



**Clovis North Educational Center**  
**Granite Ridge Intermediate - Clovis North High School**

**STUDENT-PARENT HANDBOOK**  
**2017-2018**

*"Unity, Courage & Commitment"*

**DISTRICT ADMINISTRATION**

Eimear O'Farrell, Ed.D. Superintendent

Don Ulrich, Ed.D. Deputy Superintendent

Norm Anderson, Associate Superintendent, School Leadership

Barry Jager, Associate Superintendent, Human Relations and Employee Relations

Michael Johnston, Associate Superintendent, Administrative Services

Steve Ward, Legislative Analyst

Susan Rutledge, Assistant Superintendent, Business Services

Steve France, Assistant Superintendent, Educational Services

Debbie Parra, Ed.D. Assistant Superintendent, Curriculum and Instruction

Kevin Peterson, Assistant Superintendent, Facility Services

Corrine Folmer, Assistant Superintendent, Clovis East Area

Robyn Castillo, Ed.D. Assistant Superintendent, Buchanan Area

Marc Hammock, Assistant Superintendent, Clovis West Area

Sylvia Borges, Assistant Superintendent, Clovis High Area

Darin Tockey, Assistant Superintendent, Clovis North Area

An Affirmative Action/Equal Opportunity Employer

**Notice of Nondiscrimination**

Clovis Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX and Section 504.

Complaints contact: Human Resources Office, 327-9000

## TABLE OF CONTENTS

BELL SCHEDULE .....	
CALENDAR OF SPECIAL EVENTS .....	1
WHERE TO GO FOR INFORMATION .....	2-3
DONDE OBTENER INFORMACIO .....	3
YUAV MUS QHOVTWG THAUM XAV PAUB TXOG TEJ YAM DABTSI .....	4
CNEC MISSION STATEMENT .....	5
ZANGLE PARENT CONNECT .....	6
ATTENDANCE .....	6-8
ACADEMIC POLICIES AND PRACTICES .....	8-11
ACADEMIC RECOGNITION AND SPECIAL PROGRAMS .....	11-14
STANDARDS OF PROFICIENCY .....	14
COUNSELING SERVICES .....	14-16
TESTING DATES .....	17
STUDENT CONDUCT/DRESS CODE .....	17-24
ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPATION .....	24-25
STUDENT ACTIVITIES .....	25-26
SPECIAL ASSIGNMENTS .....	26-28
ATHLETICS .....	28-31
GENERAL INFORMATION & SCHOOL DANCE INFORMATION .....	31-35
BUS REGULATIONS & GUIDELINES .....	34-35
REGULATIONS CONCERNING STUDENT/VISITOR CARS .....	36
SCHOOL FINANCE .....	37
DAMAGED OR LOST PROPERTY, PERSONAL INJURY & FINANCIAL OBLIGATIONS .....	37-38
LIBRARY .....	38-39
HEALTH OFFICE .....	39-41
CATEGORICAL PROGRAM .....	42-44
SCHOOL CALENDAR .....	45
SCHOOL MAP .....	46

**CLOVIS NORTH EDUCATIONAL CENTER  
2017-18  
BELL SCHEDULE**

Monday/Tuesday/Friday		
Period	Time	Total Minutes
0	6:45 - 7:44	59
1	7:50 - 8:46	56
2	8:52 - 9:48	56
3	9:54 - 10:54	60
4	11:00 - 11:56	56
5/Lunch	11:56 - 12:36	40
6	12:42 - 1:38	56
7	1:44 - 2:40	56
Wednesdays (Even) Collaboration Day		
Period	Time	Total Minutes
Collaboration	7:20 - 8:04	44
2	8:10 - 10:01	111
4	10:08 - 12:02	114
5/Lunch	12:02 - 12:42	40
6	12:48 - 2:40	112
Thursdays (Odd) Collaboration Days		
Period	Time	Total Minutes
0	6:45-7:45	60
Collaboration	7:20 - 8:04	44
1	8:10 - 10:01	111
3	10:08 - 12:02	114
5/Lunch	12:02 - 12:42	40
7	12:48 - 2:40	112

Day	Time	Lunch
Tuesday	11:56-12:16	12:16-12:36
Wednesday	12:02-12:22	12:22-12:42
Thursday	12:02-12:22	12:22-12:42

\*For students earning more than one F on progress report or report card.

\*0 period meets Monday, Tuesday, Thursday, and Friday

\*Mandatorials

Regular – Foggy Day		
Period	Time	Total Minutes
1	7:50 - 9:45	115
1	9:55 - 10:31	36
2	10:37 - 11:17	40
3	11:23 - 11:59	36
4	12:05 – 12:41	36
5/Lunch	12:41 – 1:16	35
6	1:22 – 1:58	36
7	2:04 – 2:40	36

3 or 4	11:20 – 12:40	80
5/Lunch	12:40 – 1:15	35
6 or 7	1:21 – 2:40	79

Rally Schedule		
Period	Time	Total Minutes
1	7:50 – 8:38	48
2	8:44 – 9:32	48
3	9:38 – 10:28	50
4	10:34 – 11:22	48
Rally	11:32 – 12:12	40
5/Lunch	12:12 – 12:52	40
6	12:58 – 1:46	48
7	1:52 – 2:40	48

Extended – Foggy Day		
Period	Time	Total Minutes
1 or 2	7:50-9:45	115
1 or 2	9:55 – 11:14	79

## Clovis North Educational Center

### CALENDAR OF SPECIAL EVENTS

<b>AUGUST 10</b> .....	Walk-Thru Registration
<b>AUGUST 21</b> .....	First Day of School
<b>SEPTEMBER 4</b> .....	Labor Day
<b>SEPTEMBER 11</b> .....	Back to School Night
<b>SEPTEMBER 29</b> .....	Six Week Grading Period
<b>OCTOBER 17</b> .....	8 <sup>th</sup> Grade PSAT Test Day
<b>OCTOBER 25</b> .....	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Grade PSAT Test Day
<b>OCTOBER 30</b> .....	CUSD Staff Development Day
<b>NOVEMBER 10</b> .....	Veterans Day Holiday
<b>NOVEMBER 10</b> .....	12 Week Grading Period
<b>NOVEMBER 20 – 24</b> .....	Thanksgiving Break
<b>DECEMBER 22</b> .....	First Semester Ends

**DECEMBER 25 – JANUARY 8** ..... Winter Break  
**JANUARY 8** .....CUSD Staff Development Day  
**JANUARY 15** ..... Martin Luther King Day – Holiday  
**FEBRUARY 12** ..... Lincoln's Birthday  
**FEBRUARY 19** ..... Washington's Birthday  
**FEBRUARY 23** ..... Six Week Grading Period  
**MARCH 26 – APRIL 2** ..... Spring Break  
**APRIL 3 – JUNE 6 (Testing Window)** .....CAASPP Testing  
**APRIL 20**..... 12 Week Grading Period  
**MAY 28**..... Memorial Day – Holiday  
**JUNE 5**.....CNHS Graduation  
**JUNE 8** ..... Last Day of School

**WHERE TO GO FOR INFORMATION  
DONDE OBTENÉR INFORMACIÓN  
Yuav Mus Qhovtwg Thaum Xav Paub Txog Tej Yam Dabtsi**

	<b><u>CNEC Principal's Office</u></b>	
Principal	Dr. Scott Dille	ext. 5071
Office Manager	Mrs. Jill Lawley	ext. 5071
	<b><u>CNEC Deputy Principal Offices</u></b>	
Deputy Principal	Mrs. Tami Graham	ext. 5074
DP Assistant	Ms. Janis Tatum	ext. 5075
Deputy Principal	Mrs. Sonia Torossian	ext. 5072
DP Assistant	Mrs. Katie Leal	ext. 5073
	<b><u>CNEC Learning Director Offices</u></b>	
Learning Director	Mr. Tony Follis	ext. 5458
LD Assistant	Mrs. Genevieve Barnes	ext. 5458
Learning Director	Mr. Jonathan Bowns	ext. 5079
LD Assistant	Mrs. Kamal Traxinger	ext. 5079
Learning Director	Mrs. Alyson Rocco	ext. 5043
LD Assistant	Mrs. Kelly Fourchy	ext. 5045

Learning Director	Mrs. Jennifer Enns	ext. 5206
LD Assistant	Mrs. Mistie Burrow	ext. 5205

**CNEC Student Services Office**

Learning Director	Dr. Cari Loete	ext. 5015
GLS	Mrs. Karen Johnson	ext. 5015
Officer	Mr. Justin Steinhardt	ext. 5015
Officer	Mr. TBA	ext. 5015
LD Assistant	Mrs. Stacey Mansfield	ext. 5015
LD Assistant	Mrs. Rozene Mason	ext. 5015

**CNEC Athletics Office**

Learning Director/Athletic Director	Mr. Coby Lindsey	ext. 5062
Granite Ridge Athletic Director	Mr. Rob Streeter	ext. 5062
AD Assistant	Mrs. Rebecca Tinseth	ext. 5062

**CNEC Activities Office**

Clovis North Activities Director	Mr. Carlos Zuniga	ext. 5332
Granite Ridge Activities Director	Mr. Michael Williamson	ext. 5332
Activities Assistant	Mrs. Jennifer Boman	ext. 5332

**Transition Office**

Transition Specialist	Kevin Miller	ext. 5223
Transition Assistant	Genevieve Barnes	ext. 5458

**Clovis North Educational Center \* Telephone \* 327-5000 \* FAX 327-5090**

		<u>Ext.</u>
Attendance.....	Glenda Hedrick .....	75078
Athletic Information.....	Athletic Office.....	75062
Bus Schedules.....	Receptionist .....	75010
Clovis North Web Page.....	cneec.cusd.com.....	75071
Club Information .....	Activities Office .....	75332
Daily Bulletins.....	Activities Office .....	75332
Dance Passes.....	Activities Office .....	75332
Financial Obligation.....	Financial Secretary/Cathy Laskarzewski.....	75049
First Aid.....	School Nurse/Loretta Newman ..	75026
Free/Reduced Lunches.....	Food Service/Judy Obermier .....	75362
Insurance, School.....	School Nurse/Loretta Newman.....	75026
Insurance, Athletic.....	Athletic Director.....	75062
Library Services.....	Laura Collins/Shannon Gonzales.....	75020
Lost and Found.....	Student Services Office .....	75015
Parking Permits .....	Financial Secretary/Cathy Laskarzewski .....	75049
Posting Signs/Notices.....	Activities Office .....	75332
PSAT.....	Counseling Office .....	75056
Registrar.....	Main Office/Cyndi Massa.....	75013
Scholarship Information .....	Counseling Office .....	75056
Student Government.....	Activities Office .....	75332
Student I.D. Cards.....	Activities Office .....	75332
Psychological Services.....	Cy Hiyane, School Psychologist .....	75042
.....	Janiece Scozarri, School Psychologist .....	75040
.....	Denise Segal, School Psychologist.....	75158
.....	Paneet Bath, School Psychologist.....	75457
Clovis Support Intervention (CSI).....	Tony Follis .....	75478
Student Newspaper.....	Jennifer Enns .....	75206
Student CN Yearbook .....	Tony Follis .....	75457
Student GR Yearbook .....	Tony Follis .....	75457
Transcripts.....	Registrar .....	75013
Transferring to Another School.....	Registrar .....	75013
Work Permits.....	Counseling Office.....	75056

