked to make this commitment prior to the start of the season/activity, and abide by its conditions for one calendar year from the signing date. During the summer vacation this code is still in force. The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

STUDENT/PARENT COMMITMENT

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing.

The student is also subject to the school rules while at school or at a school related activity.

APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as stated in Board Policy 5132. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

ATTENDANCE

We understand regular attendance is expected of all our student-athletes and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (half of the day unless he/she has a doctor's appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest.

ACADEMIC ELIGIBILITY

We understand the academic eligibility requirements set forth by C.U.S.D.:

- Passing a minimum of four subjects
- Grade Point Average Requirements - A student must earn at least a 2.0 grade point average in all enrolled classes for the prior grading period in order to participate in the current grading period. (Grade 7 - 12). A student who fails to achieve a 2.0 grade point average will be placed on probation for the current grading period provided the student complies with and attends the school's tutorial assistance program (Co-curricular Study Table is a three-hour per week academic lab). A student who does not achieve at least a 2.0 grade point average during the probationary period shall be excluded from participation in extracurricular activities during the subsequent grading period. The grading period in C.U.S.D. is six weeks.
- Progress Towards Graduation Requirements - The following number of accumulated units towards high school graduation will be standard for minimum achievement:

Sophomore, fall semester 55 units
Sophomore, spring semester 80 units
Junior, fall semester 110 units
Junior, spring semester 135 units
Senior, fall semester 165 units
Senior, spring semester 195 units

A student who does not accumulate the required number of units towards high school graduation will be placed on probation for the current semester. A student who does not achieve the necessary number of units by the end of the probationary semester shall not be allowed to participate in extracurricular and co-curricular activities the following semester.

EQUIPMENT

We, the student and/or parent/guardian, accept responsibility for all equipment/uniforms issued and will provide for their proper care, storage, and return. Failure to return equipment/uniforms in the condition they were given you, will result in suspension from all activities until it is returned, paid for, or other arrangements are made. Any equipment not returned will result in a financial obligation being issued.

DROPPING FROM A TEAM

We agree to let the coach/advisor know if our son/daughter is considering dropping from an athletic team or co-curricular program. Dropping without the consent of the coach/advisor and Athletic Director will result in suspension from all co-curricular teams/activities. Reinstatement in other co-curricular activities or joining another team/activity (same season or other seasons) requires an appeal to the Athletic Board/Co-Curricular Advisor.

CLEARANCE

We agree to provide the correct information on the following forms as requested:

- Date of birth of the student
- Provide the results of an annual physical examination/health screening
- Provide verification of insurance
- Provide a signed residence questionnaire /transfer students cleared by the district and school
- Provide signed informed consent for FOOTBALL/ OTHER SPORTS
- Provide a signed C.U.S.D. Code of Ethics
- Provide a signed C.I.F. Code of Ethics
- Provide a signed Parent/Athlete Concussion Form
- Provide a signed dress code, if the coach uses a stricter dress code than C.U.S.D.

BEHAVIOR

The conduct of a CUSD student is closely observed by many people. The student, in representing themselves, their parents, school and community, are expected to conduct themselves in an exemplary manner.

A. CONDUCT THAT IS NOT ACCEPTABLE:

1. Possession/Use of illegal drugs and/or alcoholic beverages
2. Possession of weapons
3. Fighting (Battery) Repeated mutual combat
4. Possession/Use of tobacco
5. Violation of a law in the community
6. Defiance of adult authority or the breaking of rules established by the coach/advisor or school
7. Use of profanity or vulgar language
8. Taunting of another student
9. Misuse of equipment/uniform
10. Unsportsmanlike conduct
11. Wearing uniform incorrectly
12. Negative behavior toward an official (either spoken or a physical reaction)
13. Attendance at a party or activity where alcohol or other controlled substances are illegally used.

VIOLATIONS RESULT IN A CO-CURRICULAR BOARD HEARING & APPROPRIATE DISCIPLINE WILL BE DETERMINED.

ATHLETIC/ACTIVITIES BOARD

The board will be composed of a minimum of three people per case: a. Deputy Principal b. Athletic Director or Student Activities Director c. Counselor/Learning Director. The coach/advisor of the student may not be a board member for that case but may attend. The board will hear a case within five (5) school days of a request (unless extended by mutual consent), and inform the student of its decision as soon as possible. Any board meeting will be restricted to the board members, school officials, the student, and parents (any exception must be cleared through the Deputy Principal's office). The athlete needs to be aware that if allowed to return to the team, their standing on the team, and any individual end-of-the-season/year honors, will be affected.

PARENT/GUARDIAN EXPECTATIONS CO-CURRICULAR CODE OF CONDUCT:

As a Clovis High School parent/guardian, I agree to:

- be a positive role model for my student, the school, and community
- display a positive attitude and behavior
- show respect for all participants, officials/judges and advisors/coaches
- assist in providing for student safety and welfare at all times
- encourage my student to attend school regularly and excel academically
- inform my student of the dangers of using and discourage the use of any illegal drugs, alcohol, or tobacco
- abide by the CUSD regulations regarding tobacco, drugs and alcohol
- encourage involvement and partnerships from the community

The purpose of the Parent/Guardian Code is to develop support and positive role models in all co-curricular activities. In the tradition of excellence, the purpose of all co-curricular activities at Clovis High School is to promote the physical, mental, moral, social and emotional well-being of each student. **Parents/guardians are an integral part of this process.**

GRIEVANCE PROCEDURE

It is Clovis High School's policy that grievances should not be addressed during or immediately following any practice or activity. If a situation arises where a parent/guardian wishes to meet with an advisor/coach, or address a specific issue or complaint, the following steps should be followed:

1. Request a meeting at school with the advisor/coach.
2. If your problem is unresolved, arrange an appointment with the school administrator that is in charge of the specific program.
3. If your problem is still unresolved, the appeal process outlined in District Policy will apply (see the CUSD: Student and Parent Rights and Responsibilities for policies and procedures).

PROCESSING SERIOUS VIOLATIONS OF CUSD's ATHLETICS/ACTIVITIES CODE OF CONDUCT

1. "SUSPENDABLE / EXPELLABLE" OFFENSES WITHIN EDUCATION CODE JURISDICTION

When a student engages in conduct for which a student may be subject to suspension or expulsion from school under the applicable provisions of the Education Code (see 48900, et seq.), any such conduct shall also constitute a separate violation of the District's Athletic/Activities Code of Ethics. Accordingly, in addition to such discipline, if any, as may be imposed on the student pursuant to the Education Code (e.g., suspension from school), such conduct also may be the basis for imposition on the student of separate discipline, may include the placement of restrictions on the student's involvement in co-curricular activities, up to and including exclusion of the student from participation in athletics and other co-curricular activities, for a period of up to one (1) year.

