

CLOVIS HIGH SCHOOL

National Blue Ribbon High School

California Gold Ribbon School



Parent-Student Handbook 2024-2025

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, ShareenCrosby@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 by earning the Bonner Character Award and the Gold Ribbon School Award. 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

Table of Contents

Calendar of Special Events	5
Important Services and Phone Numbers	6
District Student Calendar	8
C.U.S.D. District Administration	9
C.U.S.D. Governing Board	9
Clovis High School	10
Attendance Policies	11
ATTENDANCE REGULATIONS AND PROCEDURES	12
INDEPENDENT STUDY	12
OFF-CAMPUS PASSES	13
STUDENT MAKE-UP POLICY FOR ABSENCES	14
Academic Policies	15
COLLEGE PREPARATORY (P), HONORS (HP) and ADVANCED PLACEMENT (AP) COURSES	15
COURSES REPEATED	15
COURSE PLACEMENT POLICY	15
PROCESS FOR REPEATING A COURSE TO IMPROVE A GRADE	15
GRADE CHANGE	15
GRADES	15
HOMEWORK POLICY	16
INCOMPLETE GRADES (SEMESTER)	16
DEFICIENCY NOTICES	16
HONORS CLASS PLACEMENT (HP)	16
GRADUATION	16
EARLY GRADUATION	17
MAXIMUM CREDIT GUIDELINES	17
CHEATING AND PLAGIARISM POLICY	17
STUDENT GRADE REPORTING	18
WITHDRAWAL FAILURE (WF)	18
ACADEMIC PROBATION	19
UNSCHEDULED CLASSES	19
AUTHORITY TO WITHHOLD GRADES, DIPLOMA, OR TRANSCRIPTS	19
PROCEDURE FOR WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS	19
INFORMAL/FORMAL COMPLAINT PROCESS	20
ACADEMIC RECOGNITION PROGRAMS	20
GRADUATION HONORS	20
ADVANCED STUDIES SCHOLARS OF DISTINCTION	20
VALEDICTORIAN AND SALUTATORIAN AWARDS	20
TOP TWENTY STUDENTS	20
CALIFORNIA STATE SEAL OF BILITERACY	21
CALIFORNIA SCHOLARSHIP FEDERATION (CSF) (LIFE MEMBERS)	21
NATIONAL HONOR SOCIETY (NHS)	21
ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)	22
OTHER ACADEMIC HONORS (Non-Graduation)	22
Clovis High School Advanced Studies	23
ADVANCED PLACEMENT (AP) PROGRAM	23

AP EXAM FEES	23
ADVANCED STUDIES SEQUENCE OF COURSES	24
GIFTED AND TALENTED EDUCATION (GATE)	25
COLLEGE CLASSES	25
CLOVIS COMMUNITY COLLEGE CENTER ADVANTAGE PROGRAM (CCCAP)	25
CLOVIS COMMUNITY COLLEGE ENRICHMENT PROGRAM	25
CLOVIS COMMUNITY COLLEGE SUMMER SCHOLARS ADVANCED COLLEGE ACADEMY (SSACA)	25
ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPATION	26
CO-CURRICULAR ELIGIBILITY	26
TUTORIAL ASSISTANCE PROGRAM (STUDY TABLE)	26
ELIGIBILITY REPORT	26
INTERMEDIATE TO HIGH SCHOOL	26
PROGRESS TOWARDS GRADUATION REQUIREMENTS	27
TRANSFER STUDENTS	27
COUNSELING SERVICES	28
TESTING DATES FOR THE 2024-25 SCHOOL YEAR	30
STUDENT CONDUCT	31
STUDENT ACTIVITIES	43
CO-CURRICULAR ADVISORS	44
CLASS ADMINISTRATORS AND SPONSORS	45
CLUB AND ORGANIZATION ADVISORS	46
ATHLETIC & CO-CURRICULAR PARTICIPATION	48
STUDENT CO-CURRICULAR CODE OF CONDUCT	48
PARENT/GUARDIAN EXPECTATIONS CO-CURRICULAR CODE OF CONDUCT:	50
GRIEVANCE PROCEDURE	51
PROCESSING SERIOUS VIOLATIONS OF CUSD’s ATHLETICS/ACTIVITIES CODE OF CONDUCT	51
POLICY ON CONFLICTING SCHOOL ACTIVITIES	51
TRI-RIVER ATHLETIC CONFERENCE CODE OF CONDUCT	52
GENERAL STUDENT INFORMATION AND PROCEDURES	53
DISTRICT INTERNET AND E-MAIL RULES	53
POLICY FOR FOOD DELIVERIES	53
POLICY FOR MESSAGES, BALLOONS, AND FLOWER DELIVERIES	53
DAILY BULLETIN	54
STUDENT INSURANCE	54
DANCE REGULATIONS/GUEST PASSES	54
SCHOOL DANCE BEHAVIOR AND EXPECTATIONS	54
DRESS AND GROOMING REQUIREMENTS FOR PROM AND FORMAL EVENTS	55
SCHOOL PROBATION/NON-PRIVILEGE STATUS	55
CAMPUS VISITORS	56
STUDENT IDENTIFICATION	56
SNACK BAR AND CAFETERIA PURCHASES	56
STUDENT “COUGAR” STORE	56
SCHOOL PUBLICATIONS	56
EMERGENCY PROCEDURES	57
BUS TRANSPORTATION AND RULES OF CONDUCT	57
REGULATIONS CONCERNING STUDENT AND VISITOR CARS	58

OFF-CAMPUS PERMITS	59
SCHOOL FINANCE	60
STUDENT BODY FINANCE OFFICE	60
STUDENT FABRICATION FEES	60
FINANCIAL OBLIGATIONS FOR SCHOOL PROPERTY	60
DAMAGED OR LOST PROPERTY, PERSONAL INJURY, LIABILITY AND FINANCIAL OBLIGATION PARENTAL RESPONSIBILITY	60
LIBRARY	61
GOALS	61
LIBRARY COLLECTION AND SERVICES	61
LIBRARY EXPECTATIONS	61
TEXTBOOK PROCEDURES	62
LOST OR DAMAGED BOOKS	62
NURSING SERVICES	62
EMERGENCY INFORMATION:	62
IMMUNIZATIONS	62
Medical Exemptions:	63
Immunization Exclusion:	63
HEALTH ASSESSMENTS	63
TYPE 1 DIABETES INFORMATION	64
TYPE 2 DIABETES INFORMATION	64
FIRST AID, ILLNESSES AND INJURIES	65
Assistive Devices	65
PHYSICAL EDUCATION:	65
CONCUSSION PROTOCOL	66
COMMUNICABLE/INFECTIOUS DISEASE	66
MEDICATION AT SCHOOL:	66
FIELD TRIPS/CO-CURRICULAR ACTIVITIES	67
EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY	67
AIR QUALITY PRECAUTIONS:	67
Medication at School Form	67
CLOVIS HIGH SCHOOL	68
2024-2025 STAFF ASSIGNMENTS	68
ACADEMIC SERVICES STANFORD OFFICE	69
ACADEMIC SERVICES YALE OFFICE	69
ACADEMIC SERVICES YALE OFFICE	70
ACADEMIC SERVICES PHYSICAL EDUCATION	70
ACADEMIC SERVICES OXFORD OFFICE	70
STUDENT SUPPORT SERVICES OXFORD OFFICE	71
COUNSELING SERVICES	71
CUSD CATEGORICAL FUNDING PROGRAM INFORMATION	72
FOR THE 2024-2025 SCHOOL YEAR	72
INFORMACIÓN DEL PROGRAMA DE	74
FINANCIAMIENTO CATEGÓRICO DE CUSD	74
PARA EL AÑO ESCOLAR 2024-2025	74
Campus Map	77