**Clovis North Educational Center • Teléfono • 327-5000**

	Ext		
La asistencia.....	Glenda Hedrick.....	75078	
Información de Atlético.....	Athletico Oficina.....	75062	
Bus Horarios.....	Recepcionista.....	75010	
Clovis Norte Página Web.....	<a href="http://www.cnec.cusd.com">www.cnec.cusd.com</a> .....	75071	
Información de Club.....	Oficina del Club.....	75332	
Diariamente Boletines.....	Oficina Actividades.....	75332	
Pases de Baile.....	Oficina de Actividades.....	75332	
Obligación Financiera.....	Secretario de Finanzas Cathy Laskarzewski.....	75049	
Primeros Auxilios.....	Enfermera de la Escuela / Loretta Newman.....	75026	
Asistencia de comida.....	Comida Servicio / Judy Obermier.....	75362	
Seguros, de escuela.....	enfermera de la Escuela / Loretta Newman.....	75026	
Seguros, de deportes.....	Atlético Director.....	75062	
Servicios de Biblioteca.....	Laura Collins/Shannon Gonzales.....	75065	
Cosas Perdidas.....	Oficina de Servicios Estudiantiles.....	75015	
Permisos de Estacionamiento.....	Secretario de Finanzas / Cathy Laskarzewski.....	75049	
Colocar carteles / Advertencia.....	Oficina de Actividades.....	75332	
PSAT.....	Oficina de Consejería.....	75056	
Registrador.....	Oficina Principal /Cynid Massa.....	75013	
Información de Becas.....	Oficina de Consejería.....	75056	
Gobierno Estudiantil.....	Oficina de Actividades.....	75332	
I.D. Tarjetas Estudiante.....	Oficina de Actividades.....	75332	
Servicios Psicológicos.....	Cy Hiyane, Psicólogo de la Escuela.....	75042	
.....	Janiece Scozarri, Psicólogo de la Escuela.....	75040	
.....	Denise Segal, School Psychologist.....	75158	
.....	Paneet Bath, School Psychologist.....	75159	
Programa de Asistencia Estudiantil (CSI).....	Tony Follis.....	75457	
Periódico del Estudiantil / Anuario.....	Director de Aprendizaje.....	75052	
Las transcripciones.....	Registrador.....	75013	
Transferencia a otras escuelas.....	Registrador.....	75013	
Permisos de Trabajo.....	Oficina de Consejería.....	75056	

**Yuav Mus Qhovtwg Thaum Xav Paub Txog Tej Yam Dabtsi  
Tsev Kawmntawv Clovis North Educational Center 327-5000**

	Ext		
Tuaj kawm ntawv.....	Glenda Hedrick.....	75078	
Kev ntaus kis las Qhia Kislas.....	Athletics Office.....	75062	
Tsheb npav cov sij hawm tus txais qhuas.....	Receptionist.....	75010	
Clovis North Web Page.....	<a href="http://www.cnec.cusd.com">www.cnec.cusd.com</a> .....		
Club Qhia Kev ua si nrog.....	Activities Office.....	75332	
Txhua hnuv Bulletins Kev ua si nrog.....	Activities Office.....	75332	
Las voos hla Kev ua si nrog.....	Activities Office.....	75332	
Nyiaj txiag khi Nyiaj Txiag.....	Secretary / Cathy Laskarzewski.....	75049	
Xub Pab Tsev Kawm Ntawv Saib Mob.....	Nurse / Loretta Newman.....	75026	
Dawb / txo noj mov noj su.....	Food Service / Judy Obermier.....	75362	
Kev tuav pov hwm, Tsev Kawm Ntawv Tsev Kawm Ntawv Saib Mob / Loretta Newman.....		75026	
Kev tuav pov hwm, Kislas ... Kislas.....	Athletic Director.....	75062	
Library Services.....	Laura Collins/Shannon Gonzales.....	75065	
Poob lawm thiab pom.....	Student Services Office.....	75015	
Chaw nres tsheb pub Nyiaj Txiag.....	Secretary / Cathy Laskarzewski.....	75409	
Sau cim qhia / Ntawv Qhia ... Kev ua si nrog.....	Activities Office.....	75332	
PSAT.....	Counseling Office.....	75056	
Tus sau npe.....	Main Office / Cyndi Massa.....	75013	
Scholarship Qhia.....	Counseling Office.....	75056	
Kev ua si nrog menyum kawm ntawv tsoom fwm.....	Activities Office.....	75332	
Me nyum kawm ntawv I.D. Phaib Kev ua si nrog.....	Activities Office.....	75332	
Tsev Kawm Ntawv.....	Psychologist / Cy Hiyane.....	75042	
Tsev Kawm Ntawv.....	Psychologist Janiece Scozarri.....	75040	
Tsev Kawm Ntawv.....	Psychologist / Denise Segal.....	75158	
Tsev Kawm Ntawv.....	Psychologist / Paneet Bath.....	75159	



Me nyuam kawm ntawv .....	Assistance Program (SAP) / Nicole Torres.....	75045
Me nyuam kawm ntawv cov ntawv xov xwm / cov Phoodluab Txwmxyoo Kawm Director .....	.....	75043
Tus neeg sau npe kawm ntawv .....	Transcripts ... ..	75013
Hloov mus rau Lwm tus neeg sau npe kawm ntawv Tsev Kawm Ntawv .....	.....	75013
Ua hauj lwm pub .....	Counseling Center.....	75056

## **CNEC Mission Statement**

**The Clovis North Educational Center is dedicated to building a unified campus that inspires all students to maximize their performance in mind, body and spirit.**

## **CNEC Motto**

**Unity, Courage and Commitment**

## **SLO's – Student Learning Outcomes**

### ***MIND: Maximize Student Academic Achievement***

**Improve Student Attendance  
Raise Test Scores of all Students  
Increase the Percentage of Students Earning Passing Grades  
Raise the Percentage of Students Taking College Entrance Exams**

### ***BODY: Maximize Physical Wellness***

**Improve the Percentage of Students Scoring in the HFZ on the PFT  
Promote Wellness and Healthy Living Choices**

### ***SPIRIT: Maximize Student Involvement & Inclusion***

**Increase the Percentage of Students Participating in Co-Curricular Activities  
Develop Student's Connection to the Community through Volunteerism**

## ZANGLE PARENT CONNECT & STUDENT CONNECT

All teachers at CNEC will be using Zangle Teacher Connect. Zangle Parent and Student Connect are connected to the district's student information system. Teachers will keep grades, assignments, and attendance on Zangle. Parents will have access to their student's information at any time via the Web. In addition, students will be able to access all of their information. If more information is needed or to request a pin and password, please contact Cathy Marquez @ [cathymarquez@cusd.com](mailto:cathymarquez@cusd.com)

### ATTENDANCE

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, a **new law** (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/she is ill or could spread his/her illness to others. **We need your help in minimizing all other absences.**

Please note that **parents are required to clear absences.** Under the new 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 the previous day. When a student is absent, students and parents should adhere to the following procedure.

1. All absences must be cleared by telephone. **Parent notes will not be accepted. Doctor's notes are the only notes that will be accepted. Only parents and guardians may clear absences.**
2. To accommodate the needs of the entire student body, absences may be cleared in one of the following methods:
  - a. You may call the attendance hotline at (559) 327-5066. This number will be available 24 hours a day. Messages will be retrieved and absences cleared from this hotline. Hmong and Spanish interpreters can be made available to assist with any issues regarding attendance. If the attendance clerks have any questions or need to verify information, they will return your call.
  - b. You may call the attendance office between the hours of 7:30 a.m. and 3:30 p.m. at (559) 327-5012 and speak directly to one of the attendance clerks or leave a voice mail.
  - c. The Blackboard messaging system will automatically call after 10:00 am and after 5:00 pm daily if your student has **one or more** un-cleared period absences that day.
3.
  - a. **All absences MUST be cleared within 5 days of their occurrence. Uncleared/unverified absences or truancy will result in appropriate disciplinary action (including, but not limited to Recovery School).**
  - b. **Excessive absences (excused or unexcused), tardies or department issues will result in disciplinary action: Including but not limited to Recovery School.**
  - c. State Law requires all students to attend school daily. Acceptable excuses which allow work to be made-up include the following:
    1. Legitimate illness
    2. Medical appointment
    3. Court appearance
    4. Bereavement
  - d. **Students must obtain an off campus pass prior to leaving campus during the school day. Failure to obtain an off campus pass prior to leaving campus will be considered a violation of CUSD policy. Students will receive a referral for disciplinary action.**
  - e. **It is the student's responsibility to pick up their off-campus pass for a pre-arranged appointment.**
  - f. **Due to CUSD closed campus policy;** all students must be **picked up** and **signed out** in the attendance office by parents/guardians. Photo I.D. will be required and siblings must

- be at least 18 years old to check out a younger sibling. **It is the student's responsibility to report back to school through the front office when returning to School.**
- g. 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.
4. **TARDY POLICY:** Students arriving more than 10 minutes late to school must check in at the front office/attendance office to receive a pass to class. CNEC instructors expect their students to arrive on time to class. Students will be held accountable to arrive to all classes at the appropriate times on their schedules. **Habitual violations will be considered in willful defiance of Board Policy 2207 and suspension will be considered**
5. In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited.

#### **ATTENDANCE REGULATIONS AND PROCEDURES**

1. **Long Term Absences:** If the absence is going to last for five or more days, the principal or designee may authorize placing the student on Independent Study for the duration of the absence. If Independent Study is needed for personal travel, the parent should contact the Counseling Center (327-5056) **at least five (5) days** prior to the anticipated absence to complete an Independent Study Contract. Arrangements and paperwork are to be done prior to the absence, and Independent Study work is due the day the student returns. **All Independent Study Contracts must be completed by May 11th and returned no later than May 14<sup>th</sup> for the 2017-2018 school year.**
2. **Absences Due to Suspension:** A student who has been suspended from school **shall be allowed** to complete all assignments and other work missed during the suspension, including tests, student will be given the equivalent days of suspension to complete work assigned. Upon satisfactory completion of assignments or other work, the student shall be given full credit. Student will also be given (but not limited to) one day of recovery school for all suspensions.
3. **Un-cleared Absence and/or Truancy:** A student whose absence is not cleared within 5 days, unauthorized, considered a truancy or not due to a suspension, **may not be allowed** to complete assignments, tests, or other class work missed due to the absence. **A student is considered truant if their attendance record shows any of the following: un-cleared absences, cleared but unexcused absences, more than 30 minutes unexcused tardies, or a class cut. In these instances you may receive a Notification of Truancy Letter generated by the District in accordance with Education Code Section 48260.5 to inform you of these infractions.**

#### **OFF-CAMPUS PASSES**

Off-Campus Passes are issued in the Main Office, but those for emergency illness are issued by the School Nurse **prior** to the student's departure from school. Parent/Legal guardian must call in to authorize the release of their student.