2. "SUSPENSION / EXPELLABLE" OFFENSES OCCURRING OUTSIDE OF EDUCATION CODE JURISDICTION

When a student engages in conduct for which a student may have been subject to suspension or expulsion, if not for the fact that such conduct occurs outside the jurisdiction of the Education Code (e.g., on a weekend and not at a school-related or school-sponsored function), then any such conduct shall nevertheless be deemed to constitute unacceptable behavior within the meaning of the District's Athletic/Activities Code of Conduct. Accordingly, such conduct may be the basis for imposition on the student of appropriate discipline for engaging in such behavior in violation of the Code of Conduct. Such discipline may include the placement of restrictions on the student's involvement in co-curricular activities, up to and including exclusion of the student from participation in athletics and other co-curricular activities, for a period of up to one (1) year.

3. ACTION OF ATHLETIC/CO-CURRICULAR BOARD

Alleged violations of the District's Athletic/Activities Code of Conduct, which arise under either of the immediately preceding two paragraphs, shall be processed as follows:

- 3.1 The Athletic or Co-Curricular Board (hereinafter "Board") may suspend the student from participation in athletics and other co-curricular activities. The parent/guardian has the right to appeal the board's decision.

POLICY ON CONFLICTING SCHOOL ACTIVITIES

Student participation in activities is recognized to be an integral part of the total educational program. Occasionally a conflict in schedules may arise, such as a band concert and a sporting event. In addition, State Testing (SBAC/CAASPP) and AP testing are considered a prioritized school activity and may require advanced

communication. In such cases, the following policy shall apply:

Responsibility of the Students:

1. To inform the coaches/advisors involved of any potential conflict as soon as possible.
2. The student should request that the coaches/advisors meet to rectify the conflict.

Responsibility of the Coaches and Advisors:

1. Coaches/advisors shall make their schedule of activities known to the students involved as soon as possible.
2. Involvement in both activities shall be encouraged.
3. Coaches/advisors shall make the students fully aware of their obligation to themselves and to the other students involved and will make every attempt to resolve potential conflicts.

Note: Any conflicts unresolved will be decided by the appropriate administrator.

Participating in two varsity teams simultaneously is atypical and needs approval from both head coaches. Students need to inform their coaches and/or advisors prior to tryouts and/or preseason practices of their desire to do so. In-season sports supersede off-season sport programs. Athletes wanting to participate in off-season programs need to receive permission from their in-season coach prior to the off-season activity.

TRI-RIVER ATHLETIC CONFERENCE

CODE OF CONDUCT

STATEMENT OF PURPOSE

To achieve the proper goals of athletics, the school and the public must be informed concerning the role of athletic education. School athletics are part of the education of each student, whether students are participants or spectators. We, in the Tri-River Athletic Conference (T.R.A.C.), are in a position to utilize athletics as a part of the educational program by continuing to develop responsibilities which belong to the league, the school, and the public. We encourage all students in each member school to learn the fundamentals of each game and to participate in each sport to the limit of their abilities. We further encourage all students to learn and understand the rules of fair play and good sportsmanship, as well as the rules of the games so that they may enjoy athletics in the future, as well as the present, as good spectators. There is every reason to believe that inter-school athletics can aid in all efforts to stimulate and motivate the establishment of sound policies and wholesome practices for the member schools of T.R.A.C.

SPECTATOR CODE OF CONDUCT

The following is designed to help achieve our goals of athletics:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times respect officials, coaches and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of feet and disrespectful remarks should be avoided at all times.
5. Bells, whistles or noisemakers of any kind are not acceptable for athletic events.
6. As adult behavior affects student behavior, spectators should encourage all people to observe the LEAGUE'S CODE OF CONDUCT. Those who do not respond should be reported to the proper school authorities immediately.

STUDENT ROOTING SECTION

The Clovis High Student Body attending athletic activities and co-curricular events are expected to support teams representing our school and to provide a positive expression of our school spirit and enthusiasm. The Clovis High students are expected to comply with the following behavioral expectations:

1. All cheers, signs, etc. are to be positive in nature and supportive of our teams. Our expressions should not degrade the opposing school, players, or Pep/Cheer.
2. Attire in school colors is encouraged. Acceptable spirit items are those sold through the student store or recognized school organizations. Students must be within the dress code unless pre-approved special spirit attire is granted e.g. painted face and hair color.
3. No items are to be thrown within the stands or toward the field.
4. Any sign must be cleared through the student activities director in advance or administration on duty.
5. The rooting section when established will be restricted to those students who want to actively cheer and comply with the leadership of the cheerleaders. They must conduct themselves in a positive and safe manner.
6. We always expect Clovis High students to demonstrate positive sportsmanship and behavior at all times.
7. Violation of any of the above provisions may result in the violator being removed from the activity. The violator will be referred to the student services office for appropriate disciplinary action (which may include losing the privilege of attending school-related activities).

GENERAL STUDENT INFORMATION AND PROCEDURES

DISTRICT INTERNET AND E-MAIL RULES

All students will be required to sign a "positive use" permission slip to use the Internet at Clovis High School. This permission slip is part of the on-line re-enrollment registration materials. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage may be treated like school lockers. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will be private. See Student/Parents Rights & Responsibilities in

Board Policy #6163.4, Student Use of Technology.

Briefly stated, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems, or computer networks
- Using another person's password
- Intentionally wasting limited resources
- Using obscene language or intentionally getting access to obscene or pornographic material
- Harassing, insulting or attacking others
- Violating copyright laws
- Trespassing in another person's folders, work, or files
- Using the network for commercial purposes

Violations may result in disciplinary or legal action as well as a loss of access to the computer network. To read the full text of Policy #6163.4, go to www.cusd.com and look under Board Policies.

CELL PHONES/ELECTRONIC DEVICES/SOCIAL MEDIA RULES

Cell phone use is allowed before school, during passing periods and lunch time. Individual classrooms will have **cell phone policies which will be clearly communicated to students (syllabus, posters, conversations, etc.).** Violation of these policies can result in disciplinary action.

Earbuds and headphones are not to be used during school hours. The use of these devices creates a significant safety hazard.

In an effort to protect student privacy, students entering the Student Services office are required to check their cell phone in to the Student Services Secretary. District employees may hold onto a student's cell phone to prevent tampering during the investigation.

POLICY FOR MESSAGES, BALLOONS, AND FLOWER DELIVERIES

Due to the increased enrollment at Clovis High and the demands that this increase has placed on all of our facilities and services, a modification in the delivery of messages/gifts to students was implemented.

1. No personal messages between friends will be taken (e.g., boyfriend/girlfriend, non-CHS student, etc.).
2. Emergency messages from parents or guardians will be delivered (These should be restricted to genuine emergencies.)
3. Balloons, flowers, and gifts will not be delivered to students and/or such deliveries from vendors/parents will not be accepted by the school. Additionally, CUSD Transportation Department policies preclude the carrying of balloons or other large items on school buses.
4. The school will not be held liable for food that is delivered from a food delivery service.

DAILY BULLETIN

The Daily Bulletin will be read during second period and is posted daily in the classrooms, library, and school website.

STUDENT INSURANCE

All Clovis High students may be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Students who participate in sports must have medical insurance that provides at least \$1,500 accidental injury coverage. Information on these policies is given early in the school year. For further information, contact the Athletic Office or school receptionist.