Calendar of Special Events

AUGUST 19	First Day of School
AUGUST 21 - 22	Club Fair at Lunch
AUGUST 26	Back to School Night
AUGUST 27	School Picture Day
SEPTEMBER 2	Labor Day - Holiday
SEPTEMBER 20	Homecoming vs. Bullard
SEPTEMBER 21	Cougar Country BBQ
SEPTEMBER 27	Six-Week Grading Period Ends
SEPTEMBER 30	School Picture-Retakes
OCTOBER 5	Homecoming Dance
NOVEMBER 1	Twelve-Week Grading Period Ends
NOVEMBER 11	Veteran's Day - Holiday
NOVEMBER 25-29	Thanksgiving Break
DECEMBER 5-7 & DECEMBER 12-14	School Play (Non-Musical) - Dan Pessano Theater
DECEMBER 20	First Semester Ends
DECEMBER 23 - JANUARY 6	Winter Break
JANUARY 18	Winter Formal
JANUARY 20	Martin Luther King Day - Holiday
FEBRUARY 10	Lincoln's Birthday - Holiday
FEBRUARY 17	Washington's Birthday - Holiday
FEBRUARY 21	Six-Week Grading Period Ends
FEBRUARY 21	Incoming Freshman Orientation
MARCH 14	Mosaic Assembly
APRIL 11	Twelve-Week Grading Period Ends
APRIL 14 - APRIL 21	Spring Break
APRIL 25-26 & MAY 1-3	School Play (Musical) - MET Theater
MAY 10	Prom
MAY 16-17	Grad Night
MAY 26	Memorial Day - Holiday
MAY 27	Baccalaureate
MAY 29	Graduation
JUNE 6	Last Day of School

Important Services and Phone Numbers

Activities-Club Information, Dances, ID Cards	Activities	327-1332
After School Labs-Intervention	Stanford Office	327-1347
Athletic Schedules	Athletics	327-1329
Attendance	Attendance Office	327-1325
Bus Transportation-Schedules & Questions	CUSD Transportation Dept.	327-9700
Career Information Center	Counseling Center	327-1101 & 327-1102
Counselors	Counseling Center	327-1101 & 327-1102
Finances, Obligations, Parking Permits	Financial Secretary	327-1452
Guest Passes (Dances)	Counseling Center	327-1101 & 327-1102
Insurance-Athletics/Study Table	Athletics	327-1329
Nursing Services	School Nurse	327-1401
P.E/Gym Lockers	Athletic Office	327-1329
Posting Notices/Fliers	Activities	327-1332
Psychological Services	School Psychologists	327-1000
CTE/ROP & CART Programs	Stanford Office	327-1347
Scholarships	Counseling Center	327-1101 & 327-1102
Student Leadership and Government	Activities	327-1332
Student Store "Cougar Store"	Student Store	327-1320
Textbooks	Library	327-1220
Transcripts	Registrar	327-1323
Work Permits	Counseling Center	327-1101 & 327-1102

For all other inquiries, please visit our website at chs.cusd.com or call the Clovis High Main Office at 559-327-1000

Para cualquier pregunta, favor de visitar nuestra página web chs.cusd.com o llame a la oficina principal al 559-327-1000

District Student Calendar



CLOVIS UNIFIED STUDENT CALENDAR 2024-2025

July 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			
August 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
September 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					
October 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		
November 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
December 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				

IMPORTANT DATES	
<u>School Starts</u>	
Aug 19	
<u>School Ends</u>	
Jun 6	
<u>Elem Conference Day</u>	
<i>(No school for elementary students)</i>	
Nov 1	
<u>Intermediate/Secondary</u>	
<u>Grading Period *</u>	
Sept 27	
Nov 1	
Dec 20	
Feb 21	
April 11	
June 6	
<u>Elementary End of Quarter #</u>	
Oct 25	
Jan 17	
March 21	
June 6	
HOLIDAYS	
Jul 4 - Independence Day	
Sept 2 - Labor Day	
Nov 11 - Veterans Day	
Nov 25 - 29 - Thanksgiving Break	
Dec 23 - Jan 6 - Winter Break	
Jan 1 - New Year Holiday	
Jan 20 - Martin Luther King Day	
Feb 10 - Lincoln's Birthday	
Feb 17 - Washington's Birthday	
Apr 14 - Apr 21 - Spring Break	
May 26 - Memorial Day	
June 19 - Juneteenth	
No School	
January 6	
March 10	
Every Wednesday	
90-minute early dismissal for Elementary students only	

January 2025						
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 2025						
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	
March 2025						
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 2025						
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 2025						
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 2025						
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

Marc Hammack, Ed.D.
Associate Superintendent
School Leadership

Erin Waer
Assistant 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

C.U.S.D. Governing Board

David DeFrank
Board Member

Steven G. Fogg
Board Member

Yolanda Moore
Board Member

Tiffany Stoker Madsen
Board Member

Hugh Awtrey
Board Member

Clinton Olivier
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. (NOTE: Only birth certificate biological parents, legal guardians/caregivers, with appointed "educational rights" as per Ed. Code may clear student's absences or request off-campus passes.) 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 via the electronic sign out form.** 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. Students who are truant will be contacted to begin the SARB process.
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 4:00 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 4:00 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 are required to sign out electronically from the attendance office PRIOR to leaving campus. 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 truanancies.
 - 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 (such as cell phones, headphones, food or CASH).** 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 includes the following:

1. Legitimate illness/injury
2. Medical appointment
3. Court appearance
4. Bereavement
5. Religious Holidays/Retreats (limited)
6. Medical appts/Care taking of own child

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. Eligibility for an Independent Study request must meet the following criteria: Student must be in Good Standing with Grades and Attendance records.** All arrangements and paperwork are to be completed prior to the absence. All coursework assigned as per the contract is to be printed & returned to the attendance office upon the student's return to school.

INDEPENDENT STUDY

Independent Study is a short-term alternative method to classroom instruction, which is consistent with the school district's course of study. The law requires that an independent study program corresponds to the curriculum offered in the classroom. Students may be placed on Independent Study for any reason other than a suspension. If students are going to be absent for **a minimum of 3 days and maximum of 14 days**, independent study should be encouraged and requested prior to the absence. **Anytime a student fails to turn in a completed Independent Study contract, no further contracts will be issued.**

PLEASE NOTE: Independent Studies will not be arranged and/or accepted the first two weeks of school, one week prior to winter break, and the last two weeks of school.