1. **Off-Campus passes will be issued for the following reasons:**
  - a. Illness verified by the School Nurse.
  - b. Appointments with doctor, dentist or optometrist. The name/address stamp of the doctor or the doctor's nurse must be obtained at the time of the appointment.
  - c. Illness and/or death in the family or funeral attendance when verified by the parent.
2. **Students must obtain an Off Campus Pass prior to leaving campus during the school day.**
  - a. Failure to obtain an off campus pass prior to leaving campus will be considered a violation of CUSD Policy. Students will receive a referral for discipline action.
  - b. Parents/Guardians must call the morning of/or at least 3 hours prior to the requested release time for their child.
  - c. **If a parent's request for their child's release comes during their child's scheduled PE class, we do not guarantee that their child will be in the office at the requested time.**
  - d. 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.*
  - e. Although the Student Release Authorization form filled out by the parent/guardian gives permission for others to sign out a student, we still request a call be made to advise the front office that an individual other than the parent/guardian will be signing their child out.
  - f. 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.
3. **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 acquire and return an off-campus permit application to the DP office, signed by a parent or legal guardian, giving permission for the student to leave campus during his/her lunch period.
- b. An off campus sticker will be put on the Student ID card for seniors with permission slip signed.
- c. Seniors may go off-campus to lunch once they have obtained a Senior Off-Campus Permit.
- d. Seniors must present a valid Clovis North Educational Center I.D. with an off-campus sticker before leaving campus.
- e. Seniors are not permitted to transport underclassmen off-campus for lunch or be in a vehicle with an underclassman.
- f. Seniors in violation of off-campus privileges will have those privileges revoked and/or receive other disciplinary actions.
- g. Seniors who are failing class(es), not in good standing, or who have been placed on non-privilege may have their senior lunch privileges revoked.
- h. **Lunch Off-Campus Permits for Underclassmen are not permitted.**
- i. 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.
- j. Any underclassman caught off campus during the lunch hour will be assigned disciplinary consequences and may lose their senior lunch privileges for the beginning of their senior year.
- k. Seniors with excessive (higher than 10% for the prior 6 week grading period) absences (excused or unexcused), tardies or department issues will not be granted permission to leave campus for the next 6 weeks of school.

#### **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. Make-up work is encouraged and is to be determined by the individual teacher.
3. It is the **student's responsibility** to make up work missed due to absences.
4. Students will be given time to make up work for authorized absences that is equivalent to the number of days missed (e.g., a two day absence requires make-up work for two missed class meetings).
5. Students are expected to complete on time any class work they were assigned prior to their absence.
6. **Please see P.E. Handbook for specific make-up policy for absences in P.E.**

\*\*\***RECOVERY SCHOOL** = Students assigned Wednesday or Saturday School (4 hours of Study sessions)

### **ACADEMIC POLICIES AND PRACTICES**

#### **COLLEGE PREPARATORY COURSE (P)**

Any course designated by "P" is a college preparatory course that satisfies one of the criteria established by the University of California system in its (a-g) college entrance requirements.

#### **COURSES REPEATED**

A few designated courses are repeatable for credit. All other courses can be taken for credit only once.

#### **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. Original grade earned was less than a "C".
2. The site principal or designee must grant approval on a petition form. Approval to repeat a course must be obtained from the student's counselor prior to enrollment in the course.
3. Only courses taken in the Clovis Unified School District (original or repeated) can be considered on this petition.
4. A student may substitute a grade only once for a particular course and for only one previous attempt.
5. The petition will be denied if the student has taken additional course work in the same department (since the original attempt) where the original course is listed as prerequisite for the additional course work (e.g., a semester of Algebra 1 could not be repeated once a student has begun work in Algebra II). Any special circumstance must be noted and approved.

- The original attempt will remain on the student's transcript with the letter grade and the credits changed to zero.
- A student who substitutes a grade by repeating a course **will not** qualify for the Valedictorian Award.

#### **GRADE CHANGE POLICY**

- A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. **A student's grade may not be changed after six (6) weeks from the conclusion of the prior 6-week grading period unless administrative approval is granted in advance for extenuating circumstances.**
- Teachers may establish an academic petition 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.

#### **INCOMPLETE GRADING POLICY (SEMESTER)**

A student who receives an incomplete grade (I) at the semester has **six (6) weeks** 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 and must be accompanied by the use of the Academic Petition.

#### **FINAL EXAM POLICY**

**It is the policy of Clovis North Educational Center not to allow early final exams.** If you have questions, please contact your student's counselor.

#### **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. Credit is awarded only at the end of each semester. The cumulative grade point average is computed by awarding grade points (A=4, B=3, C=2, D=1, F=0) for all classes with the exception that the scale (A=5, B=4, C=3, D=1, F=0, P= passing but is not computed into the G.P.A.) is used for classes that the district submits to the University of California for the awarding of an extra grade point (Advanced Placement). The class rank for graduating seniors is based upon the cumulative grade point average for seven semesters.

#### **NOTIFICATION OF GRADES**

- Parents and students will have access at anytime to student's grades via Zangle Parent/Student Connect.
- Progress reports will be issued at the end of the 6<sup>th</sup> and 12<sup>th</sup> week of each semester
- Semester report cards will be issued at the end of each semester and are part of a student's permanent record.

#### **NOTIFICATION OF FAILURE**

- Parents and students will have access at anytime to student's grades via Zangle Parent/Student Connect.
- Parents will receive progress reports at the end of the 6<sup>th</sup> and 12<sup>th</sup> week of each semester.
- If a student receives an A, B, or C grade at the **twelve (12) week** grading period, and becomes in danger of failing a class after the grade notification, **documented parent notification will be made by the teacher.**
- Any senior who is in danger of failing any class at the semester regardless of the grade at the **twelve (12) week grading period, will have documented parent contact by the teacher.**
- Parents are urged to contact their son/daughter's teacher(s) if a drop in grades or performance is noticed.

#### **ADVANCED LEVEL CLASS (AP)**

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

#### **GRADUATION CEREMONY**

Students **must meet all** of the requirements for graduation (e.g., exams, proficiencies, credits, mandated courses, financial and other obligations) by the deadline for senior grades to be eligible to participate in the June Graduation Ceremony. Students who must complete graduation 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 end of the year ceremony. Special education students earning a certificate of completion will be allowed to participate in the ceremony. Foreign exchange students are subject to district policies and procedures.

#### **PROCEDURES FOR 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. Mid-Year graduates will not be allowed to participate in the graduation ceremony or end of the year senior activities.

#### **STANDARD FOR PROMOTION REQUIREMENTS (Granite Ridge Intermediate Only)**

**CUSD Board Policy No. 3401** empowers teachers to retain students who fail to meet the District's promotion requirements. For grades 7 and 8, the District's promotion standards are students' successful completion of core academic courses.

#### **MAXIMUM CREDIT GUIDELINES (Clovis North High School only)**

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 North through Edgenuity (Credit Recovery), CART or CTE 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 North 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 North administrative approval.**

#### **CHEATING/PLAGIARIZING**

CNEC believes that academic honesty and integrity is central to our commitment to learn. Any student engaged in any form of Academic Dishonesty in any way such as cheating, plagiarism, unauthorized group work, fabrication, falsification, and misrepresentation, multiple submissions, abuse of academic materials, and complicity in academic dishonesty will result in appropriate form of punishment.

1. Any student determined to be cheating or plagiarizing on any test or assignment will receive a zero for that test or assignment only and the student's grade will be affected accordingly. Parent contact will be made by the teacher. Plagiarizing also includes the use of internet materials without appropriate citation.
2. A conduct referral will be issued immediately. Disciplinary action will be taken as deemed appropriate.
3. Habitual offenses (not necessarily in the same class) may result in suspension and loss of privileges.
4. Clovis North Educational Center's Code of Integrity Policy will be given to every student and reviewed during the first week of school. New students will receive the policy when they enroll on campus.

#### **STUDENT GRADE REPORTING**

The six and twelve week progress report grades are not entered on the student's transcript. However, these grades are a reflection of the student's progress prior to the end of each grading period or the last completed unit of study. 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 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 every six weeks a formal report card is issued. Grades reported at 18 weeks and 36 weeks are posted on formal student transcripts. Below are the dates that mark the end of each grading period: **September 29, November 10, December 22, February 23, April 20 and June 8.**

#### **WITHDRAWAL FAILURE (WF)**

A student may initiate the dropping of a class, without penalty, until the end of the fourth week of each semester. After that date, withdrawal will result in a "**WF**" grade on the student's transcript. A "WF" grade is computed as an "F" grade on the student's transcripts.

### **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 adequate 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.

### **NON-GRADUATION STATUS**

After the twelve (12) week grade reporting period, parents and students will be notified of non-graduation status.

### **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 concerns about a CUSD employee or program, please contact the administration. The Learning Director or Counselor will initially discuss your concern(s) regarding any program, personnel, practices, 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).

### **COLLEGE CLASSES**

Juniors and seniors are allowed to enroll in either a community college or CSU college class, provided the student is earning a minimum 2.5 GPA and prior administrative approval is granted. College classes will count for credits earned in college. With *prior* approval of the school principal or designee, a student may earn credit for both a high school class and a college class by enrolling in a college class if the college class is **not offered** at CNEC. The high school principal and the Associate Superintendent of Secondary Education must approve exceptions to the regulation.

## **ACADEMIC RECOGNITION & SPECIAL PROGRAMS**

### **Granite Ridge:**

#### **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

CJSF is a nation-wide honor society to which a student must apply. Membership is not automatic. To qualify, students must earn at least three A's and two B's in classes other than in P.E. Granite Ridge students who qualify **MUST** apply for membership for the first three (3) semesters (fall 7th, spring 7th and fall 8th). In other words, a student must apply to the program each semester to be recognized as a full CJSF member at the end of 8<sup>th</sup> grade year. During the first month of each semester, applications are located on CNEC website, in attendance office, and in advisor's room, Ms. Bennett, 152. This first month of semester is the only window of opportunity to submit applications. No late applications are accepted.

#### **GIFTED AND TALENTED EDUCATION (GATE)**

GATE addresses the needs of those students who have been certified according to requirements established by the State of California and the school district. The main emphasis of the GATE program at CNEC is to meet the needs of the gifted student through the established curriculum, and clubs and organizations. This includes core curriculum and advanced elective courses in music, art, drama, and forensics. Most GATE students are designated in the 4<sup>th</sup> grade; however, advanced scores on SBAC testing also establish student eligibility. Workshops and meetings throughout the school year are offered to these high performing scholars.