DANCE REGULATIONS/GUEST PASSES

1. To provide a safe and positive environment at school events, Clovis High School administration reserves the right to deny admission to anyone.
2. **Students must be in Good Standing** in order to attend Winter Formal, Sadie Hawkins or Prom.
 - a. Students must be passing all classes. **No F's or Incompletes** on previous grading period.
 - b. Student must have no unserved discipline assignments.
 - c. Student must have completed all assigned Independent Study work.
3. Activities are for Clovis High School students and their invited guests. Guest Passes may be obtained from Student Services and must be approved in advance of the event.
4. Guest passes will be issued to school activities under the following conditions:
 - a. The guest must be **under the age of 20** and at least a **ninth grade** student at the time of the event.
 - b. If a high school student: The guest must be in good standing at their school of residence (see conditions for alternative educational students).
5. Any student placed in an alternative education program for a non-expellable offense will be allowed to attend school activities only at the discretion of the principal's designee. The student must be in good standing at their current school of residence and if recently placed in an alternative program, would have been off non-privilege at the previous school of attendance.
6. Any student expelled or placed in an alternative educational setting for an expellable offense will not be allowed to return to any school activity for one calendar year or until which time the student is re-enrolled in a comprehensive high school within the Clovis Unified School District.
7. High school age students who have dropped out of school and have not re-enrolled in an educational program will not be granted a guest pass.
8. A student or guest who leaves an activity may not return.
9. Drinking, smoking, or use of illegal drugs will not be allowed. If any student or his/her guest is suspected of being under the influence of a controlled substance, parents will be notified and/or the student or guest may be referred to law enforcement and taken into custody.
10. **Students must produce a valid (current school year) Clovis High School I.D. Card to attend.**
11. **Guests must also have a valid photo I.D., such as a driver's license or school I.D. card and a guest pass approved by the student's counselor to be admitted.**
12. **All students and guests must comply with all Clovis Unified School District policies including all aspects of the Dress Code.**
13. Students are limited to one guest per activity.

DANCING BEHAVIOR AND EXPECTATIONS

Students and guests are required to maintain the same standards set by CUSD that are established anytime they are at school or at a school activity. Dancing that does not follow these standards will not be allowed. Students dancing in an indecent or extreme manner will not be allowed to remain at the dance. This includes dancing that is extremely suggestive in nature and is not appropriate at a school dance.

DRESS AND GROOMING REQUIREMENTS FOR PROMS AND FORMAL EVENTS

(Note: This policy applies to all CHS students and their guests and refers to events such as Danny Awards, etc.) All students must remain in dress code for the entire evening. If students take pictures while being out of dress code, the pictures will be held until the end of the school year.

All CUSD grooming and the Formal/Prom Dress Code standards apply for **all students and their guests**.

- Students and **guests** must comply with Clovis Unified district policies including all aspects of the dress code with some exception made for ladies formal attire. This is a formal event and appropriate attire is required.
- All students and guests in attendance must adhere to these regulations and review all of the dress requirements prior to this event. Clovis High School reserves the right to deny admittance without refund. Please abide by these rules to ensure a pleasant evening.
- Picture packages of students who are out of dress code will be held until the end of the year.
- All guests must be under 20 years of age on the date of this event.

Requirement for formal dressing and grooming for all Clovis High students and their guests:

- Formal evening attire is required.
- Formal evening dresses may be strapless or off the shoulder if they meet the criteria listed below.
- Only appropriate jewelry may be worn, excluding spiked or studded jewelry, no facial piercings except for ears.
- Dresses must cover the entire front and side portion of the torso. Dresses may not be transparent/ sheer, or have an exposed midriff or side of torso.
- Dresses must not be too revealing in the front (including deep-V cuts) or back, or may not have a slit higher than 5" above the knee.
- The back of dresses may be no lower than 2" above the natural waistline
- Dresses may not be shorter than 5" above the knee
- Casual dresses and skirts are not allowed
- Extreme hairstyles, hair coloring, or make-up are not allowed
- No two-piece dresses will be allowed
- Tuxedo, suits, and/or sports coats with a tie and dress slacks are required
- Formal western wear will be allowed (western slacks with a coat and tie are required)
- All clothing must be in good repair, clean, and pressed
- All CUSD grooming standards apply to all students and their **guests** (shaving, etc.)
- No denim will be allowed

Footwear:

- Appropriate formal footwear, dress shoes, or dress boots are required.
- Combat boots, Doc Marten type shoes, work boots are not allowed.

Lock-in/Lock-out Policy Students must arrive no later than 8:00 PM. Students will be dismissed no earlier than 10:00PM.

SCHOOL PROBATION/NON-PRIVILEGE STATUS

School probation is a limitation placed on a student's participation in school activities, both during school hours and non-school hours.

Students who are enrolled and attending a school operated by the Clovis Unified School district, and who maintain proper attendance, proper academic achievement and proper behavior are entitled to participate in all school-sponsored activities.

School sponsored activities include activities which are **open to the general public** and those activities restricted to students in good standing in their school of attendance.

Students who have been disorderly while in school attendance, or who have committed a violation for which the appropriate disciplinary action is suspension with a recommendation for consideration for expulsion, or for an involuntary transfer to a continuation school are not in good standing. Students not in good standing are not authorized to attend any mainstream school sponsored activity during the duration of their assignment to and attendance in a continuation school or alternative school.

CAMPUS VISITORS

In compliance with Board Policy, students are not permitted to bring guests on campus during the school day. If clearance is needed, it must be approved at least 24 hours prior by the Deputy Principal's Office. Unless there are extenuating circumstances, **Visitor's Passes will not be issued.** Small children or babies are not permitted as visitors unless specifically invited by and under the supervision of the Child Development or Cal-Safe teacher.

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER BLADES

Bicycles, skateboards, scooters, and rollerblades are to be used as transportation to and from school. Students must not chain bikes to trees or light poles. Although bicycles, rollerblades and skateboards are a common form of transportation to and from school, they are not allowed on campus as per current policy. No loitering will be allowed in the bicycle rack area.

STUDENT IDENTIFICATION

Clovis High School will be implementing a digital ID card system accessed through the Q Student Connection app. Students without phone access will be provided with physical ID cards to ensure their participation in school activities. Thank you for your support as we introduce this new initiative for enhanced convenience and security.


SNACK BAR AND CAFETERIA PURCHASES

For those students who qualify for No-Cost lunches, applications may be picked up at the Cafeteria. This application was also available through the on-line re-enrollment process in Zangle Parent Connect. Completed applications must be returned to the Cafeteria for approval of eligibility. Students wishing to purchase No-Cost lunch by the week can obtain them from the cafeteria. All students must have their student ID cards when purchasing any food product at the snack bar or cafeteria. This will ensure that other students' ID numbers will not be billed incorrectly.

STUDENT "COUGAR" STORE

The Cougar Store is located in room B02 between the administration building and the library. The store will normally be open between 8:00 a.m. and 3:00 p.m. Monday through Friday. For any questions call 327-1296.