To request an Independent Study, please follow these steps:

STEP 1: Parent contacts the Attendance office to set an appointment to sign documents for the independent study request. (Independent studies can be requested for reasons other than suspension.)

Parent and student sign the Master Agreement a minimum of 5 days before the contract begins. The Master Agreement Contract and the Assignment Sheet are created. Student **must** return to the office with the I.S. Contract completed BEFORE travel window.

STEP 2: THE STUDENT IS RESPONSIBLE TO CIRCULATE THE ASSIGNMENT SHEET TO THEIR TEACHERS. (If a student is out due to illness, the contract will be circulated by the office.)

STEP 3: THE STUDENT RETURNS THE COMPLETED COURSE CONTRACT AND ASSIGNMENT SHEETS TO THEIR COUNSELOR.

STEP 4: UPON RETURN, IT IS EXTREMELY IMPORTANT THAT STUDENTS REPORT DIRECTLY TO THE **OFFICE** BEFORE GOING TO CLASS WITH THEIR CONTRACT AND COMPLETED WORK.

STEP 5: AFTER REPORTING TO THE OFFICE, THE STUDENT WILL TAKE CONTRACT AND COMPLETED ASSIGNMENTS TO THEIR TEACHERS.

***IMPORTANT: Students must return the completed Independent Study Contract to the OFFICE upon returning to school to clear attendance and receive credit.**

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. This request must be made by contacting the Student Services Office.

3. Unauthorized Absence and/or Truancy:

A student whose absences are not cleared, unauthorized, considered truanicies, 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 Digital Passes are issued in the Attendance Office, but for emergency illness, the pass will be issued by the School Nurse prior to the student's departure from school. Parent/guardian must call the attendance office and authorize the release of their student. Off campus passes may be issued for the following reasons:
 - a. Illness verified by the School Nurse.
 - b. Verified appointments to a doctor, dentist, or optometrist in which a doctor's note stating that the student has been seen in the office is provided to the school
 - 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. Student drivers are permitted to sign out and exit campus, however, students are NOT PERMITTED to walk off campus, bike, or skateboard.

- a. Failure to obtain an off-campus pass prior to leaving campus will be considered a violation of CUSD Policy. Students may receive consequences from Student Services.
- b. Parents/Guardians must call the morning of/or at least 3 hours prior to the requested release time for their child.
- c. 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.
- d. 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 (listed as a Release contact) will be signing their child out.
- e. 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 (with an official physician's note) 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. Students 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 I 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 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 the 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)

PLAGIARISM: Plagiarism is taking someone else's words, including Artificial Intelligence (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/citation. 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. Additionally there may be consequences for any student who willingly allows others to use and/or copy their work.

Artificial Intelligence:

1. Using ChatGPT or any other artificial intelligence (AI) generator is considered cheating. This includes but is not limited to asking the bot to write the entire assignment for you, brainstorming ideas, composing responses, solving mathematical concepts, etc...
2. Teachers will use multiple technological means to identify cheating and or the use of artificial intelligence. In the event that AI detectors determine that the student work was completed using AI,

disciplinary action as described below will be applied.

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 and/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. Progressive discipline will be applied and students may be subject to additional consequences such as a Code of Ethics hearing and/or being placed on non-privilege.

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 27, 2024
- November 1, 2024
- December 20, 2024 (End of 1st semester)
- February 21, 2025
- April 11, 2025
- June 6, 2025 (End of 2nd 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"

1. 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. California Scholarship Federation (CSF) Life Member
6. National Honor Society (NHS) Members
7. Advancement Via Individual Determination (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 (grades 9 - 12) with an overall grade point average of 3.0 or above **OR** passing the CAASPP student assessment in English Language Arts administered in grade eleven at the “Standard Met” or “Standard Exceeded” level.
2. Proficiency in one or more languages in addition to English, demonstrated through one of the following methods:
 - a. 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.
 - b. Passing a foreign language Advanced Placement (AP) examination with a score of 3 or higher or an International Baccalaureate (IB) examination with a score of 4 or higher.
 - c. Passing an ACTFL Writing Proficiency Test (WPT) and Oral Proficiency Interview (OPI) with scores in intermediate-mid or higher.
 - d. Passing a locally approved assessment that meets the rigor of an Advanced Placement (AP) exam and tests all modalities of communication in the language.

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, Danielle Cantu or Tori Ross 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 advisors, 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** during that semester.
- (d) Appropriate citizenship.

Students may apply for this award through the 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: chs.cusd.com/counselors.aspx

Office Number: 327-1101 or 327-1102

CHS COUNSELING STAFF MEMBERS:

- Gina Dean, Lead Counselor ginadean@cusd.com
- Todd Deck todddeck@cusd.com
- Andie Jones andiejones@cusd.com
- Melissa Hernandez melissahernandez@cusd.com
- Melissa Rodriguez melissarodriguez@cusd.com
- Billy Ware billyware@cusd.com
- Sonja Wilson sonjawilson@cusd.com
- Robyn Couchman (Transitions) robyncouchman@cusd.com

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 (Room N07) 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... CSU: 1 yr. of history/social science from either the "a" or "g" subject area UC: 1 yr. of world history, cultures, and geography from the "a" subject area	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>
1	PE	4 years of PE		Check Clovis High NCAA approved courses and eligibility at www.eligibilitycenter.org
2	Health	1 Semester		
3	Minimum GPA		CSU: 3.0 Recommended Higher GPA, lower SAT/ACT score needed UC: 3.0 Competitive GPA is much higher CSU/UC GPA Includes all grades earned in "a-g" courses summer before 10th through summer following 11th.	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.

TESTING DATES FOR THE 2024-25 SCHOOL YEAR

SAT

August 24, 2024	March 8, 2025
October 5, 2024	May 3, 2025
November 2, 2024	June 7, 2025
December 7, 2024	

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

ACT

September 14, 2024	February 8, 2025
October 26, 2024	April 5, 2025
December 14, 2024	June 14, 2025

<http://www.actstudent.org>

**CAASPP (State Testing)
March-May 2025**

**ADVANCED PLACEMENT EXAMINATIONS
Test Window: May 5, 2025 - May 16, 2025**

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.

SAFE SCHOOL ENVIRONMENT

Clovis High School strives to provide a safe learning environment. This includes quickly addressing misconduct, enforcing the dress code, controlling campus access, issuing visitor I.D. cards, providing many student activities, adequate student counseling, conflict resolution programs, and encouraging school pride.

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.

RULES FOR CLASSROOM AND CAMPUS CONDUCT

The instructional program of Clovis High School is based upon the belief that students have a right to learn and teachers have a right to teach. All conduct codes are intended to enhance the learning environment of our school and maximize the progress of all students.

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, this includes any apparel that reads "Bulldogs", or has a picture of a Bulldog.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swimwear, 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, frays must be clean cut and even. 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 (slides)", "zories" and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
11. For safety reasons, students in grades preschool 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, frays must be clean cut and even.
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. Leggings are not permitted under jeans with holes.
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. Shaved lines should be straight and in a natural part.
3. Bangs or other hairstyles must not obstruct or 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.