#### **PRINCIPAL'S MEDALLION- GRANITE RIDGE INTERMEDIATE - 8TH GRADE ONLY**

Students must maintain a 4.0 GPA through all 4 semesters of both their 7<sup>th</sup> and 8<sup>th</sup> grade year. All classes taken beginning their 7<sup>th</sup> grade year will be recorded and included in the student's grade point average. In Advanced Math 7 and Advanced Math 8 and any High School courses taken in their 8<sup>th</sup> grade year, a student's grade of B will be considered and calculated as an A.



## **Clovis North:**

### **HONOR ROLL**

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

**Principal's Honor Roll**

**High Honors**

**G.P.A. of 4.00**

**G.P.A. of 3.76-3.99**

### **GRADUATION HONORS**

The following groups of students will receive honors at their graduation:

1. Valedictorian(s) and Salutatorian(s)
2. Academic Scholars of Distinction
3. National Honor Society
4. CSF
5. Top Twenty

### **VALEDICTORIAN(S) AND SALUTATORIAN(S) AWARD**

The Valedictorian(s) Award will be given to all graduates who earn straight A's in their first seven semesters. If no student in the graduating class has all A's, the Valedictorian(s) will be the student(s) who has the highest un-weighted grade point average for his/her first seven semesters. The Salutatorian Award will be given to the graduating twelfth grade student(s) who has 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 Salutatorian or Valedictorian Award.

### **ACADEMIC SCHOLARS OF DISTINCTION**

Student(s) who complete a minimum of five (5) advanced placement courses and earn at least a 4.15 grade point average on the UC/CSU weighted grading system will be introduced at the graduation ceremony.

### **NATIONAL HONOR SOCIETY**

Students who have been inducted to the National Honor Society (NHS) based on their demonstration of exemplary scholarship, service, leadership, and character will wear the NHS sash at their graduation ceremony. Membership in NHS is extended to students through the following process:

- a) Any student in grades 10, 11 or 12, who has a minimum un-weighted GPA of 3.5, may submit an application when the process begins in September/October.
- b) Completed applications must be submitted by the designated deadline date and time. See Counseling Center for more details.  
No late applications will be accepted.
- c) A distinguished faculty council evaluates and then selects applicants according to achievement, applicant's achievement, involvement, and participation in the areas of scholarship, service, leadership and character.
- d) Any violation of the Clovis North Educational Center Zero Tolerance policy or clear evidence given concerning a student's inappropriate academic character will result in dismissal from NHS, and the student's name will be removed from the NHS register.
- e) CNEC staff will be given the opportunity to submit an evaluation for all proposed applicants to NHS.
- f) All decisions made by the NHS committee are final.

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

Scholarship is gained after qualifying grades are earned for four semesters starting Sophomore year. One qualifying semester must be from Senior year. In order to become a member, the student must submit an application each semester the student is eligible. A point system specified in the CSF Sate By-Laws establishes the membership requirements. Applications are available the first month of each semester on CN website, in Attendance Office and in advisor's classroom. Eligibility must be established each semester. No late applications are accepted. Documented cheating/plagiarizing will result in non-eligibility

### **TOP TWENTY**

Twenty students with highest, weighted Grade Point Average (GPA) will be honored at graduation and at Top Twenty Banquet.

### **SCHOLAR-ATHLETE AWARD:**

Any and all varsity athlete will be eligible to receive 3 scholar patches if they meet the following criteria:

1. Fall varsity sport athletes who have an un-weighted cumulative GPA of 3.5 or higher (no F's) will receive a scholar-athlete patch to signify this distinction. The final semester 1 grades will be used to determine the honor.
2. Winter varsity sport athletes who have an un-weighted cumulative GPA of 3.5 or higher (no F's) will receive a scholar-athlete patch to signify this distinction. The final semester 1 grades and second semester 6 week progress report will be averaged to determine the honor.
3. Spring Varsity student-athletes who have an un-weighted cumulative GPA of 3.5 or higher (no F's) at the end of the 12 week second semester grade report will receive a scholar-athlete patch to signify this distinction.
4. The maximum amount of scholar-athlete patches that a student can receive is 3 per year.

#### **STUDENTS WHO WILL BE RECOGNIZED AT THE END OF THEIR SENIOR YEAR**

1. **National Honor Society-** Students who have been inducted to the National Honor Society (NHS) based on their demonstration of exemplary scholarship, service, leadership, and character will wear the NHS sash at their graduation ceremony. **Membership in NHS is extended to students through the following process:**
  - a) Any student in grades 10, 11 or 12, who has a minimum un-weighted GPA of 3.5, may submit an application when the process begins in September/October.
  - b) Completed applications must be submitted by the designated deadline date and time. **No late applications will be accepted.**
  - c) A distinguished faculty council evaluates and then selects applicants according to achievement, applicant's achievement, involvement, and participation in the areas of scholarship, service, leadership and character.
  - g) Any violation of the Clovis North Educational Center Zero Tolerance policy or clear evidence given concerning a student's inappropriate academic character will result in dismissal from NHS, and the student's name will be removed from the NHS register.
  - h) CNEC staff will be given the opportunity to submit an evaluation for all proposed applicants to NHS.
  - i) All decisions made by the NHS committee are final.
2. **C.S.F. Life Members-** (See California Scholarship Federation)

#### **CLASS RANK**

The Governing Board authorizes a system of class ranking, by grade point average. Class rank shall be computed by a student's grades in all subjects. Weighted class rank will also be calculated and shown on student's transcripts. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Governing Board's policy on release of student records.

#### **ADVANCED PLACEMENT (AP) PROGRAM**

Clovis North Educational Center offers AP courses whose subject content is recommended and authorized by the College Board. These advanced classes involve students in college level course content and learning experiences. These courses are challenging and stimulating. When compared to other high school courses, AP classes often take more time, require more work and give greater opportunity for individual growth and accomplishment.

In May of each year, examinations are taken to determine if advanced standing in college is warranted. Scores of 3, 4, or 5 are recognized by most major colleges and universities for college credit. Three to four units of college credit may be earned per semester for each test successfully passed. The amount of credit varies from institution to institution. Students who are enrolled in this class during the spring semester are required to take the AP test and are required to pay testing fees. Students will take the exam in May. Students must complete the Advanced Placement (AP) Government and AP Economics course in order to receive AP credit. Any student who drops AP Government or AP Economics during or at the end of the first semester **will not** receive AP credit for the class. If a student drops AP Government, the transcript will be changed to read Government and the student, for the second semester, will be placed in Economics. If a student drops AP Economics, the transcript will be changed to read Economics, and for second semester, the student will be placed in Government.

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 the AP experience.

The following AP courses are offered at Clovis North High School: Biology, Calculus AB, Calculus BC, Statistics, Chemistry, Economics (Macro & Micro), Physics 1 and C, Environmental Science, English Composition, English Literature, World History, American Government, American History, Psychology, French, Spanish, Computer Science. 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. Many AP courses require spring and/or summer work. **Because Advanced Placement classes culminate in a national exam at the end of the course, all students in these classes are required to take such exams.**

#### **AP EXAMS FEES**

The College Board reserves the right to change the test fees annually. Clovis North Educational Center recommends that every college-bound student strongly consider participating in a least one AP class. Fees will be collected during the first six weeks of the second semester. Students who need to set up a payment plan should contact their counselor in January.

#### **GIFTED AND TALENTED EDUCATION (GATE)**

GATE addresses the needs of those students who have been certified according to requirements established by the State of California and the school district. The main emphasis of the GATE program at CNEC is to meet the needs of the gifted student through the established curriculum, and clubs and organizations. This includes core curriculum honors and Advanced Placement courses, and advanced elective courses in music, art, drama, and forensics. Clovis North offers these courses in most academic and elective areas. Opportunities may include participation in special projects/activities in science, math, social science, technology, and performing arts.

### **STANDARDS OF PROFICIENCY FOR ALL GRADUATION CLASSES**

#### **PARENT NOTIFICATION AND CONFERENCE**

If a student does not demonstrate sufficient progress towards mastery of basic skills at any level of instruction, the school will notify parents and conduct a conference according to the guidelines of the California Education Code, 51215-51217.5. An individual mastery test in the subject area shall be the basis for determining sufficient progress.

#### **COUNSELING SERVICES**

Counseling services are available to all students at Clovis North Educational Center. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Ask the counseling secretary, located in the Counseling Center, for an appointment. All of the counseling staff will maintain an **"open door policy"** for those students in need of personal counseling on an emergency basis. Students should make an appointment to seek academic counseling and guidance any time there is a need. The general objective of the Counseling Department is to provide services that enable students to make independent and intelligent life decisions. Students should seek counseling advice concerning the following areas:

1. Academic Intervention/Counseling
2. Graduation Information
3. Selection of High School Courses
4. Test Administration and Interpretation
5. Scholarship and Financial Aid Information
6. Registration Policies
7. Grades and Grade Point Average
8. Vocational and Career Guidance
9. Personal/Social Counseling
10. Transcript interpretation
11. College Information

Conferences are held with students regarding policies and procedures in relation to the academic program at Clovis North Educational Center. Your familiarity with these areas will help make your years at Clovis North Educational Center more profitable.

#### **YEARLY COUNSELING GOALS**

##### **1. Seventh Grade**

- a. Pre-registration for 8<sup>th</sup> grade
  - b. One-on-one registration for classes
  - c. Establishment of a six-year educational and career plan
- 2. Eighth Grade**
- a. Pre-registration for high school, which will include freshmen parent orientation.
  - b. One-on-one registration for classes and summer session.
  - c. PSAT will be available
  - d. Establishment of five year educational and career plan
- 3. Ninth Grade**
- a. The establishment of a four-year educational and career plan.
  - b. PSAT will be available.
  - c. One-on-one registration for classes and summer session
- 4. Tenth Grade**
- a. A conference with each student and their parent or guardian will be held to review 4-year plan, current progress, and career/college goals.
  - b. All tenth grade students will be encouraged to take the PSAT.
  - c. One-on-one registration for classes and summer session
- 5. Eleventh Grade**
- a. A conference will be held to review graduation status and post-secondary goals.
  - b. All eleventh grade students will be encouraged to take the PSAT in order to be eligible for the National Merit Scholarship program.
  - c. All college-bound students will be encouraged to take the SAT and/or ACT toward the end of their academic year.
  - d. Students will receive information about the following:
    - i. Review of transcript and graduation status
    - ii. College/vocational information/NCAA
    - iii. Career pathways and/or Military options
    - iv. Test information (SAT, ACT, ASVAB, etc)
- 6. Twelfth Grade**
- a. A senior conference will be held with each individual student to review graduation status and post-secondary goals.
  - b. SAT and /or ACT tests should be taken by December of the senior year.
  - c. Culmination of a completed portfolio.
  - d. A parent notification conference will occur if a student is deficient in meeting requirements for graduation.
  - e. Seniors will receive information about the following:
    - i. Review transcript and graduation status
    - ii. College applications for admission
    - iii. Scholarship & Financial Aid
    - iv. SAT/ACT test dates
    - v. Career pathways and Workshops for students/parents
- 7. Services for all Students at All Grade Levels**
- a. Registration, scheduling, and program adjustments
  - b. Information regarding assistance with Academic achievement, career pathways, & social/emotional issues.