The store will provide student body, staff and community with various school spirit items, limited school supplies, gift items, jewelry, T-shirts, snacks and physical education clothes. Food items will not be sold during class time. Students are not allowed in the store during class time.

Clovis High students enrolled in Physical Education are required to wear appropriate P.E. attire. Such attire may be purchased at the Clovis High student store. The uniform being sold by the site contains the name/logo of Clovis High. Students, however, are not required to purchase a P.E. uniform from Clovis High. If students choose not to purchase a P.E. uniform from Clovis High, students are otherwise required to wear their own appropriate clothing. (See PE Handbook for more details) The P.E. uniform for purchase consists of royal blue micro-mesh shorts for \$15.00. A white T-shirt imprinted in royal blue is available for \$10.00 in sizes small to extra large. Sizes XX-large and XXXL items are an additional \$2.00 per piece. 

SCHOOL PUBLICATIONS

- ***Cougar's Growl*** is the school's digital newspaper. Articles are published by the journalism staff/class.

- **Paw Prints** is a creative writing publication that is published each spring and sold at a nominal cost.
- **Cavalcade** is our yearbook, issued at the end of each school year. Students may purchase a yearbook during registration, at the start of school, and throughout the school year in the yearbook room.

EMERGENCY PROCEDURES

Clovis High School and CUSD considers student safety as our most important priority. As such, emergency procedures are articulated district-wide and applied at Clovis High School in order to provide all students and staff with assurance that specific protocols will be followed to provide an appropriate response to any emergency that may arise.

Emergency procedures (i.e. fire, earthquake, facility lockdown, evacuation) are practiced on a random basis and in accordance with mandated requirements. Emergency information is published and communicated to all staff. Emergency exit maps are posted in all rooms on campus.

BUS TRANSPORTATION AND RULES OF CONDUCT

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.

Home to school transportation is provided at no charge for students that attend Clovis schools and reside in the transportable zone as defined below.

Transportable Zones

Grades K-6 residing 1 mile or more from school site.

Grades 7-12 residing 2 1/2 miles or more from school site.

The distance is measured by the most direct route from the school property to the student's home.

A. Requirements for Riding a School Bus

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place – Well off the road.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students shall board or exit the school bus only at the students' authorized bus stop.
"Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent's signature, and signed by a school administrator. The written statement shall be forwarded to the bus driver. *(The Administrator's signature shall include the administrative title, the time and date signed. If there are any questions, administration should contact the parents.)*
6. Students must have their school IDs to board the school bus.

B. Posted Bus Rules of Conduct

ALL SCHOOL AND CUSD REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!

1. Fighting (physical contact) ***, fighting (verbal altercation) **, threatening behavior and/or harassment***, of any kind is prohibited.
2. Weapons, smoking, laser pens, drugs, or alcohol are forbidden on or near a school bus.
3. Cross the street in front of the bus and only under the supervision of your bus driver. ***
4. Follow the instructions of your bus driver at all times. **
5. Students are to remain seated and facing the front while the bus is in motion. **
6. Keep your arms and head inside the bus at all times. **
7. Profanity, indecent language, or obscene gestures is prohibited. **
8. Any property defaced or destroyed on the school bus will be paid for by the student and/or parent/guardian. **
9. Eating, drinking, and chewing gum are prohibited.*

10. Spitting or throwing objects on the bus or out the window is prohibited.*
11. Loud or boisterous noises, singing or whistling will not be permitted.*
12. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, skateboards will not be permitted.*
13. Animals or insects (dead or alive) are not allowed on the bus.*

Failure to comply with these rules will result in the following:

***Zero Tolerance-10 day suspension from bus

**Level One-5 day suspension from bus

*Level Two-2 day suspension from bus

- C. California law governing school buses and school pupil activity buses (SPAB) "Holds the driver responsible for the orderly conduct of pupils while aboard the bus" (5CCR 14103).

It also states "a school bus or SPAB bus shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion." (13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB bus while the bus is in motion. Failure to abide by one or more of these rules shall result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event that they are attending. Procedure for issuing a "Warning of Unsatisfactory Conduct on or Near a School Bus"

At the driver's discretion, up to two warnings may be issued to a student before issuing a "Notice of Unsatisfactory Conduct" referral. A driver may choose to issue a "Warning of Unsatisfactory Conduct" in lieu of a "Notice of Unsatisfactory Conduct" referral. A maximum of two warnings may be issued per student, per item as indicated on the warning report

D. Bus Discipline Procedures

1. Violation of the posted rules and regulations shall result in the loss of bus riding privileges. A student who rides the bus in the Clovis Unified School District is disciplined in accordance with the statutes of the State of California and will be subject to disciplinary actions for violation of any of the Posted rules of Conduct for CUSD, as outlined in District Policy.
2. School Officials shall normally apply progressive discipline procedures when the driver issues a "Notice of Unsatisfactory Conduct On or Near School Bus" referral as outlined: (**see next page for referral forms**)
 - (a) The first referral and second referral the school site administrator issues appropriate discipline as outlined:
 - "Zero Tolerance" section = 10 day suspension from bus
 - "Level One" section = 5 day suspension from bus
 - "Level Two" section = 2 day suspension from bus
 - (b) The third referral: suspension from all CUSD buses for the remainder of the school year.
3. In cases where the school officials determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from rider ship.

District Policy AR3540 mandates that all field trips "be supervised by certificated teachers of the District and said teachers will accompany the students on the bus. The principal will determine the number of teachers for such supervision. **Only authorized chaperones and participating students are permitted transportation on field trips.**" **See CUSD: Student and Parent Rights and Responsibilities for passenger guidelines, rules of conduct, and district policy.**

REGULATIONS CONCERNING STUDENT AND VISITOR CARS

1. **Parking Regulations:** Parking regulations on and around the Clovis High campus will be strictly enforced. Please adhere to all traffic laws and parking restrictions to help ensure a safe environment on campus and avoid being ticketed.
2. **Red Zones:** Red zones on campus are Fire Lanes. Parking is prohibited on all curbs painted red. Violators will be ticketed and towed, if necessary. Red zone restrictions will be enforced at all times, including weekends and after regular school hours.
3. **Streets on and around campus:** Please take note of parking limitations on the streets surrounding Clovis High. Parking limitations range from 10 minutes to Unrestricted. Parking is patrolled at all times by both Clovis Unified and Clovis Police Department. Remember not to block driveways, exits, or park in Red Zones. Parking by students in the neighborhoods immediately adjacent to Clovis High (off of Wrenwood Ave.) is discouraged in the spirit of being a “good neighbor” and for safety purposes.
4. **Student Parking Permits:** Parking permits will be sold on the day of registration on a first come, first serve basis with priority given to seniors. A limited number of parking permits are available. After the day of registration, permit sales will resume the first day of school. **Student parking is a privilege and not a right.**
5. **Student Parking:** Parking for students is limited to designated areas and to those students who purchase and display the appropriate permit. For the school year there will be one area designated for student parking during school hours. Parking permits are \$5.00 for the whole year and may be purchased in the Finance Office. Proof of registration and insurance are required. Permits must be properly displayed on the rearview mirror. Students must park appropriately in marked stalls, facing forward and within the lines. Please help us keep the lots and streets around Clovis High safe by driving carefully and adhering to all parking restrictions.
6. **Faculty Parking:** Faculty must park in designated areas and stalls specifically reserved for Faculty. Faculty will display a current Faculty Parking Pass from the rearview mirror.
7. **Visitor Parking:** There will be a limited number of green visitors’ stalls in the Northwest Lot. Visitors are encouraged to park along the two-hour curbs on the west side of Fowler Avenue and south side of Barstow.
8. **Handicapped Parking:** There are a number of stalls designated for Handicapped parking. These are available in both the Northwest and Southwest lots.