ENFORCEMENT OF DISTRICT CLOSED CAMPUS POLICY

Just as it is our expectation that Clovis High School will be free of non-Clovis students, all Clovis students are required to remain off all other campuses during the school day. Clovis High students will only be permitted on other C.U.S.D. campus' during school hours through the prior approval of the school site principal or his/her designee. Violation of this policy may result in disciplinary action at the school site and/or police intervention.

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).

PROHIBITED ITEMS

The following items and/or practices are prohibited from Clovis High School:

- possession of any simulated weapons and masks
- laser pens
- chains of any sort or length

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. Students in the parking lot during school hours without a pass will receive a Saturday School.
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.

CELL PHONE AND ELECTRONIC DEVICES POLICY

Students are prohibited from using cell phones and/or electronic devices **DURING CLASS TIME**. At all times on campus, students must have the ability to hear directions and/or emergency announcements.

Student Cell Phone and Electronic Device Use Expectations:

- Electronic devices are to be turned off and stored while in classrooms and during class time.
- Teachers have the right, for educational purposes, to allow students to use an electronic device, including a cell phone, during class time.
- Cell phones are not to be used in restrooms, locker rooms, or other spaces where students have an expectation of privacy.

- Listening to music and/or the use of earbuds, headphones, portable speakers, or other audio devices is not allowed.
- Using cell phones to make audio and visual recordings is not permitted on campus unless under the direction of a staff member.
- Using cell phones to post on social media is not permitted unless under the direction of a staff member.
- Students who violate the Clovis Unified's Cell Phone policy are subject to the device being confiscated. A parent/guardian will be required to retrieve the device.
- The school/District is not responsible for lost or stolen devices and will not investigate such instances.
- Students wishing to contact a parent or guardian during class/instructional time may use a school/office phone with permission from school personnel.
- In the case of an emergency, students may be allowed to contact a parent or guardian under the supervision of a staff member.

While in classrooms, devices should be turned off and stored according to the teacher's directions.

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.

Please note: Students are required to turn in their cell phone to prevent tampering during an 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. Students must not chain bikes to trees or light poles. No loitering will be allowed in the bicycle rack area. Locks must be removed nightly or they will be cut.

GRAFFITI PARAPHERNALIA

Students may not bring to school or possess permanent markers, spray paint or any other tagging materials.

STUDENT PETITIONS

Parents and students are reminded that the circulation of student petitions during school time is considered a disruptive behavior and may be subject to disciplinary action.

POSTING SIGNS

At no time are there to be any postings of any material whatsoever on any school facility without permission from the Activities Director. Anything posted without permission will be removed and subject to disciplinary action.

LITTERING

Clovis High School prides itself on maintaining a clean campus. It is our goal to give students a clean and safe environment in which to learn.

FORGERY

Students forging calls, doctor's notes, passes, permission slips or any other documentation will result in a referral to Student Services for appropriate discipline per Ed Code.

NONDISCRIMINATION

Discrimination, according to Board Policy 0410, consists of verbal or physical conduct relating to any of the

grounds or actual or perceived characteristics identified in Education Code section 220 or Penal Code section 422.55, or any other bases prohibited by law, or the association with a person or group with one or more of these actual or perceived characteristics.

APPROPRIATE DRESSING AREAS

Students should use the restrooms or locker rooms to change their clothing. Violation of this policy may result in a suspension.

HARASSING OR THREATENING BEHAVIOR

If a student feels that they are being harassed or threatened, they should immediately report to any staff member, Student Services or the Counseling Center and be prepared to write a statement. The writing of a statement initiates an investigation.

HATE MOTIVATED BEHAVIOR

A safe school environment mitigates against anxiety-producing or demeaning incidents taking place within the confines of the school.

A safe school environment is free of hate motivated behavior. Acts of hate motivated behavior constitute a disruptive influence in the community and on a school campus. Hate motivated acts may be sufficiently severe or pervasive to create an intimidating, hostile, or offensive education environment and to have a negative impact upon the victim's academic performance. Acts of hate motivated behavior include, but are not limited to, criminal acts which are statutory violations, but include non-criminal acts as: (a) posting or circulating demeaning jokes, leaflets or caricatures; (b) defacing, removing or destroying posted materials, announcements, or memorials, and the like; (c) distributing or posting hate-group literature, caricatures, and the like; (d) use of verbally offensive language directed towards a person(s)/group; (e) using bigoted insults, taunts or slurs; (f) possession of hate group literature, caricatures, and the like; and (g) posting hate motivated material on social networks, emails, and texts that lead to a significant disruption on the school campus. Students who engage in hate-motivated acts shall be subject to suspension or expulsion.

GANG RELATED ACTIVITY

A safe school environment is free of gang related conduct or activity. Gang related conduct or activity includes, but is not limited to: symbols, graffiti, apparel, colors, hazing/initiations, hand signals commonly associated with gangs, and inciting other students to act with physical violence upon any other person. Students who engage in a gang related activity shall be subject to suspension or expulsion.

SEXUAL HARASSMENT

A safe school environment is free of sexual harassment as defined in Section 212.5 of the California Education Code. Acts of sexual harassment may be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment and have a negative impact upon the victim's academic performance. Students who engage in sexual harassment shall be subject to a Title IX investigation and may be suspended or expelled.

BULLYING/HARASSMENT

Bullying, as defined by Education Code section 48900, subd. (r)(1), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined Education Code sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil* to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil* to experience substantial interference with his or her physical or mental health.
4. Causing a reasonable pupil* to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, included, but not limited to, any of the following:

1. A message, text, sound or image.
2. A post on a social network internet web site, including, but not limited to:
 - a. Posting to or creating a burn page. "Burn page" means an internet Web site created for the purpose of having one or more of the effects listed above.
 - b. Creating a credible impersonation of another actual pupil or staff member for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed above. "False Profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

*"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

California Education Code 48900(r): A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds
 2. While going to or coming from school
 3. During the lunch period whether on or off the campus
 4. During, or while going to or coming from a school sponsored activity.
- Suspension may occur upon first offense depending on the violation.**

NON-PRIVILEGE POLICY

The following policy will be in effect for all students who are suspended, truant, or persistently refuse to obey school rules will be suspended from participating in any school related activity for a minimum of ten (10) days.

LAW ENFORCEMENT NOTIFICATION

Section 48902 of the California Education Code requires the school principal or the school principal's designee to notify the appropriate law enforcement agency when a pupil is considered for suspension or referred for consideration for expulsion, prior to the pupil being suspended, when the reason for such consideration may be a violation of Section 245 of the Penal Code.

Section 245 of the California Penal Code pertains to assaults or attempted assaults with a deadly weapon, a firearm, an instrument other than a firearm, or by any means of force likely to produce great bodily injury.

Section 48902 of the California Education Code requires the school principal or the designee within one school day after suspension or recommendation for expulsion to notify by telephone, the appropriate law enforcement agency when the pupil may be in violation of Section 48900 {c} or {d} of the California Education Code or Section 626.9 or 626.10 of the California Penal Code.