**FINANCIAL AID AND SCHOLARSHIP INFORMATION**

Financial Aid and Scholarship information is available to students through the Counseling Center. Scholarship information is posted on the monthly Bronco Scholarship Bulletin that is usually available starting in December of each school year. The Bronco Scholarship Bulletin will post local scholarships, some statewide and nationwide scholarship opportunities. The monthly scholarship bulletin will be posted on the CNEC website and hard copies will be available in the Counseling Center. Clovis North Counseling Staff encourages the use of numerous scholarship websites (see counselor for recommended websites). Many are capable of matching a student's profile with available scholarships. These scholarship search sites are located on the internet and are appropriate for use by all high school students regardless of grade or grade point average.

The counseling staff will make students aware of Cal Grant and Federal Grant deadlines and applications (Free Application for Federal Student Aid - FAFSA). There will be a financial aid workshop, usually in October/November where students and parents can get assistance in filling out the FAFSA. Students must complete the FAFSA, before March 2 of their senior year.

**TRANSCRIPTS**

After graduation, a fee of \$2.00 will be charged for each transcript copy requested. To obtain a transcript please contact the registrar at 327-5013.

**PSYCHOLOGICAL COUNSELING SERVICES**

A psychologist is available at Clovis North Educational Center 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, crisis intervention, 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 cluster office, the attendance office, or by directly contacting the school psychologist.

**PEER COUNSELING**

The primary goal of our Peer Counseling Program is to develop a system for delivering help to young people who do not, for one reason or another, seek assistance from traditional sources. Students may be referred for peer counseling by teachers, counselors, the school psychologist and/or other administrators, and parents. They may also refer themselves for peer counseling. Referrals are kept confidential. Forms are available in all cluster offices. Students may also contact the peer counseling instructor for assistance. Students involved in the program will receive a semester of training before being certified as peer counselors. We hope to provide a positive atmosphere for our student body with this program.

**Clovis Support and Intervention (CSI)**

The Student CSI Program at Clovis North Educational Center aims to identify troubled students and connect them with the helping services available to them in the school or the community. This includes supportive counseling as well as support groups which deal with such problems as drug/alcohol abuse, anger management, pregnancy, grief and loss, divorce, teen and family issues. The confidential service that the CSI program provides is based on an educational premise: Students who receive help and support to deal with pressing personal concerns will be able to focus their remaining energy efficiently on their schoolwork and important tasks of developing academically, socially, and emotionally.

**WEB/LINK CREW FRESHMEN TRANSITION PROGRAM**

Granite Ridge Intermediate incoming 7<sup>th</sup> graders participate in Where Everybody Belongs (WEB). WEB is a transition program based on linking 7<sup>th</sup> graders with successful 8<sup>th</sup>-12<sup>th</sup> grade students. While creating a sense of support for the incoming students, WEB leaders work to change the school climate and connect the 7<sup>th</sup> graders to the school community.

Student leaders are selected in the spring for the following year through an application process. WEB Leaders attend monthly meetings and are trained in various leadership skills enabling them to lead 7<sup>th</sup> grade students that include team building activities, cooperatives skill development and discussion skills in an Orientation in August. Each of the WEB Leaders is assigned approximately 8-10 students to work with during the Orientation and stay in touch with throughout the school year. The same WEB Leader that led the 7<sup>th</sup> graders through Orientation will provide social and academic support throughout the school year during monthly lessons in Academic Block. They become leaders, motivators, role models and teachers in guiding their 7<sup>th</sup> graders to success in their first year at the Clovis North Educational Center.

**TESTING INFORMATION** (available through the counselors)

**PSAT/NMSQT**

**TEST DATE: 8<sup>th</sup> Grade – October 17, 2017  
9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, Grade – October 25, 2017**

**CAASPP Testing**

**TEST DATE: April 3 – June 8 (Testing Window)**

<b>AP CHEMISTRY/PSYCHOLOGY/SPANISH LIT</b>	<b>TEST DATE: May 7, 2018</b>
<b>AP SPANISH LANG/PHYSICS 1</b>	<b>TEST DATE: May 8, 2018</b>
<b>AP ENGLISH LIT &amp; COMP/PHYSICS 2</b>	<b>TEST DATE: May 9, 2018</b>
<b>AP US GOVERNMENT/ENVIRONMENTAL SCIENCE</b>	<b>TEST DATE: May 10, 2018</b>
<b>AP US HISTORY/COMPUTER SCIENCE PRINCIPALS</b>	<b>TEST DATE: May 11, 2018</b>
<b>AP BIOLOGY/PHYSICS C</b>	<b>TEST DATE: May 14, 2018</b>
<b>AP CALC AB AND CALC BC/FRENCH/COMPUTER SCIENCE A</b>	<b>TEST DATE: May 15, 2018</b>
<b>AP ENGLISH LANG &amp; COMP/MACROECONOMICS</b>	<b>TEST DATE: May 16, 2018</b>
<b>AP WORLD HISTORY/STATISTICS</b>	<b>TEST DATE: May 17, 2018</b>
<b>AP MICROECONOMICS</b>	<b>TEST DATE: May 18, 2018</b>

### **STUDENT CONDUCT**

Clovis North Educational Center prides itself in the conduct of its students. A well-disciplined, neat, and clean atmosphere 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 North Educational Center. If questions concerning these areas arise, contact the Student Services Office for clarification (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

#### **HUMAN DIGNITY POLICY**

The staff at Clovis North Educational Center, recognizing that we are a multi-racial, multi-ethnic school district, believes it is 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 which insults, degrades, or stereotypes any race, gender, handicap, physical condition, ethnic group, religion or sexual orientation.

#### **STUDENT'S 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 due 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. Coercion may not be used to induce students to accept the printed matter or sign petitions.
    2. 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.
    3. 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.
    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 buttons or other displays, nor 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).

#### **STUDENT'S RIGHTS AND RESPONSIBILITIES—RIGHTS AND REGULATIONS**

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 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 (2102) refer to CUSD: Student and Parent Rights and Responsibilities.**

#### **STUDENT'S CODE OF DRESS**

The purpose of dress regulations is to help each student set a standard for their personal appearance that is appropriate within the accepted standards of Clovis Unified School District. All students are expected to demonstrate pride in their personal appearance, because it reflects individually and collectively on the school they attend. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with CUSD Dress Code (see CUSD: Student and Parent Rights and Responsibilities for policies

and regulations). **The dress code shall be in effect at all school-related activities both on and off campus.**

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding appearance except when choices affect the educational program of the schools. It is recognized that any apparel that draws **undue attention to the student** tends to detract from the educational process and is, therefore, inappropriate. Good taste and good grooming are part of learning. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness.

The Board shall authorize school regulations which prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.

#### **DRESS CODE**

**Dress Code will be enforced at ALL school-related activities both on and off campus.**

The Clovis Unified School District Governing Board has adopted the following Dress Code policies to be implemented during the 2017-18 school year. These policies ensure a safe school setting conducive to a positive learning environment. For a complete text of the Administrative Regulations (No. 2105) refer to the CUSD: Student and Parent Rights and Responsibilities.

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. Garments shall be sufficient to appropriately conceal undergarments at all times.

#### **General Clothing Guidelines:**

- Articles of clothing which display gang symbols, profanity or products or slogans that promote tobacco, alcohol, drugs or sex are prohibited; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military, paramilitary, or camouflage (military style) will not be permitted.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing and distracting make-up, etc.
- 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.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chest, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. 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. Clothing that exposes bare midriffs or cleavage is prohibited. Shoulder straps on tops and other clothing must be minimum of two inches (2") wide.
- The wearing of shorts will be permissible year round. **Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.** Shorts are to be hemmed and not form fitting. Bike shorts (spandex) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites.
- Straps on shoes and clothing must be fastened at all times.
- Leggings will be allowed if over-garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
- Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, or military styled 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, while participating in school-related athletic competitions, events or activities or while participating in other activities where safety is a concern. Backless

Commented [TG1]:



shoes commonly known as “flip-flops”, “beach shoes”, “soccer sandals”, “zories” and/or thongs are inappropriate and will not be allowed. See Exhibit No. 2105 (2)

- No slippers will be allowed.
- Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed five inches (5”) when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist at all times. **The bottom of the pant leg may not be frayed (manufactured or otherwise) or drag on the ground.** Pants must be hemmed and not stapled, pinned or taped.
- Sleepwear is not permissible.
- Oversized shirts that present a safety concern or reflect gang style are not acceptable.
- **Only Clovis North Educational Center headgear, sold in the student store or provided by a CNEC sanctioned club, team, or activity may be worn. Headgear may not be altered or modified.** Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the school district or school site to be gang related or inappropriate apparel are not acceptable. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. Handkerchiefs and sweatbands are not permitted unless they are Clovis Unified headgear. School sites may add other restrictions on the type of hats to be worn.
- **No frayed clothing is acceptable (manufactured or otherwise).** Ripped clothing, without a hem is not permitted.
- 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 racial, religious, or sexual orientation prejudice.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

#### **GROOMING:**

- Hair shall be clean and neatly groomed.
- Hair or mustache styles which cause undue attention are not acceptable: e.g., unusual design, colors, symbols, messages, Mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
- Beards are not allowed. Sideburn are allowed, but may not extend past the base of the earlobe or be wider than one inch (1”)
- Bangs or other hairstyles must not obstruct nor interfere with vision.
- 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.
- Tattoos, permanent or temporary, must be covered at all times.

#### **JEWELRY:**

- 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 eyebrow, nose, lips, tongue) is not acceptable. Distracting jewelry including piercing jewelry that draw undue attention, is not allowed.

#### **GENERAL INFORMATION:**

- Exceptions to the dress code may be made for special days or special events as approved by the administration.
- According to California State Education Code, the final decision of whether the student’s appearance is acceptable, or not, is up to the school and its Governing Board. The dress code will be reviewed annually in May by a committee of students, faculty, parents, and administration, with a revised version being resubmitted to the Governing Board for use during the next school year.
- The dress code described above was made current in April 2016. Any revisions made after printing for the 2017-2018 school year will be announced in any of the following venues: published by the

district in school newsletters, district publications, and/or presented to the student body in the fall.

**DRESS CODE DISCIPLINE POLICY:**

- Students who are considered out of dress code are referred to Student Services. If a student is determined to be out of dress code by the Student Services staff, the student will be given a fix-it ticket, but will remain in their class until their unscheduled lunch time, at which time they will go to the Student Services Office to make arrangements to change into acceptable apparel. If the clothing item is deemed to be out of the bounds of decency and good taste as appropriate for school, the student will be required to change immediately into dress that is consistent with the Board's dress code policy, which governs acceptable and appropriate apparel. Repeat offenders will face disciplinary action.