Students who elect not to purchase a parking permit may park only in the appropriate areas on Fowler and Barstow Avenues. Please adhere to all posted limitations or you will be ticketed. Students are expected to comply with Clovis Unified School District, Clovis High School, and the City of Clovis regulations. Students, who violate expectations, may lose privileges.

OFF-CAMPUS PERMITS

Off-Campus Permits are issued in the Attendance Office, but those for emergency illness are issued by the School Nurse **prior** to the student's departure from school.

1. **Off-Campus permits will be issued for the following reasons:**
 - a. Illness verified by the School Nurse.
 - b. Appointments with a doctor, dentist or optometrist. The signature of the doctor or the doctor's nurse must be obtained at the time of the appointment.
 - c. Illness and/or death in the family or funeral attendance when verified by the parent.
 - d. **Failure to obtain an off-campus permit prior to leaving campus may result in a truancy and additional consequences from the Student Services office.**
 - e. The parent/guardian must sign out and pick up the student at the Attendance Office and show a valid picture identification.
2. **Senior Off-Campus Lunch Permit** - According to Board Policy, seniors must request permission each year from the Governing Board to leave campus for lunch. If approved, the procedure is as follows:
 - a. Seniors must bring a signed off-campus permit application (pick up in Attendance Office) to the

Attendance Office, from a parent or legal guardian, giving permission for the student to leave campus during his/her lunch period.

- b. Seniors may go to any establishment for lunch once they have obtained a Senior Off-Campus Permit.
 - c. Seniors must present a valid Clovis High School I.D. with an off-campus sticker before leaving campus.
 - d. Seniors are not permitted to transport underclassmen off-campus for lunch or be in a vehicle with an underclassman. Any underclassmen attempting to leave campus during the school day will receive a Saturday school and have their 6 weeks of Senior privileges removed for each offense.
 - e. Seniors in violation of off-campus privileges will have those privileges revoked and/or receive other disciplinary actions.
 - f. Seniors who are not in good standing, failing a class(es), have attendance problems, or who have been placed on non-privilege may have their senior lunch privileges revoked.
3. **Lunch Off-Campus Permits for Underclassmen are not permitted.**
4. Students, other than seniors, who are issued a one-day drive-off pass, must not transport any other student in their vehicle unless specific permission is received from school administration. Passes may only be used for the authorized student.
5. Off-campus privileges may be revoked due to reprimands for habitual misbehavior.

SCHOOL FINANCE

STUDENT BODY FINANCE OFFICE

Students may come to the Finance Office to process their transactions prior to the first bell in the morning, during lunch and after school until 4:00 pm. They may not come in during class time or during passing time for any reason. The finance office does not cash checks for students. Checks written to the school must be made out for the exact amount of purchase and must be payable to "Clovis Unified School District". The student's name and student I.D. number must be on the check or it will not be accepted. After May 1st, only a cashier's check, money order or cash will be accepted for payments to the school. All returned checks will result in a \$25.00 return check fee being assessed.

STUDENT FABRICATION FEES

Students produce projects in many of the elective courses at Clovis High School. A student may pay the fabrication fee in the Finance Office to cover the cost of the materials for student-produced projects if the student would like to take the projects home upon completion. Students will receive a course syllabus detailing the projects and their cost at the beginning of each semester.

FINANCIAL OBLIGATIONS FOR SCHOOL PROPERTY

Students will be placed under obligation for outstanding encumbrances against the school until such time as those encumbrances have been addressed. Students with obligations will not be permitted to register. If obligations have not been addressed, students may become ineligible to participate in extra student activities including the commencement exercises, Grad Nite and Prom.

DAMAGED OR LOST PROPERTY, PERSONAL INJURY, LIABILITY AND FINANCIAL OBLIGATION

PARENTAL RESPONSIBILITY

The parent or guardian of a pupil shall be responsible up to the maximum limits imposed by law, for paying the District or injured party the cost of damage, loss, or injury caused by any pupil who is willfully negligent relative to CUSD, school, or personal property:

1. Cuts, defaces, or otherwise injures in any way, real or personal or District property.
2. Fails to return, upon demand of the principal/designee, any school property loaned.
3. Injuries or damages in any way property belonging to the school district employee under the circumstances listed in the Education Code Section 48910.
4. Engages in conduct leading to the death or injury of any pupil, school district employee or any person performing voluntary services for the District.

LIBRARY

LIBRARY

The CHS Library is open from 7:30 a.m. until 4:30 p.m., Monday through Friday. Students must present a pass to be admitted into the library during class time. No passes are required before/after school or at lunch.

GOALS

The goal of the CHS Library is to ensure that students and staff are information literate and become lifelong learners. We hope to accomplish this goal by:

1. Providing access to materials in both physical and electronic formats.
2. Providing instruction to foster competence and stimulate interest in reading, evaluating, and using information and ideas.
3. Working with other educators to design lessons to teach curriculum standards.
4. Preparing students for a successful post-secondary experience.

LIBRARY COLLECTION AND SERVICES

1. Students are assisted by a credentialed teacher librarian and a professionally trained library technician. The teacher librarian teaches information literacy and research skills, and also promotes independent reading.
2. The total collection at Clovis High School exceeds 17,000 print and non-print materials. Although the majority of the collection is curriculum-driven, a large number of leisure reading materials are available.
3. Technology available for student use includes but is not limited to:
 - a. 52 student computer work stations
 - b. Black and white printing (\$.10) and color printing (\$.50)
 - c. Copy machine (\$.10 per copy)
 - d. Online subscription databases available at www.chslib.com
4. Our media collection includes video/audio tapes and DVDs covering a number of curricular areas for student and staff use. Students are encouraged to check out these materials.
5. Numerous magazines are provided for both curricular and recreational reading.
6. Professional collections are available for patron use.

LIBRARY RULES

Failure to comply with library rules will result in loss of library privileges.