Ed Code Section 48900 {b} Possession of Weapons, Explosives, any knife or other dangerous object.

PC 626.9, the pupil brings or possesses a firearm upon the grounds of any school campus.

PC 626.10, the pupil brings or possesses any dirk, dagger, knife having a blade longer than 3-1/2 inches, folding knife with a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun.

It is expected that the police officer {Clovis Police Department, Fresno Police Department, or the Fresno County Sheriff's Office} will determine if police action is warranted. An official Police Report will be filed by the officer indicating the disposition. School personnel do not have the authority to determine if a statutory violation has occurred or if an arrest is warranted, that is the responsibility of the police officer. The police officer will determine if the pupil's activities necessitate the pupil being taken into custody, booked and/or cited to Juvenile Court. School personnel at the direction of police officer will make parent notification only. If the police come on campus to talk about an issue that is an off-campus issue, the school personnel are not obligated to contact the parents about the police contact.

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. During a suspension, the student is to remain under adult supervision and may not be on around any school campus or activity. 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).

ALTERNATIVE EDUCATION

Students who are referred to Student Services and School Attendance for expellable offenses and/or multiple suspensions may be referred to an alternative education site. The mission of alternative education is to prepare students academically to be successful and productive members of society by establishing interpersonal relationships and providing services and support in a safe, nurturing environment. Alternative educational programs embrace a philosophy of individual accountability and responsibility, coupled with a commitment to maintaining an atmosphere in which students feel secure, accepted, and challenged.

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, 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 the 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 consists 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	Mikayla 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	Cristobal Abejo
Drama	Megan Hamilton
Folklorico	Dora Macias
Forensics/Debate	TBD
History Day	Ryan Tucker
Jazz Band Director	Evan Hamada
Marimba Band	TBD

Mock Trial	TBD
Paw Prints	Drew Blanchard
Peer Counseling	Cassidy Salinas
Pep & Cheer Director	Dominique Papaleo
Robotics	Ron Webb
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

Class	Year	Administrator	Sponsors
Senior	2025	Beth Willson	Katy Vanbebber Lewis Christi Fuller-Cooke
Junior	2026	Shane Gillen	Ron Webb Michael Luna
Sophomore	2027	Rebecca Porcella	Joni Sumter Kelsey Brinkley
Freshman	2028	Robert Hochberg	Tori Ross Kaylee Bettencourt

CLUB AND ORGANIZATION ADVISORS

<u>Club</u>	<u>Locations</u> *TBA for the 2024-2025 school year
African American Student Union (AASU)	
Asian Club	
AVID	
Book Club	
Class of 2025	
Class of 2026	
Class of 2027	
Class of 2028	
Diversity	
Ecology	
eSports	
German	
GSA	
Interact	
Habitat for Humanity	
Jr. Larcs	
Key Club	
kNOw more	
Latin Dance	
Latino Club	
Leo Club	
Push Up Club P.U.C.	

Peer Counseling	
Red Cross	
Remix	
Revelations	
Stage 71	
Teachers of Tomorrow	
Unicef	
Veterans Support Club (V.S.A.)	
Women Empowerment	
Women in Construction	

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 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 CUSD Annual Information Update materials. Students are responsible for digital citizenship and good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the CUSD 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 for more information

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

POLICY FOR FOOD DELIVERIES

Food delivery of any kind during the school day **will not be permitted** at Clovis High School. If an order arrives on campus the delivery will be turned away. Students who utilize a food delivery service will receive a Saturday School.

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 (announcements) will be read during 2nd 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. Students must have no unserved discipline assignments.
 - c. Students 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.

SCHOOL DANCE 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 PROM 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
- 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.

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. Students are required to present IDs upon request of CUSD staff. Students that do not present their ID to staff members when requested may receive consequences.

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 the 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 \$12.00 in sizes small to extra large. Sizes XX-large and XXXL items are an additional \$2.00 per piece.

SCHOOL PUBLICATIONS

- **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 throughout the school year. Please see the yearbook purchasing information on the Clovis High website at chs.cusd.com

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 the school site.

Grades 7-12 residing 2 1/2 miles or more from the 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.
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 determine that the student's behavior causes a danger to person or property, the student shall be immediately suspended from riding the bus.

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 the south parking lot 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 \$10.00 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 for appointments (see attendance policy on page 13)**
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.
 - b. Seniors must present a valid Clovis High School I.D. with an off-campus sticker before leaving campus.
 - c. 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

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 workstations
 - b. Online subscription databases available at <https://chs.cusd.com/LibraryServices.aspx>
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 EXPECTATIONS

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 student email.
 - 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

NURSING SERVICES

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

EMERGENCY INFORMATION:

Ed Code 49408

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

IMMUNIZATIONS

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

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

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

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

For additional information, please visit

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx>

Medical Exemptions:

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

Refer to cair-me.cdph.ca.go/home on how to obtain a medical exemption or contact your school site health office with questions or needing additional information.

Immunization Exclusion:

Ed Code 48216 (a), (b), & (c); A.R. 5141.31

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

HEALTH ASSESSMENTS

Vision & Hearing Health Screening

CA Ed Code 49454; Ed Code 49455; Ed Code 49452; Board Policy 5141.3; A.R. 5141.6

California Education Code allows qualified district employees (sections 49452, 49454) to conduct routine vision, color vision and hearing screenings to each student enrolled in the District. The State of California vision and hearing screening is to be completed for all new students entering the District, as well as upon a written referral from parent/guardian or teacher at any grade level (California Code of Regulations, Title 17, Section 2952 (1)). Hearing Screening (Ed Code 49452) for 10th grade students will be conducted during the fall semester.

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

TUBERCULOSIS (TB) RISK ASSESSMENT

Board Policy 5141.26; A.R. 5141.26

New or Returning Students

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

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

TYPE 1 DIABETES INFORMATION

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

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

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

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

Type 1 Diabetic Student

1. Diabetic orders and Health Related Action Plan (HRAP) must be reviewed by the school nurse and parent/guardian prior to starting/returning to school.
2. Diabetic orders MUST be renewed every school year (A.R. 5141.21). Your child may not be on campus without current diabetic orders and supplies, including emergency medication. This is for the health and safety of your child.
3. All supplies, including snacks and/or emergency medication must be on-site daily. This can be stored in the health office or on-person.

TYPE 2 DIABETES INFORMATION

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

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

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

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

FIRST AID, ILLNESSES AND INJURIES

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

Assistive Devices

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

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

When to keep your child home due to illness:

1. Temperature 100.0 F or greater within 24 hours
2. Illness affecting child's ability to learn
3. Vomiting/Diarrhea
4. Sore throat-difficulty breathing or swallowing, or continuous drooling
5. Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)
6. Ear/Eye irritation-redness with drainage, difficulty seeing or hearing, injury, intolerable pain
 - Suspected pink eye-notify healthcare provider for evaluation and provide medical documentation to health office.
7. Rash-worsening, painful, drainage, not healing
8. Starting antibiotics within 24 hours for an illness

When your child may return to school due to illness:

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

PHYSICAL EDUCATION:

Medical Note: This note may include a diagnosis and specific date for returning to PE, as well as any limitations that might apply. If your child has an injury that requires them to remain out of PE, they will also be held out of sports and/or

extracurricular activities. Students who desire to return to P.E. earlier than the original date provided on the medical order will need written verification from the provider.