**CLASSROOM CONDUCT POLICY**

Student's responsibilities are:

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

Teachers may refer students to the Student Services Office for inappropriate behavior.

**TARDY POLICY:**

Teachers will monitor their own tardy policy for their classroom. Students are responsible for meeting each teacher's attendance expectations. Teachers will refer students with habitual tardies to the office after assigned detentions and parent contacts have failed to bring about a change in behavior.

**LITTERING POLICY**

All students are required to dispose of their own garbage in designated receptacles. Failure to do so is a violation of CNEC policy as well as a misdemeanor according to Penal Code 374 (a). Violation of this policy will result in campus beautification assignments and potential for further consequences.

**UNCLEARED ABSENCES/TRUANCY POLICY:**

Students will be issued consequences for each **truancy or uncleared absence**. Habitual truantries/uncleared absences may lead to loss of privileges, suspensions, referral to the Student Attendance Review Board (SARB), and/or referral to alternative education. **Students, who leave class without permission, leave campus at lunch without proper clearance, or leave school without checking out through the Attendance Office will be considered in violation of school/District policy.**

**NON-PRIVILEGE POLICY**

**Non-Privilege is a period of time in which a student is not permitted to participate in any school related events, athletic practices, or other school related activities outside of class.** Non-Privilege is assigned as a result of a suspension, violation of the Co-Curricular Code of Ethics, or violation of school policies.

Non-Privilege is generally assigned for 10 or 14 days but can be extended and can include removal of athletic or other school activities for the remainder of the school year i.e. field trips, graduation ceremonies, etc.

An alternative to reducing the number of days of non-participation includes approved campus work detail. The student can reduce the number of non-privilege days by one for every 60 minutes of approved campus work detail. Any student who wishes to participate in a school activity within the non-privilege time period has the option to work the hours necessary to reduce the number of non-privilege days by one-half. For example, ten days may be reduced to five days using this method. Non-privilege days begin at the end of the suspension time.

**RESTRICTED AREAS:**

Students are expected to stay in designated areas throughout campus at various times. **Students who enter restricted areas will be issued disciplinary consequences.** Restricted areas include the following but not limited to:

- Certain Areas on the 2<sup>nd</sup> floor of the A Building.
- Elevators
- Parking lots during the hours of 7:45 am and 2:45 pm without authorized passes.

- In the Faculty Dining Room and Lounges without authorized passes.
- During the lunch period, students are to keep food and drinks in the Cafeteria, Amphitheater, and Snack Bar Area.
- **Students are prohibited from being in any of the listed areas during lunch:**
  - **Parking Lots (unless permitted by admin. staff)**
  - **A Building hallways (Pass required)**
  - **Gymnasiums (unless permitted by admin. staff)**
  - **Stairwells**
  - **Band room Area**
  - **Front of the school and administration office (unless permitted by admin. staff)**
  - **Pool/Tennis Court Area, Track, Basketball Courts, Athletic Fields**
- Students are to leave campus by 3:00 pm each school day unless assigned an expressed purpose and under the direct supervision of staff.

**ELECTRONIC EQUIPMENT USE:**

**Electronic devices may be used before school, during class passing period, during lunch and after-school. The school will not be responsible for damage to any electronic device(s) including cell phones i.e., before school, break between classes, lunch and after school.** As per Ed. Code 51512, the use of electronic signaling devices (i.e. iPods, cameras and cellular phones) is considered to be disruptive to the educational process. Therefore, the use of electronic devices is only permitted when given prior permission by the teacher for educational purposes in the classroom setting. Under the guidelines of these devices, the principal or designee **will** confiscate the electronic signaling device if used inappropriately. Upon a third offense, a parent/guardian will be required to retrieve the cell phone, electronic device, or other prohibited items from Student Services. **Parents should not expect their students to read/send text messages or receive calls during class time.** (Refer to the Student Conduct Chart). Exceptions shall be made in the event a student has received prior permission for the use of an electronic signaling device by district staff or when the principal, teacher, or designee has determined that the use of the electronic signaling device is essential during non-class time. (Reference Calif. Ed. Code 48901.5).

**PERSONAL STUDENT CONDUCT:**

During the time students are in school or on campus, they should use good judgment in their relationships with other students. The following behavior is unacceptable:

- Public displays of affection
- Kissing/Lying or sitting together in an inappropriate manner
- 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 and suspendable offenses will result in an immediate referral. Students determined to be in violation of the educational codes will be suspended from one to five days, placed on non-privilege, and assigned Saturday School. A list of California Education Code Violations that result in suspension and/or consideration for expulsion are listed in CUSD: Student and Parent Rights and Responsibilities Handbook.

**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.

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 to 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 and 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 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 (A.R. 2102 and 2106) will be implemented. In addition, the following actions **will** be taken:
  - a. Contact law enforcement authority.
  - b. The student shall be suspended and referred to Student Services and School Attendance with a consideration for recommendation of Alternative Education or 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. 2102 and 2106).
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.

**PHYSICAL EDUCATION LOCKER ROOM POLICY**

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

1. All students should **purchase their own combination lock through the student store** for their locker.
  - a. Students are provided with lockers to be used during their P.E. period only.
  - b. Laptop lockers are provided while students are in P.E. class. Students must provide a school purchased lock for these lockers.
  - c. Team lockers are provided for athletic teams. The lockers are reissued at the conclusion of each sport season.
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 day of the student's P.E. final. Anything left in the lockers will be discarded. All items must be placed in their locker and not left on the locker room floor. Students will be issued consequences for leaving their items unattended in the locker room.
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. To check that the lock is secured by rolling tumbler and pulling down.
  - e. Not to leave money or other valuables in the locker.
  - f. Any thefts that occur in P.E. must be reported to their teacher **immediately**.
4. Any lock left on an unassigned locker 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.
- a. Disciplinary action will be taken against any student:
    - 1. Found unattended inside the locker room.
    - 2. Theft, vandalizing school or personal property in the locker room area.

**ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPATION**

The Governing Board has established the following standards for eligibility to participate in co-curricular and extra-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 AND EXTRA-CURRICULAR ELIGIBILITY**

- 1. The Clovis Unified School District requires all participants in Clovis North Educational Center activities to maintain a 2.0 or better G.P.A. in the previous 6-week grading period. All participants must be making 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.
- 2. Every athlete must be passing a minimum of four (4) subjects to retain CIF eligibility.
- 3. Clovis North Educational Center Study Table:
  - a. Study Table will be offered and required for all students in co-curricular and extra-curricular activities who do not meet eligibility requirements. Check with activities and athletic offices for times and location.
  - b. Study obligations:
    - 1. Students are responsible for providing transportation.
    - 2. Get assignments from teacher(s). Be on time.
    - 3. Bring necessary materials to class. Complete assigned work to the satisfaction of Study Table teacher.
    - 4. No disruptive behavior will be tolerated.
    - 5. Students are required to attend all study sessions for each grading period until they have removed themselves from co-curricular probation.

**GRADE POINT AVERAGE (G.P.A.) REQUIREMENT**

During the prior grading period, a student must earn at least an overall G.P.A. of 2.0 and pass a minimum of four classes in order to participate in the current grading period.

A student who fails to achieve at least a 2.0 grade point average may be placed on probation for the current grading period provided the student complies with the school's tutorial assistance program (Study Table). A student whose G.P.A. falls below a 2.0 for two consecutive grading periods shall be ineligible. A student who does not achieve at least a 2.0 grade point average during the probationary period shall not be allowed to participate in extracurricular and co-curricular activities in the subsequent grading period.

**PROGRESS TOWARDS GRADUATION REQUIREMENTS**

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

<b>Sophomore - Fall Semester</b>	<b>55 Units/Credits</b>
<b>Sophomore - Spring Semester</b>	<b>80 Units/Credits</b>
<b>Junior - Fall Semester</b>	<b>110 Units/Credits</b>
<b>Junior - Spring Semester</b>	<b>135 Units/Credits</b>

**Senior - Fall Semester**  
**Senior - Spring Semester**

**165 Units/Credits**  
**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.

**SUMMER SCHOOL (Clovis North High School Only)**

Summer school grades may be combined with spring semester grades in computing the grade point average to determine eligibility for the first grading period of the next school year.

**ELIGIBILITY REPORT**

A school must declare students eligible, ineligible, or on probation on the second Monday following the close of the previous grading period. This date is 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 spring quarter of the eighth grade must be used to determine probation/eligibility for the first quarter of the ninth grade.

**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 CUSD District Office for approval.
2. The student must attend weekly study table.
3. The student must circulate a progress report 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.

**STUDENT ACTIVITIES**

"INVOLVEMENT" is a key word at Clovis North Educational Center. Every opportunity is afforded 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 North Educational Center 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 AND SCHOOL ACTIVITIES**

1. Develop new friendships.
2. Makes school more interesting.
3. Something worthwhile to do in leisure time.
4. Causes students to be more tolerant of opinions and wishes of others.
5. Teaches students how to win and lose in a sportsmanlike manner.
6. Gives students a voice in school affairs.
7. Develops poise and social contacts.
8. Results in friendlier relations with teachers.
9. Creates greater interest in regular school activities.
10. Increases self-confidence.
11. Provides an opportunity to learn the proper channels to follow in order to change rules.

**STUDENT GOVERNMENT**

The government of the Clovis North Educational Center student body is comprised of a Student Council, consisting of the eight elected Associated Student Body officers, plus the Class President, Class Vice President and Spirit Commissioner. The Student Council meets twice monthly, 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 wishing a copy of the Student Body Constitution or By-Laws may ask a member of Student Council or obtain copies from the Student Activities Office.

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

**STUDENT HUMAN RELATIONS**

Clovis North Educational Center 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 Deputy Principal or Principal.