1. Students must have their **current Clovis High Student Body I.D. Card** to check out library materials or textbooks. **NO EXCEPTIONS.**
2. Students **MUST HAVE A PASS** for admission to the library **DURING CLASS TIME.**
3. Library materials are checked out for **three-week periods** and are always due on a Wednesday.
 - a. Students may check out a maximum of **three books** at one time.
 - b. Books may be renewed if they have not been requested by another patron.
 - c. Videos and reference materials may be checked out overnight with permission.**Students are responsible for all material they check out.**
4. If library materials are not returned on time:
 - A notice will be sent to the student via his/her 2nd period or English teacher.
 - If a student feels there is a problem regarding an obligation, he/she should see library staff immediately.
5. Students with library obligations will be denied check-out privileges until their obligations are addressed. Repeat offenders may lose library privileges entirely.
6. Lost, stolen or damaged materials must be paid for by the student.
7. Students are responsible for the care of materials checked out to them.

The following fees are charged for damaged or missing materials:

 - Library materials Replacement cost of item
8. Athletic bags, backpacks, and oversized purses may be opened for inspection when leaving the library.

9. **Food and drinks are NOT allowed in the library.**

Please remember: If you need help, see the teacher librarian or the library technician.

TEXTBOOK PROCEDURES

1. **STUDENTS ARE COMPLETELY RESPONSIBLE FOR BOOKS CHECKED OUT TO THEM.**
2. **STUDENTS MUST PRESENT THEIR CURRENT CHS ID CARD TO CHECK OUT TEXTBOOKS.**

3. **CONDITION CODES:**

One of the following condition codes is assigned to each book by computer. An obligation/damage is assessed when students return their books to the textbook room.

- a. **New**
 - b. **Good or Fair:** Slightly used; rounded corners; no excessive writing; book cover tape marks; binding still "firm"; no liquid damage.
 - c. **Poor:** Excessive writing (i.e. inside covers, inside pages); bent corners (from being jammed into lockers); highlighted pages; slight tears; 1-2 missing pages; minor liquid damage (no mold).
 - d. **Unusable:** All of the above AND/OR: broken spine; major liquid damage
4. **STUDENTS MUST RETURN THE BOOKS THAT WERE ORIGINALLY ISSUED TO THEM.** Turning in another student's textbook will not clear an obligation.

LOST OR DAMAGED BOOKS

- a. Students must pay replacement cost for lost or stolen books.
- b. Students may check for lost books in the textbook "Lost and Found" area.
- c. Students may check for lost/stolen books in the Library after the custodians have cleaned out the lockers at the close of the school year. Many lost/stolen books turn up at this time.
- d. Student/parents will be charged for stolen or lost books, excessive wear and/or damage. Refer to "Textbook Obligation Fee Structure" below for specific charges.

TEXTBOOK OBLIGATION FEE STRUCTURE

- | | |
|--|--------------------------------------|
| • Water damage, but usable (no mold): | \$ 10.00 |
| • Cover/Spine Damage: | \$ 15.00 or cost of rebinding |
| • Missing Barcode/Marks in Book: | \$ 5.00 |
| • Anything that exceeds \$15.00: | Cost of textbook |
| • Unusable: | Cost of Textbook |

CHS HEALTH OFFICE

LOCATION/ AVAILABILITY

- 1) The Health Office is located in the Administration building. Parents must stop at the Receptionist's desk in the Main Office and proceed to the Health Office when coming to pick up an ill/injured student.
- 2) Monday – Friday 8:00 am to 3:45 pm.
- 3) Student's being sent home must be signed out in the attendance office.
- 4) A full-time Health Services Assistant and a Credentialed School Nurse are in the office.

EMERGENCY INFORMATION (IMPORTANT)

- 1) Keep emergency contact information updated with current home, work, and cell numbers!
- 2) Provide names and updated phone numbers of relatives or friends to call if we cannot reach the parent.
- 3) Keep your child informed about your whereabouts.
- 4) Traveling out of town! – Please make sure someone on the child's emergency contact list can be reached.
- 5) A PARENT OR LEGAL GUARDIAN must sign the authorization every year allowing the school to seek emergency treatment (if the parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at 327-1401.

FIRST AID, ILLNESS, & INJURIES

- 1) If a student becomes ill or injured at school, he/she will receive every care and consideration.
- 2) Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- 3) Injuries which occur at home should be cared for at home.
- 4) The nurse is always happy to consult with parents regarding health problems.
- 5) After an extended illness, or injury, the student should follow up with the school nurse.
- 6) If your child has ONE of the following, he/she should be kept at home:
 - a) Illness with a fever of 100.0 or greater
 - b) Illness affects your child's ability to participate in class.
 - c) Vomiting/diarrhea
 - d) Fever of 100.0 or greater within the last 24 hours
 - e) Initiation of antibiotics within the past 24 hours
- 7) Crutches, wheelchairs and other medical devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

CONTAGIOUS DISEASE POLICY - Clovis Unified School district follows California Education Code guidelines for students with infectious or contagious disease. Clovis High asks parents/guardians' cooperation in keeping students out of school and school activities if there is reason to believe he/she has a contagious disease (see CUSD: Student and Parent rights and Responsibilities for policies & regulations).

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE) - All students entering Intermediate and High School must meet all current California Immunizations requirements for schools.

MEDICATIONS

- 1) **ALL** medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers, etc.) must be accompanied by a physician's written statement and checked in through the nurse's office. **Students allowed to carry inhalers and EpiPens must have written authorization from a physician.**

- 2) CA Education Code Section 49423 requires that prescription and over the counter medication 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 schedule 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.
- 3) The Health Office does not keep medication for general student use.
- 4) The "**Medication at School**" form is included in the registration packet. Please review the policy carefully. It is also available on the District Website or use this link: <https://www.cusd.com/HealthForms.aspx>.
- 5) Medication at school forms expire at the end of the school year unless otherwise indicated by the physician.
- 6) **Medications for off-campus activities** (field trips, out of town performances, Grad Night, etc.) require a "Medication at School" form. Please contact the Nurse at least two weeks prior to the event.
- 7) NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.

SCREENING PROGRAMS – Hearing Screening (Ed Code 49452) will be conducted during the fall semester for all 10th grade students. Vision and Hearing screening will be conducted for all new students new to Clovis Unified.

Parents/Guardians may exempt their son/daughter from screening by submitting a written request to the nurse.

SPECIAL HEALTH NEEDS - If your child has a special health need (i.e. diabetes, asthma, seizure disorder, severe allergies, bees, food, etc.), chronic illness or physical limitations please contact the nurse. To better plan for your child's needs, please contact the school nurse **BEFORE** the **FIRST** week of school.

A WORD ABOUT ASTHMA - With a proper treatment plan, most students with asthma should be able to fully participate in P.E and Team Sports. Compliance to a treatment plan, as prescribed by the physician, is what makes them successful. In talking with physicians who are successful with asthma management, if the inhaler is used PROPERLY before P.E., most students should be able to perform normally. There are certain times of the year that self-pace is indicated.

P.E. POLICY FOR ASTHMA

- 1) Students with asthma are strongly encouraged to always carry their inhaler with them.
- 2) Medication orders must be on file in the Health office (Education Code. 49423).
- 3) If students do not use their inhaler at the proper time (i.e. before exercise), or forget to bring it to P.E. and therefore cannot participate, they will receive a non-participation, some of which can be made up.
- 4) Self-pace will mean starting the activity normally, and then, self-pacing as necessary. This is to be encouraged with periods of asthma exacerbation.