All P.E. medical excuses must be renewed each school year.

Swimming: Students with a medical condition (ie: Seizure, Syncope, etc.) will require a medical clearance from their healthcare provider to participate in a swim unit.

CONCUSSION PROTOCOL

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

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

COMMUNICABLE/INFECTIOUS DISEASE

Board Policy 5141.22; A.R. 5141.22

The health office refers to the California School Nurses Organization, Guidelines for Communicable Diseases and Common Conditions in the Educational Setting, along with guidance and direction from the Fresno County Department of Public Health (FCDPH). When necessary, communicable disease cases are reported to the FCDPH. When two or more cases of a communicable disease are reported in a classroom within 14 days of each other, a notification letter may be sent home from the health office.

HEAD LICE:

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

Head Lice Guidelines can be found on the CUSD Nursing Services website.

<https://www.cusd.com/NursingServices.aspx>.

MEDICATION AT SCHOOL:

Ed Code 49423, 49480; Board Policy 5141.21; A.R. 5141.21

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

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

- A written statement from the physician detailing the name of the medication, amount, method, and time medication is to be taken.
- A written statement from the parent/guardian indicating their consent for the school to assist the student in

the matters set forth in the physician's statement

Medication must be clearly labeled and sent to school in the original container from the pharmacy

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

FIELD TRIPS/CO-CURRICULAR ACTIVITIES

If your child requires medication to be given while off campus, a Medication at School form is required and must be turned into the health office for review at least two weeks prior to the event. Late medication orders and medications may not be accepted, if past the due date.

If your child has a medical condition (ie: Seizure, Syncope, etc.) and will be participating in an event that involves swimming will require medical clearance from their healthcare provider to participate.

EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY

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

AIR QUALITY PRECAUTIONS:

Please refer to CUSD School Board Policy 3514 for more information about Air Quality Precautions. CUSD Board Policies can be found at the following website: <https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>

Medication at School Form

Forms are available from the nurses office.

 GLOVIS 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

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, aspirin, 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 # _____

CLOVIS HIGH SCHOOL

2024-2025 STAFF ASSIGNMENTS

ADMINISTRATIVE LEADERSHIP AND MANAGEMENT

Matt Lucas

Principal

Kim Harris

Principal's Administrative Assistant

Sally Kirchner

Activities Director

Julie Ramos

Student Activity Administrative Assistant

Jesse Hardwick

Athletic Director

Kelly Lee

Student Athletic Administrative Assistant

Erica Regalado

Financial Services

Rebecca Luplow

Cougar Foundation

Baljit Gill

Deputy Principal

Ysidra Lopez

Deputy Principal's Administrative Assistant

Tina Williams

Data Processor

Tiffany Gaskill

Registrar

Junior Galicia

Lead Custodian

David Garza

Night Lead Custodian

Jill Duran, Keith Williams, Jessica Castillo

Psychologists

Erin Hubbard

Nurse

Amanda Harrel

Health Services Assistant

ACADEMIC SERVICES STANFORD OFFICE

**MATHEMATICS • CTE • CART • ROP
INSTRUMENTAL MUSIC • LEARNING COMMONS**

Shane Gillen

Learning Director

Nicole Lewis

Administrative Assistant

MATHEMATICS

Bill Buettner, Curriculum Leader

- Pete Arguijo • Vincent Banuelos • Robert Berry • Tucker Clark • Tosh Demsey • Ralph Garcia
- Denise Lum • Michael Luna • Jason Maresh • Sean McManus • Noah Minton • Lauren Mize • Mike Noel
- Brandon Renwick • Nick Scharton • Michele Slayden • Jahn Trutna • Annelis Walker Mummert

CAREER TECH EDUCATION

Ben Orozco, Curriculum Leader

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

INSTRUMENTAL MUSIC PROGRAM

Esmeralda Rocha-Lozano, Band Director

- Alec Rodriguez • Evan Hamada

LIBRARY MEDIA SERVICES

Cindy Boyd, Learning Commons Technician

ACADEMIC SERVICES YALE OFFICE

SCIENCE • SPECIAL EDUCATION • VOCAL MUSIC

Rebecca Porcella

Learning Director

Kelsey Brinkley

Administrative Assistant

SCIENCE

Doug Warner, Curriculum Leader

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

SPECIAL EDUCATION

Christi Fuller-Cooke & Christina Wolfgang, Curriculum Leaders

Program Specialist: Leah Martindale

- Alana Cross • Christi Fuller-Cooke • Ray Harlow • James Hill • Todd Wilson • John Ledieff • Heather Lowry • Alikzandria Pilavian • Rajvir Rai • Ben Ross • Andrew Tafoya • Todd Wilson • Christina Nunn

VOCAL MUSIC

Tami Spurgeon, Director

- Cristobal Abejo

VISUAL ARTS

Samantha Orozco, Curriculum Leader

- Douglas Adrian • Joanie Hathaway

ACADEMIC SERVICES YALE OFFICE

ENGLISH • ENGLISH LANGUAGE DEVELOPMENT • DRAMA

Beth Willson

Learning Director

Viviana Giles

Administrative Assistant

ENGLISH

Sarah Perkovich, Curriculum Leader

• Andrew Blanchard • Brianna Barnes • Mikayla Camenson • Danielle Cantu • Brent Dyck • Diana Garcia • Lori Herb • Elizabeth Howard • 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

Jeanette Bedwell, Curriculum Leader

WORLD LANGUAGES

Perla Alamo, Curriculum Leader

• Pheobe Aveiga • Rhonda Brand • Meghan Carroll • Silvia Ceccarelli • Imelda Duran • Xee Lee
• Dora Macias • Cassidy Salinas

ACADEMIC SERVICES PHYSICAL EDUCATION

Jesse Hardwick

Athletic Director

Kelly Lee

Administrative Assistant

PHYSICAL EDUCATION

Richard Lake, Curriculum Leader

• Nick Alexander • Brandon Barnes • Greg Clark • Katie Green • John Heinz • EJ Jackson • Johnny Lopez
• Makena Ogas • Dominique Papaleo • Eloy Quintana • J.D. Salles • Gabe Schaefer

ACADEMIC SERVICES OXFORD OFFICE

SOCIAL SCIENCE • TRANSITION

Robert Hochberg

Learning Director

Deanna Donaghy

Administrative Assistant

SOCIAL SCIENCE

Thad Crews and Ryan Tucker, Curriculum Leader

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

TRANSITION PROGRAM

Blair Lambert, Program Director

• Taylor Buchnoff • Robyn Couchman • Noel Felix • Rollie Gibson • Francisco Gutierrez • Ashley Lundholm • Miriam Moreno • Dani Raiskup • David Sodersten • Sylvia Tinoco Perez • Mark Uyeno • Chuye Yang