**2017-18 SPECIAL ASSIGNMENTS**

**DEPARTMENT CHAIRPERSONS**

Counseling.....	Kerince Nguyen
English.....	Andrea Castro
World Languages .....	Nancy Mojarras
Mathematics.....	David Hobbs
Performing Arts.....	Heather Bishop
Physical Education .....	Heather Lingenfelter/Kari Genco
Science.....	Lavinia Terra/ Josh Olson
Social Science.....	Shane Kiehlmeier
Special Education.....	Shireen Malan
Visual Arts/Technology.....	Michael Reece
Academic Block.....	Donna Kohlruss and Ellen Nielsen

**CO-CURRICULAR ASSIGNMENTS**

Academic Decathlon .....	Josh Belden/TBD
Activities Director .....	Carlos Zuniga
Granite Ridge Activities Director.....	Michael Williamson
CNHS Athletic Director .....	Coby Lindsey
Assistant Athletic Director .....	Tim Simons
Granite Ridge Athletic Director.....	Rob Streeter
Band Director .....	David Lesser
Assistant Band Director.....	Jose Vargas
Color Guard.....	David Lesser
Choir Director.....	Heather Bishop
Drama .....	Joel Abels
Forensics/Debate .....	Chad Hayden
G.A.T.E.....	Lisa Bennett
History Day.....	TBA
Math Team .....	Dave Hobbs
Mock Trial.....	TBA
National Honor Society.....	Jay Center and Tina Wood
Orchestra.....	Arthur Howansky
CJSF/CSF .....	Lisa Bennett
CN & GR Peer Counseling.....	Michelle Miller / Katie Aiello
Pep & Cheer Director .....	Heather Lingenfelter
CN & GR Robotics.....	Mary Allen/Shannon Rooney
School Newspaper.....	Mike Reece
Science Fair .....	Kay Barrie
Science Olympiad .....	Geoffrey Quiring
Clovis North Yearbook .....	Cliff Nitschke
Granite Ridge Yearbook .....	Faith Younglund
AVID.....	Marty Swift

**DIRECTOR OF SPORT**

**Sport**

Pep and Cheer  
 Football  
 Girls Volleyball  
 Boys Water Polo  
 Girls Water Polo  
 Cross Country  
 Boys Golf  
 Girls Golf  
 Boys Tennis  
 Gymnastics  
 Boys Basketball  
 Girls Basketball  
 Boys Soccer  
 Girls Soccer  
 Wrestling  
 Baseball  
 Softball  
 Swimming/Diving  
 Girls Tennis  
 Track and Field  
 Boys Volleyball  
 Girls Badminton  
 Athletic Trainer

**Director**

Heather Lingenfelter  
 Tim Simons  
 Brittany Henderson  
 Andrea Castro  
 Mike Nichols  
 Jason Lienau  
 Jed Noonkester  
 Maurissa Medina  
 Brian Junio  
 Becky Belman  
 Tony Amundsen  
 Heather Long  
 Cameron Shahrokhi  
 Nick Pappanduros  
 Josh Adams  
 Jeff Prieto  
 Courtney Dale  
 Peter Fecht  
 Brian Junio  
 Rich Brazil  
 Jason Powell  
 Heather Long  
 Katelyn Shea

**CLASS ADMINISTRATORS AND SPONSORS**

<b><u>CLASS</u></b>	<b><u>YEAR</u></b>	<b><u>ADMINISTRATOR</u></b>	<b><u>SPONSORS</u></b>
Senior Class	2017-18	Alyson Rocco	Kari Genco Lance Trueblood
Junior Class	2018-19	Anthony Follis	Heather Lingenfelter Travis Mills
Sophomore Class	2019-20	Jennifer Enns	Josh Adams Faith Younglund
Freshman Class	2020-21	Jonathan Bowns	Jennifer Boman Michael Williamson

**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. 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.

**POLICY ON STUDENT FUND RAISING ACTIVITIES**



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

### **ATHLETICS**

Clovis North Educational Center takes 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 North Educational Center. The following sports are offered at Clovis North Educational Center.

#### **FALL**

Girls Volleyball  
 Student Football  
 Boys Cross Country  
 Girls Cross Country  
 Boys Water Polo  
 Girls Water Polo  
 Gymnastics - CN  
 Girls Tennis  
 Boys Swimming/Diving  
 Girls Golf

#### **WINTER**

Girls Basketball  
 Boys Basketball  
 Student Wrestling  
 Boys Soccer  
 Girls Soccer  
 Gymnastics - GR

#### **SPRING**

Boys Volleyball  
 Baseball  
 Boys Tennis  
 Girls Track  
 Boys Track  
 Girls Softball  
 Boys Golf  
  
 Girls Swimming/Diving  
 Girls Badminton

### **Clovis Unified & CNEC Code of Ethics**

#### **OVERVIEW**

The following Code of Ethics applies to all students who represent Clovis North Educational Center in any co-curricular program. These programs include athletics, performing arts, pep/cheer, leadership, peer counseling and all other organizations that represent Clovis North Educational Center. 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**. 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 2150. 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 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**

1. 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 three (3) 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.

**ATHLETIC CONFERENCE CODE OF ETHICS**

**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 are in a position to utilize athletics as a part of the educational program by continuing to develop the responsibilities that 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 best 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 our Conference.

The following is a **SPECTATOR CODE OF ETHICS** designed to help achieve our goals of athletic education:

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. Booing, stamping of feet and disrespectful remarks should be avoided at all time. Bells, whistles or noisemakers of any kind are not acceptable for athletic events.
4. As adult behavior affects student behavior, spectators should encourage all people to observe the LEAGUE'S CODE OF ETHICS. Those who do not respond should be reported to the proper school authorities immediately. Violations may result in being removed from activity for an amount of time to be determined. A civility letter may be issued.

**STUDENT ROOTING SECTION**

The Clovis North Educational Center 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 North Educational Center 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. No handmade student signs will be allowed.
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/court.
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 expect Clovis North Educational Center 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 his/her cluster office for appropriate disciplinary action (which may include losing the privilege of attending school-related activities).

## **GENERAL STUDENT INFORMATION & 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 North Educational Center. This permission slip is included in the registration materials. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storages 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 and Parents Rights and Responsibilities Acceptable Use of Information Resources (Policy #7203)**

Briefly stated, the following are not permitted:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>◆ Sending or displaying offensive messages or pictures</li> <li>◆ Damaging computers, computer systems or computer networks</li> <li>◆ Using another person's password</li> <li>◆ Intentionally wasting limited resources</li> <li>◆ Using obscene language or intentionally getting access to obscene or pornographic material</li> </ul> | <ul style="list-style-type: none"> <li>◆ Harassing, insulting or attacking others</li> <li>◆ Violating copyright laws</li> <li>◆ Trespassing in another person's folders, work on files</li> <li>◆ Using the network for commercial purposes</li> </ul> |
|---|---|

### **Violations may result in disciplinary or legal action as well as a loss of access to the computer network**

#### **POLICY FOR MESSAGES, BALLOONS, AND FLOWER DELIVERIES**

Due to the distraction and to eliminate classroom disruptions, the following policy will be enforced at CNEC:

1. No personal messages between friends will be taken (e.g., boyfriend/girlfriend, ex-student, etc.).
2. Lunches or lunch money must be delivered to the main office. **PLEASE KEEP THESE TO A MINIMUM.**
3. Forgotten homework assignments, P.E. clothes, books, and binders will not be delivered.
4. Emergency messages from parents or guardians will be delivered, but these should be restricted to genuine emergencies.
5. Balloons, flowers, pizza and gifts cannot be delivered to students and such deliveries from vendors will not be accepted by the school. Additionally, CUSD Transportation Department policies preclude the carrying of balloons or other large items on school buses.

#### **THE DAILY BULLETIN**

The Daily Bulletin will be read during Third Period and posted daily in the classrooms. In addition, it will be posted in the offices, library, and on our website.

#### **STUDENT INSURANCE**

All Clovis North Educational Center 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. Information on these policies is given early

in the school year. For approximately \$49.00 to \$67.00, a student may be insured for accidents or injuries occurring during the school day for one full year. For the same coverage, twenty-four (24) hours a day, the cost is \$210.00 to \$270.00. Interscholastic Tackle Football insurance is \$212.00 for the Basic Policy and \$275.00.00 for the Premier Policy. Extra dental insurance is available for \$17.00 – 21.00 per year. For more information, contact the Athletic Director's office.

#### **DANCE REGULATIONS/GUEST PASSES**

1. Students must be passing all classes to attend dances (as stated on most recent progress report or grade period. (There must be no "F" grades on the most recent grade report. (6, 12, or semester grade reports)
2. To provide a safe and positive environment at school events the site administration reserves the right to deny admission to anyone.
3. Activities are for Clovis North Educational Center students and their invited guests. Guest permits may be obtained from the Activities Office and must be approved in advance. Guest must be under the age of 21.
4. Guest passes will be issued to school activities under the following conditions:
  - A. Clovis North High School student: The guest must be in good standing at their high 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 of 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. Any 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, the parents will be notified and/or the student or guest may be referred to law enforcement officers and taken into custody.
10. **Student must have a valid Clovis North Educational Center 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 their counselor to be admitted.**
12. Guests are not allowed to sit in designated "student only" rooting sections.
13. **All students and guests must comply with all Clovis Unified School District policies including all aspects of the Dress Code.**
14. Students are limited to one guest per activity.

#### **DANCING BEHAVIOR AND EXPECTATIONS**

Students and guests are required to maintain the same standards set by CUSD that are established for any time 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 the dance style called "Grinding" "Freaking" "Twerking" and "Yiking" which are extremely suggestive in nature and are not appropriate at a school dance.**

#### **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 involuntarily 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.**

**REQUIREMENTS FOR FORMAL DRESS AND GROOMING AT PROMS AND OTHER FORMAL EVENTS (i.e. DANNY AWARDS) THIS APPLIES TO ALL CNEC STUDENTS AND THEIR GUEST (when formals are held)**

- Formal/Evening Dresses are required and may be strapless or off the shoulder if they meet the other criteria listed below.
- Only appropriate jewelry may be worn
- Appropriate formal footwear/dress shoes are required.
- Tuxedo, suits, and sport coats with a tie and dress slacks are required.
- Appropriate formal footwear/dress shoes or dress boots are required. These do not include Combat boots, Doc Martin-type shoes, work boots or any type of athletic shoe.

**THE FOLLOWING WILL NOT BE PERMITTED:**

- Dresses that are too revealing in the front/back, or a slit too high.
- Dresses that are "see through" or have an exposed midriff.
- Casual dresses, skirts, or pant suits.
- Extreme hairstyles, hair coloring or makeup.

**All CUSD grooming standards apply for all students and their guests.** Beards are not allowed. The only body piercing jewelry allowed is earrings.

**CO-CURRICULAR FIELD TRIPS**

School officials may search a student's suitcase, back pack, sports bag or other personal property when related to a student's travel or participation in extra-curricular or off-campus activities. If alcohol, drugs or other prohibited items are found, the student may be subject to discipline, removal from the team / club, loss of privileges, or other consequences.

**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 S.A.P.I.D. teacher.

**BICYCLE**

Bicycles are to be used as transportation to and from school. Students must not chain bikes to trees or light poles. No loitering will be allowed in the bicycle rack area. All bicycles are to be locked at bicycle racks provided.

**SKATEBOARDS:**

Skateboards are prohibited on campus. Students using skateboards for transportation must secure them in designated skateboard storage racks located on the Clovis North and Granite Ridge campus.