SEIZURE DIAGNOSIS/SWIMMING - It is district policy that students with a diagnosed seizure disorder must have:

- 1) Written physician clearance to swim.
- 2) Written parent/guardian request to participate in any school swimming programs.
- 3) Forms are available in the nurse's office.

PHYSICAL FITNESS TESTING - Students who are unable to do all or some of the Physical Fitness Tests must present a written medical excuse from their physician to the School Nurse prior to the beginning of testing.

PHYSICAL EDUCATION (P.E.) EXCUSES - (Also refer to P.E. policies)

- 1) **All P.E. excuses from parents** may be given directly to the P.E. teacher. The student reports to class, dresses out, but is not required to participate.
- 2) **All P.E. excuses from a doctor** are to be given directly to the Nurse. The doctor's note will be kept on file in the nurse's office. The student will return to P.E. with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on P.E. medical excuses unless written permission is granted by the nurse or the physician.
- 3) Students with a short-term medical excuse from a doctor will remain in their P.E. class so that attendance can be monitored unless their medical condition warrants other considerations as determined by the physician or the school nurse. They will be required to dress out but will not be required to participate in activities.
- 4) Students who have a long-term medical excuse, every attempt will be made to schedule them into another class.
- 5) Students who desire to return to P.E. earlier than the original date provided by the physician will need written verification from the physician. All P.E. medical excuses must be renewed each academic year.



CLOVIS UNIFIED SCHOOL DISTRICT - HEALTH SERVICES

Revised 1/19

School Site Name _____

Phone: (559) _____ Fax: (559) _____

AUTHORIZATION FOR MEDICATION ADMINISTRATION AT SCHOOL

Name of Student	Date of Birth	Grade	School	Date
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California Education Code 49423 defines certain requirements for administration of medication "...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician statement." CUSD Board Policy No. 2401 does not allow students to administer their own medication without written permission as stated above.

Additionally, CUSD Administrative Regulation No. 2401 indicates that school personnel are prohibited from administering any over-the-counter or prescription medications including, aspirins, vitamins, antihistamines, etc. unless the medication is accompanied with written permission from both the parent/guardian and physician. The medication must be clearly labeled and sent to school in a container from the pharmacy and will be kept in the school office unless otherwise directed by the physician.

All medication orders will be automatically discontinued at the end of the school year after summer school.

New orders are required each school year.

PLEASE RETURN THIS FORM TO YOUR SCHOOL HEALTH OFFICE

******PHYSICIAN USE ONLY******

1. Medication: _____ Dose: _____ Reason/Diagnosis: _____

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other _____

Medication Start Date: _____ Stop Date: _____

☐ If DAILY, Time (s) to be given: _____☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other _____FOR INHALER, EPINEPHRINE AUTO-INJECTORS or other medications approved by physician only.☐ Self-Carry - Student demonstrates competence. ☐ Self-Pace PE☐ Stored in the Health Office

Other instructions or precautions-possible reactions: _____

2. Medication: _____ Dose: _____ Reason/Diagnosis: _____

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other _____

Medication Start Date: _____ Stop Date: _____

☐ If DAILY, Time (s) to be given: _____☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other _____FOR INHALER or EPINEPHRINE AUTO-INJECTORS ONLY or other medications approved by physician only☐ Self-Carry - Student demonstrates competence. ☐ Self-Pace PE☐ Stored in the Health Office

Other instructions or precautions-possible reactions: _____

3. Medication: _____ Dose: _____ Reason/Diagnosis: _____

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other _____

Medication Start Date: _____ Stop Date: _____

☐ If DAILY, Time (s) to be given: _____☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other _____

Physician's Name: _____ Physician's Signature: _____ Physician's NPI # _____

Address: _____ Phone: _____ Date: _____

PLEASE COMPLETE BOTH SIDES

Page 1 of 2

Name of Student	Date of Birth	Grade	School	Date
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******PARENT/GUARDIAN COMPLETES THIS PAGE******

Parent Request For Assistance with Medication at School

Responsibility of the Parent or Guardian

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on school campus.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.
5. Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed health care provider.
6. Each over-the-counter medication is to be in its original sealed container and prescribed for the student by a California licensed health care provider.

The parent or guardian must complete this page before any medication (prescription or over-the-counter) can be given, or taken, at school. This form must be renewed at the beginning of each school year or with any change in medication.

Parent Request for School Assistance with Medication

I understand that school district regulations require student medication to be maintained in a secure place, under the direction of an adult employee of the school district, and not carried on the person of a student (with the exception of inhalers and epinephrine auto-injectors accompanied by appropriate physician instructions).

All medication orders will be automatically discontinued at the end of the school year-summer school. New orders are required each school year.

A. For MEDICATIONS KEPT IN THE SCHOOL HEALTH OFFICE only: I hereby request that the staff of my child's school assist in giving medication to my child during school hours as stated in the physician instructions. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of parent or guardian: _____ Date: _____ Phone Number: _____

B. For INHALERS/EPINEPHRINE AUTO-INJECTORS SELF CARRY only: I hereby request that my student carry and self-administer his/her inhaler or auto-injector. I understand that if my student does not follow the rules and responsibilities of carrying his/her medication, he/she will lose the privilege of carrying such medication. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent or Guardian: _____ Date: _____ Phone Number: _____

CLOVIS HIGH SCHOOL

2023-2024 STAFF ASSIGNMENTS

ADMINISTRATIVE LEADERSHIP AND MANAGEMENT

Matt Lucas

Principal

Janis Tatum

Principal's Administrative Assistant

Sally Kirchner

Activities Director

Patti Carpenter

Student Activity Administrative Assistant

Jesse Hardwick

Athletic Director

Cynthia Locke

Student Athletic Administrative Assistant

Suzie Fender

Financial Services

Rebecca Luplow

Cougar Foundation

Baljit Gill

Deputy Principal

Ysidra Lopez

Deputy Principal's Administrative Assistant

Tina Williams

Data Processor

Tiffany Gaskill

Registrar

Roger Jaramillo

Lead Custodian

David Garza

Night Lead Custodian

Jill Duran, Keith Williams

Psychologists

Erin Hubbard

Nurse

Cathy Mencarini

Health Services Assistant

ACADEMIC SERVICES STANFORD OFFICE

SOCIAL SCIENCE • SCIENCE • INSTRUMENTAL MUSIC

Karen Majchen

Learning Director

Nicole Lewis

Administrative Assistant

SOCIAL SCIENCE

Thad Crews and Ryan Tucker, Curriculum Leader

- Thad Crews • Tim Douglas • Lindy May • Ryan Tucker • Stephen Kaufmann • John Martin • Shawn Murray • Katie Wayne • Svenja Oliver • Chad Allison • Caleb Aguiar

SCIENCE

Milena Wilson, Curriculum Leader

- Bart Ballard • Carrie Beauchamp • Tori Ross • Edith Duran-Robles • Alan Inouye
- Jillian Jett • Carolyn Mendonca • Lucas Mouldenhauer • Kaitlin Rolen • Joni Sumter • Doug Warner
- Michael Coehlo • TBD