STUDENT SUPPORT SERVICES OXFORD OFFICE

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

Robert Hochberg

Learning Director

Deanna Donaghy

Administrative Assistant

Paulette Lopez

Attendance Services Supervisor

Anne Townsend

Attendance Services Clerk

Yesenia Hernandez

Attendance Services Clerk

Doug Wright

School Resource Officer

Student Relations Liaisons:

Danny Amparano, Joseph Baxter, Scott Scharton, Tilo Salazar, Thomasia Stewart

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**

Gina Dean.....Lead Counselor

Robyn Couchman.....Transition Counselor

Todd Deck.....Counselor

Melissa HernandezCounselor

Andie Jones.....Counselor

Melissa Rodriguez.....Counselor

Billy Ware.....Counselor

Sonja Wilson.....Counselor

Candice RodriguezCounseling Center Assistant

Juli Thornton.....Counseling Center Assistant

CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2024-2025 SCHOOL YEAR

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

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

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

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

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

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

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

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. 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 as they act as a liaison between the school site and the district to share important information that impacts our students.

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

Local Control Accountability Plan (LCAP) Forums: CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings, and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years. These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

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

Rationale

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

Philosophy

All CUSD schools offer students with individual 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

Expanded Learning Opportunities Program (ELOP): The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences

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.

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.

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 program.

INFORMACIÓN DEL PROGRAMA DE FINANCIAMIENTO CATEGÓRICO DE CUSD PARA EL AÑO ESCOLAR 2024-2025

Aualmente, el Distrito Escolar Unificado de Clovis (CUSD) presenta nuestra Solicitud de Financiamiento a través del Sistema Consolidado de Solicitudes e Informes, comúnmente llamado ConApp. La solicitud se presenta en dos (2) partes: Part I, que contiene información demográfica y del programa, y la Parte II, que contiene información presupuestaria y datos del programa. Los programas categóricos incluidos en la solicitud son Título I, Parte A - Mejora del Rendimiento Académico; Título II, Parte A - Apoyo a la Instrucción Efectiva; Título III - Programas para Aprendices de Inglés (EL) e Inmigrantes; y Título IV, Parte A - Apoyo al estudiante y enriquecimiento académico. Esencialmente, estos fondos están diseñados para ayudar a los estudiantes a dominar los estándares estatales.

Las escuelas de CUSD están comprometidas a establecer una verdadera asociación con todas las facetas de la Comunidad de Aprendizaje de Clovis y valoran los aportes de nuestros socios educativos. Debido a esto, nos complace y enorgullecemos ofrecer una variedad de oportunidades de participación de los padres que mejoran nuestro programa en general. Dependiendo del tipo de financiamiento categórico que pueda recibir un plantel, se requieren consejos y comités de padres del distrito o de la escuela bajo ciertos requisitos y pautas. Dichos comités asesores en CUSD incluyen, pero no se limitan a:

Consejo Escolar (SSC) 8

Comité Asesor de Aprendices de Inglés (ELAC)

Comité Asesor de Padres (PAC) y Comité Asesor Escolar (SAC)

Comité Asesor Distrital de Aprendices de Inglés (DELAC)

Comité Asesor de Padres de Educación Indígena del Distrito (IPAC)

Equipo de Revisión de Evaluación Escolar a Nivel Escolar y Distrital (SART)

Consejo Asesor de Diversidad Intercultural (IDAC)

Plan de Rendición de Cuentas de Control Local (LCAP) Foros Públicos

Alentamos a todos los padres y tutores a involucrarse en la educación de sus hijos a nivel de aula, a nivel de toda la escuela, así como a nivel de distrito. El Plan Escolar para el Logro Estudiantil de cada sitio (SPSA) describe el programa educativo básico de la escuela y los programas/ servicios suplementarios categóricos que están diseñados para apoyar el rendimiento de los estudiantes. La participación de los padres es una parte necesaria y vital del desarrollo de la SPSA así como nuestro programa general. A nivel distrital, los comités de padres proporcionar información sobre nuestro LCAP. Si desea información adicional sobre cualquiera de los Consejos o Comités de Padres del Distrito, llame a la escuela de su hijo. El Director, el Director de Aprendizaje o el Especialista en Instrucción (GIS) estarán felices de ayudarle.

A continuación se enumeran varios comités de padres que ayudan con programas y fondos categóricos.

Consejo Escolar (SSC): Todas las escuelas que operan un programa categórico financiado a través de la solicitud consolidada (ConApp) establecerá un consejo escolar (SSC). El CDC desarrollará el contenido del SPSA. El SPSA se revisará anualmente y se actualizará, incluido el gasto propuesto de los fondos asignados a la escuela a través de la ConApp y el plan local de control y rendición de cuentas (LCAP), si lo hubiera, por parte del SSC. El SSC está compuesto por padres de familia, estudiantes de nivel secundario y personal de la escuela. Es responsable de desarrollar, implementar y evaluar los programas del Plan Escolar para el Logro Estudiantil del plan.

Comité Asesor de Padres (PAC) y Comité Asesor Escolar (SAC): La totalidad del SSC actúa como SAC. El SAC sirve como un comité asesor con el propósito de asesorar a las escuelas con respecto a los programas de educación suplementaria y actuar como enlace para su comunidad escolar. Sirven para compartir información y comentarios tanto a nivel de distrito como de sitio. Estos programas educativos son oportunidades educativas complementarias que brindan servicios a estudiantes desfavorecidos, aprendices de inglés, jóvenes en ciencia temporal y/o en riesgo. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved to function as the School Advisory Committee. El PAC está compuesto por al menos un miembro del SSC de cada sitio escolar. Estas personas asisten a reuniones regulares a nivel de distrito para proporcionar información valiosa como representantes de su escuela y actúan como enlace entre su SSC y el distrito.

Comité Asesor de Aprendices de Inglés (ELAC): Todas las escuelas que inscriben a 21 o más estudiantes de inglés están obligadas a formar un ELAC. El ELAC está compuesto por padres de familia y personal de la escuela. El ELAC asesora al director, al personal y al SSC con respecto a los servicios para los aprendices de inglés y ayuda en el desarrollo de la encuesta anual. Cada ELAC tendrá la oportunidad de elegir al menos un miembro para el Comité Asesor Distrital de Aprendices de Inglés (DELAC).

Comité Asesor Distrital de Aprendices de Inglés (DELAC): Siempre que haya 51 o más estudiantes EL en el distrito, habrá un Comité Asesor de Aprendices de Inglés del Distrito que funcione (DELAC). Es importante que cada escuela ELAC elija a un representante de DELAC y haga arreglos para que ese representante asista a todas las reuniones de DELAC, ya que actúan como enlace entre la escuela y el distrito para compartir información importante que afecta a nuestros estudiantes.

Comité Asesor de Padres de Educación Indígena del Distrito (IPAC): El Comité Asesor de Padres de Educación de Nativos Americanos de CUSD se reúne durante todo el año para discutir los problemas del programa, los servicios prestados y otras necesidades relacionadas con el rendimiento estudiantil de nuestros estudiantes, las agencias comunitarias y los programas de recursos. El Programa de Educación Indígena de CUSD aborda las necesidades de los estudiantes indios americanos y nativos de Alaska en los grados TK - 12. El programa ayuda a los estudiantes elegibles a alcanzar los mismos estándares de desempeño estatales desafiantes que se esperan de todos los estudiantes en los grados TK -12

Plan de Rendición de Cuentas de Control Local (LCAP) Foros: Plan de Rendición de Cuentas de Control Local (LCAP) Foros: CUSD desarrolla un LCAP anualmente que trabaja para alinear mejor el plan académico con el plan de gastos del distrito que es aprobado por nuestra Mesa Directiva Escolar de CUSD cada mes de junio. Se invita a los padres y otros grupos interesados a participar en el desarrollo del LCAP a través de la participación en las reuniones de los comités escolares y distritales y en los foros comunitarios. Las Reuniones Escolares, Distritales y Comunitarias de LCAP son oportunidades para que todas las partes interesadas y los comités escolares se involucren con el Distrito y compartan sus ideas sobre cómo CUSD puede proporcionar oportunidades de calidad y apoyo para los jóvenes y las escuelas de CUSD. La participación de la comunidad y los comentarios en los foros informarán las prioridades de financiamiento del LCAP del Distrito durante los próximos años.

Estos foros están diseñados para proporcionar una oportunidad para que las comunidades escolares escuchen sobre los esfuerzos actuales de CUSD para apoyar a los jóvenes y las familias y para proporcionar información sobre planes y oportunidades futuras. Los sitios también tienen la oportunidad de trabajar juntos en equipos para compartir nuevas ideas para apoyar a los grupos identificados y planificar la participación y implementación del sitio.

La siguiente es una descripción general de los fondos y programas categóricos en CUSD. Estos fondos se discuten y describen más a fondo en el SPSA de cada escuela y en las reuniones del comité.

Fundamento

Los fondos generales del Distrito brindan apoyo para el programa curricular básico del Distrito. Algunos niños tienen características especiales, que no reflejan la población escolar general, que afectan su éxito en los programas básicos. Algunos provienen de hogares económicamente desfavorecidos; algunos están en desventaja educativa o de la falta de dominio del idioma inglés porque tienen un idioma principal que no es el inglés. Los niños, como los descritos anteriormente, requieren servicios y materiales suplementarios que generalmente no se proporcionan a través del programa curricular básico. Se identifican las necesidades de nuestros niños, y se planifican y dirigen servicios y materiales suplementarios para satisfacer sus necesidades especiales. Los fondos categóricos se utilizarán para proporcionar el apoyo financiero necesario para satisfacer estas necesidades especiales.

Filosofía

Todas las escuelas de CUSD ofrecen a los estudiantes con necesidades individuales el mismo tipo de oportunidades de aprendizaje de alta calidad y acceso al currículo básico en todas las áreas curriculares. Los fondos categóricos están diseñados para apoyar la asistencia adicional para ayudar a los estudiantes a tener éxito en el programa de aula regular (plan de estudios básico) y abordar cualquier brecha de aprendizaje. La atención se centra en la utilización eficaz de los materiales complementarios, el personal y el perfeccionamiento del personal. Las actividades de desarrollo del personal se utilizan para mejorar las prácticas y estrategias de instrucción para aumentar la habilidad de los maestros y otro personal para desafiar y ayudar a todos los estudiantes a alcanzar su máximo potencial.

Descripciones categóricas de programas

Programa de Oportunidades de Aprendizaje Extendido (ELOP): Los fondos del Programa de Oportunidades de Aprendizaje Extendido es una fuente de financiamiento continua del estado. La asignación de fondos está determinada por la matrícula del distrito de Alumnos No Duplicados (UPP). Los alumnos no duplicados son estudiantes clasificados como aprendices de inglés, jóvenes en crianza temporal / jóvenes sin hogar, o elegibles para comidas gratuitas / reducidas. El propósito de ELOP es complementar los programas existentes al proporcionar a los estudiantes más acceso a programas de aprendizaje extendido que ocurren antes de la escuela, después de la escuela o durante las sesiones intermedias (vacaciones de verano/invierno/primavera). ELOP se enfoca en el desarrollo de las necesidades académicas, sociales, emocionales y físicas y intereses de los estudiantes a través de experiencias prácticas de aprendizaje

Título I, Parte A (Mejorar el Rendimiento Académico): Un programa financiado por el gobierno federal para proporcionar oportunidades de alta calidad para que los estudiantes en escuelas de alta pobreza cumplan con los estándares de contenido y desempeño del distrito y del estado.

Título I, Parte A, Título X, Parte C, Educación para Niños y Jóvenes sin Hogar: Los fondos del Título I, Parte A proporcionan servicios comparables a los niños sin hogar que los ayudan a aprovechar eficazmente las oportunidades educativas que se brindan a los niños en las escuelas financiadas bajo el Título I, Parte A. Estos servicios comparables se proporcionarán a los niños sin hogar en escuelas públicas y privadas, refugios y otros lugares donde puedan vivir los niños,

instituciones para niños abandonados y, cuando corresponda, instituciones locales como los programas escolares comunitarios locales.

Título II, Parte A (Preparación, capacitación y contratación de maestros y directores de alta calidad): Un programa financiado por estado federal enfocado en programas de capacitación y reclutamiento de maestros y directores. (CUSD combina nuestros fondos del Título IV con el Título II, Parte A)

Título III (Instrucción de Idiomas para Estudiantes de Inglés (EL) y Inmigrantes): Un programa financiado por el estado federal enfocado en ayudar a los distritos escolares a enseñar inglés a estudiantes con dominio limitado del inglés (aprendices de inglés) y inmigrantes y ayudar a estos estudiantes a cumplir con los mismos estándares estatales requeridos para todos los demás estudiantes.

Título IV, Parte A (Apoyo Estudiantil y Enriquecimiento Académico): Un programa financiado por el estado federal enfocado en proporcionar a los estudiantes una educación integral, mejorar las condiciones escolares para el aprendizaje de los estudiantes y mejorar la tecnología.

Título VI (Subvención de la Fórmula de Educación para Indígenas Americanos): Un programa financiado por el estado federal enfocado en ayudar a los estudiantes nativos americanos/nativos de Alaska a cumplir con los mismos estándares estatales desafiantes que se requieren de todos los demás estudiantes.

El objetivo del personal de CUSD es crear y mantener el mejor ambiente educativo posible. Esto no se puede lograr sin su apoyo y aporte. Si tiene alguna pregunta, inquietud o desea involucrarse más en el proceso educativo de su escuela, comuníquese con el director de su escuela o esté atento a la comunicación de su sitio.

A nivel de distrito, le animamos a que se involucre en uno de nuestros muchos comités de padres o a que asista a nuestras noches de padres. Puede encontrar información adicional sobre los comités y eventos del distrito aquí:
<https://www.cusd.com/SupplementalServices.aspx>

Campus Map