INSTRUMENTAL MUSIC PROGRAM

Esmeralda Rocha-Lozano, Band Director

- Alec Rodriguez • Evan Hamada

ACADEMIC SERVICES OXFORD OFFICE

MATHEMATICS

Rebecca Porcella

Jill Payne

Learning Director

Administrative Assistant

VISUAL ARTS

Rennon Fielding, Curriculum Leader

• Douglas Adrian • Samantha Orozco

ACADEMIC SERVICES YALE OFFICE

CTE • ROP • CART • MATHEMATICS • LEARNING COMMONS

Shane Gillen

Learning Director

Kelly Lee

Administrative Assistant

MATHEMATICS

Bill Buettner, Curriculum Leader

- Pete Arguijo • Vincent Banuelos • Robert Berry • Tucker Clark • Tosh Demsey • Carl Eberly
- Carlos Garcia • Ralph Garcia • Denise Lum • Jason Maresh • Sean McManus • Noah Minton • Mike Noel
- Nick Scharton • Michelle Slayden • John Trutna • Annelis Walker-Mummert • Spencer Whitlow

CAREER TECH EDUCATION

Ben Orozco, Curriculum Leader

- Doug Adrian • Jay Eichmann • Chue Ly • Beth Weaver • Ron Webb Jr.

LIBRARY MEDIA SERVICES

Cindy Boyd, Learning Commons Technician

VOCAL MUSIC

Tami Spurgeon, Director

- TBD Accompanist

ACADEMIC SERVICES YALE OFFICE

ENGLISH • ENGLISH LANGUAGE DEVELOPMENT (ELD) • DRAMA • TRANSITION PROGRAM

Beth Willson

Learning Director

Marina Banuelos

Administrative Assistant

ENGLISH

Sarah Perkovich, Curriculum Leader

- Andrew Blanchard • Brianna Barnes • Mikayla Camenson • Danielle Cantu • Brent Dyck • Diana Garcia
- Lori Herb • Elizabeth Howard • Alison Johns • Kristy Lane • Leanne Lewis • Geoff Petersen
- Kevin Peterson • Mike Salazar • Sienna Swain • Katy Van Bebber Lewis

DRAMA/DRAMA TECHNICAL THEATER ARTS

Megan Hamilton, Director

ENGLISH LANGUAGE DEVELOPMENT

Alison Johns, Curriculum Leader

TRANSITION PROGRAM

Danny Bravo, Program Director

- Andie Jones • Taylor Buchnoff • Noel Felix • Francisco Gutierrez • Gabriel Hughes • Miriam Moreno
- Dani Raiskup • David Sodersten • Phillip Thomas • Mark Uyeno • Lori Vollberg • Chuye Yang

WORLD LANGUAGES

Perla Alamo, Curriculum Leader

- Meghan Anderson • Rhonda Brand • Silvia Ceccarelli • Imelda Duran • Dora Macias • Pheobe Maciel
- Cassidy Salinas • Vicky Xiong

ACADEMIC SERVICES STANFORD OFFICE

SPECIAL EDUCATION

Cari Loete
Nicole Lewis

Learning Director
Administrative Assistant

SPECIAL EDUCATION

Leah Martindale & Christina Wolfgang, Curriculum Leaders

- Christi Fuller-Cooke • Ray Harlow • John Ledieff • Heather Lowery • Ian Lynch • Diane McCrain
- Rajvir Rai • Ben Ross • Chris VanBebber • Todd Wilson

ACADEMIC SERVICES PHYSICAL EDUCATION

Jesse Hardwick

Cynthia Locke

Athletic Director

Administrative Assistant

PHYSICAL EDUCATION

Richard Lake, Curriculum Leader

- TBA • Greg Clark • Katie Green • Aaron Wilkins • John Heinz • EJ Jackson • Johnny Lopez
- JD Salles • Gabe Schaefer • Dominique Papaleo • Eloy Quintana • Nick Alexander

COUNSELING SERVICES

**Individual Student Academic Planning * Course Registration * Graduation and College Requirements
* Classroom Guidance Lessons * College and Career Exploration * Workshops * Student and Parent
Information Nights * Test Administration and Interpretation * Financial Aid and Scholarship
Information * Short Term Counseling and Referrals for Academic and Personal Support Services
* Collaboration with Families, Teachers, Administrators, and Community**

Stephanie FrazierLead Counselor
Gina Dean.....Counselor
Corinne DenHartog.....Counselor
Andie Jones.....Transition Counselor
Estevan Reyes.....Counselor
Billy Ware.....Counselor
Sonja Wilson.....Counselor
Todd Deck.....Counselor
Alma Marquez.....Counseling Center Assistant
Juli Thornton.....Counseling Center Assistant

STUDENT SUPPORT SERVICES OXFORD OFFICE

**• BEHAVIOR INTERVENTION AND SUPPORT • ATTENDANCE
• SUPERVISION • SAFETY • RESPONSIBILITY CENTER**

Rebecca Porcella

Learning Director

Jill Payne

Administrative Assistant

Kelly Lee

Attendance Services Director

Anne Townsend

Attendance Services Clerk

Yesenia Hernandez

Attendance Services Clerk

Russ Cornelison

School Resource Officer

Student Relations Liaisons: Danny Amparano, Tilo Salazar, Scott Scharton, Jennifer Wilson,
Rollie Gibson

Campus Monitor: TBA



CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2021-2022 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, submitted by June 30th each year; and Part II, which contains budget information and program data submitted by January 31 each year. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement, Title I, Part C - Migrant Education, Title II, Part A - Supporting Effective Instruction and 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.

Clovis Unified Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community. CUSD values feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Clovis kids!

CUSD is 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 the CUSD include:

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
District Advisory Committee (DAC) 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 school's Single 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 each of the site's SPSA. 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 Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

District Advisory Committee (DAC) & 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. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 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 four times a 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 SPSSA 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. **After School Safety and Education Funds (ASES):** This state-administered funded program is a result of the voter approved Proposition 49; provides three-year grant funding for afterschool programs that align with the core instructional day and have the following components: educational and literacy element (tutoring/homework assistance); educational enrichment element (Additional program/activities that reinforce what is learned in the core instructional day); and provide a nutritious snack or meal that conforms to California State Education Code requirements. The purpose of the ASES Program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
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 I, Part C (Migrant Education Program):** A federal-funded program focused on providing services for migratory students and their families.
5. **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.
6. **Title III (Language Instruction for English Learners (ELs) 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.
7. **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 can be accomplished with 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. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall, each school will send you additional information about these activities. At the district level, we encourage you to become involved with our DELAC. We encourage and look forward to your involvement in the programs we offer our learning community. If you have any questions, please call your child's school.

Additional information may be found @ <https://www.cusd.com/SupplementalServices.aspx>



Clovis High School Campus Map

1055 Fowler Avenue, Clovis, CA 93611 (559) 327-1000