**STUDENT IDENTIFICATION**

Students must have I.D. cards in their possession at all times, including extra-curricular activities. If a student loses his/her ID card he/she should report to the Student Activities Office for a replacement within two days. Replacement cards cost \$10. **Appropriate disciplinary action will be taken with students not in possession of a valid I.D. card.**

**LUNCH**

**All students must have their I.D. cards to purchase lunch.** For those students who qualify for free and reduced-cost lunches, applications may be picked up at the Attendance Office. Completed applications must be returned to the Attendance Office for approval of eligibility. Students wishing to purchase lunch tickets by the week can obtain them from the cafeteria. Lunch tickets will only be distributed before school

**STUDENT "BRONCO" STORE**

The Bronco Student Store is located on the southwest side of the D Building. The hours of operation will be posted at CNEC and on the CNEC website. The store is open to the student body, staff, and community

with various school spirit items, CNEC charms, limited school supplies, gift items, Clovis North Educational Center Clothing, Clovis North letterman jackets (including embroidery), and snacks. (PE Uniforms will be purchased from the PE teachers or in the Athletic Office.)

#### **FIRE DRILLS**

Fire drills are randomly conducted. When the alarm (continuous ringing of the buzzer) sounds, go quickly and quietly outside of the building to designated areas. One long bell signals the return to class. The exits are posted in each room.

#### **BUS TRANSPORTATION AND RULES OF CONDUCT--ALL STUDENTS MUST HAVE THEIR I.D. CARDS TO RIDE THE BUS.**

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.

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

##### Transportable Zones

- Grades K-6 residing 1 mile or more from school site
- Grades 7-12 residing 2 1/2 miles or more from school site
- The distance is measured by the most direct route from the school property to the student's home.

#### **A. Requirements for Riding a School Bus**

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place – Well off the road.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students shall board or exit the school bus only at the students' authorized bus stop.
6. "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.)*

#### **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 is 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.

- D. Procedure for issuing a "Warning of Unsatisfactory Conduct on or Near a School Bus"  
At the drivers 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

E. **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. Disciplinary actions 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 disciplinarian determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from rider ship.

District Policy AR8301 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. Adult chaperones should be provided for every eight to ten students. **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/VISITOR CARS**

1. **Parking Regulations:** Parking regulations on and around the Clovis North Educational Center 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 and 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 North Educational Center. Parking limitations range from 10 minutes to Unrestricted. Parking is patrolled at all times by both Clovis Unified and Fresno Police Department. Remember not to block driveways, exits, or park in Red Zones. Parking by students in the neighborhoods immediately adjacent to Clovis North Educational Center is prohibited during school hours. Administrative action will be taken for those students defying school policy.
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 (when applicable). 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.** Habitually truant students may lose the privilege of parking on campus.

5. **Student Parking Lot:** Parking in the student lot is limited to 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 and may be purchased in the Finance Office. Proof of registration and insurance are required. Permits must be properly displayed. Students must park appropriately in marked stalls, facing forward and within the lines. Please help us keep the lots and streets around Clovis North Educational Center safe by driving carefully and adhering to all parking restrictions. Inappropriate driving in the parking lots will result in loss of on-campus parking privileges.
6. Students who receive a moving violation (ticket) from a Fresno or Clovis Police Department Officer during the school day may lose their lunch and/or parking privileges. Please drive carefully!
7. **Faculty Parking Lot:** Faculty may park in the lots or stalls specifically reserved for Faculty. You must display a current Faculty Parking Pass. Parking in Red Zones, or on the campus grounds is prohibited at all times. Violators will be ticketed.
8. **Visitor Parking:** There will be a limited number of green visitors' stalls.
9. **Handicapped Parking:** There are a number of stalls designated for Handicapped parking.

**Students who elect not to purchase a parking permit may park only in the appropriate areas on the school campus. Please adhere to all posted limitations or you will be ticketed. Remember, parking in the neighborhood is prohibited by Administrative regulation. Students are expected to comply with Clovis Unified School District, Clovis North Educational Center, and the City of Fresno regulations.**

**\*Note: Parking fines subject to change without notice.**

<b>Parking Violation</b>	<b>Fine</b>	<b>Parking Violation</b>	<b>Fine</b>
Parked w/out permit displayed	20.00	Failure to comply with regulations	15.00
Parked in disabled space w/out permit	375.00	Parked beyond marked stall area	20.00
Parking specifically prohibited	20.00	Front wheel beyond 18 inches from curb	20.00
RED curb	25.00	<b>Backed</b> into stall	15.00
GREEN curb beyond designated time	20.00	Disobey No Parking sign or CUSD officer	25.00
YELLOW curb loading and unloading beyond designated time	20.00	Vehicles parked along roadways must be parallel and facing direction of traffic	15.00
Double Parking - Dangerous	20.00	Inside wheels of parallel parked vehicles not within 18 inches of right side curb	20.00
Faculty, students routinely parking in temporary visitor area	20.00	Driving, parking/stopping on driveways, sidewalks and/or not approved areas	25.00
Park, stop or leave vehicle in an area impeding movement of any vehicle	15.00	Use of altered, substituted or unauthorized parking permit	25.00

## **SCHOOL FINANCE**

### **STUDENT BODY FINANCE OFFICE**

Checks written to the school must be for the amount of purchase only and must indicate the student's name and reason for payment. Returned checks are charged as an obligation to the student. A service charge of \$25.00 is assessed on each returned check. Commencing May 4, 2017 and continuing through the end of the school year, no personal checks will be accepted. Cash, cashier's checks and money orders will be the only acceptable form of payment.

Students with financial obligations will not be permitted to register until Late Registration. If obligations are not cleared prior to graduation, students will not be allowed to participate in the commencement exercises and all records and diplomas may be held. Restrictions to dances and special events may also be imposed (ex: grad night).

Financial obligations may be cleared **before school, after school and during the lunch period**. Students are not to come to the Finance Office during class time.

### **STUDENT FEES**

Students produce projects in many of the elective courses at Clovis North Educational Center. A student may purchase a debit card in their elected class to cover the cost of the materials for student produced projects if the student would like to take the project home upon completion. Students will receive a course syllabus detailing the projects and their cost at the beginning of each semester.

## **DAMAGED OR LOST PROPERTY, PERSONAL INJURY, & 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:

1. Cuts, defaces, or otherwise injures in any way, real or personal property belonging to the District.
2. Fails to return, upon demand of the principal or designee, any school property loaned to the pupil.
3. Injures 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.

### **AUTHORITY TO WITHHOLD GRADES, DIPLOMA, OR TRANSCRIPTS**

Subject to the due process requirements explained below, the school district Governing Board may withhold the grades, diploma and/or transcripts of any pupil responsible for damages or losses as described in the paragraphs above 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. 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.
2. **Notice of Right of Hearing**

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

  - a. The date and place of the hearing.
  - b. A statement of the specific facts and charges upon which 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 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.

## **LIBRARY**

### **LIBRARY**

The Library is open daily from 7:15 a.m. until 4:00 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.

### **MISSION**

By providing quality resources for both academic and personal endeavors and by collaborating with faculty members to enhance instruction, the Bronco Library engages with the CNEC learning community and teaches our students to be capable researchers, critical thinkers, enthusiastic readers, and ethical participants in the contemporary information landscape.

### **LIBRARY COLLECTION AND SERVICES**

1. Students are assisted by a credentialed teacher librarian and a library technician.
2. The library's collection of print and digital materials is continually growing. Although the majority of the collection is curriculum-driven, a large number of leisure reading materials are available.
3. Digital resources (databases), as well as the library's online catalog, can be accessed at [www.broncolib.com](http://www.broncolib.com). For database access, our username = cnecc, and our password = broncos.
4. 28 desktop computers and black-and-white printer access are available for student use before/after school and at lunch.

### **LIBRARY RULES**

1. Students must have their **current** Clovis North Educational Center Student Body I.D. Card to check out library materials, textbooks, and to use computers.
2. Students **must have parent permission to use the Internet** independently in order to use library computers when they are not with a teacher. Library staff will verify permission each time students borrow a computer.
3. Students must have a pass to be admitted to the library during class time.
4. Library materials are checked out for a three-week period.
  - a. Students may check out three books at a 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.
5. Students with overdue materials will be denied check-out privileges until they return what is overdue.
6. Lost, stolen or damaged materials must be paid for by the student.
7. No food or drinks are allowed in the library.

### **TEXTBOOK PROCEDURES**

1. **Students are TOTALLY responsible for textbooks checked out to them.**
  - a. **EACH STUDENT MUST PRESENT HIS/HER CURRENT CNEC ID CARD TO CHECK OUT A TEXTBOOK.**
  - b. Students are responsible for all books left out on campus, left in classrooms, or left in student PE lockers that may be lost, stolen, or damaged.
2. **STUDENTS MUST TURN IN THE TEXTBOOK THAT WAS ISSUED TO THEM.**
3. Procedure for lost books:
  - a. Students must pay replacement cost for lost or stolen books.
  - b. Students may check for lost books in the textbook room or library.
  - 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.
  - e. Student/parents will be charged for stolen or lost books, excessive wear and/or damage. (Refer to "Damaged Books" below for specific charges.)

### **DAMAGED BOOK CHARGES**

The library staff will assess damages when students return their books.

Damages will be assessed using the approximate guidelines below:

•Water Damage, but usable (no mold):	\$10.00
•Cover/Spine Damage:	\$25.00
•Missing Barcode/Marks in Book:	\$5.00
•Anything that exceeds \$15.00:	Cost of textbook
•Unusable:	Cost of textbook

### **CNEC HEALTH OFFICE**

#### **LOCATION/ AVAILABILITY**

- The Health Office is located in the A building near the library
- Monday – Friday 7:30 to 3:30PM
- Check in at the main office
- Student's being sent home must be signed out in the health office
- A full-time Health Services Assistant and a School Nurse are in the office

#### **EMERGENCY INFORMATION (IMPORTANT)**

- Keep emergency contact information updated with current home, work and cell numbers!
- Provide names and updated phone numbers of relatives or friends to call if we cannot reach the parent.
- Keep your child informed about your whereabouts
- Traveling out of town! – Please make sure someone on the child's emergency contact list can be reached.
- A PARENT OR LEGAL GUARDIAN must sign the authorization every year allowing the school to seek emergency treatment (if the parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at 327-5028

#### **FIRST AID, ILLNESS, & INJURIES**

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

#### **CONTAGIOUS DISEASE POLICY**

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

#### **IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)**

All students entering Intermediate and High School must meet all current California Immunizations requirements for schools.

#### **MEDICATIONS**

- **ALL** medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers etc) must be accompanied by a physician's written statement and checked in through the nurse's office. **Students may carry inhalers must have written authorization from a physician.**
- CA Education Code Section 49423 requires that prescription and over the counter medication to be taken during the school day must be presented with:
  - A **written** statement from the **physician** detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
  - A **written** statement from the **parent/guardian** indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement
  - The medication must be **clearly labeled** and sent to the school in the original container from the pharmacy.
- The Health Office does not keep medication for general student use.
- The **"Medication at School" form is included in the registration packet.** Please review the policy carefully. It is also available on the District Web Site under Departments, Nursing, Medication at school form.

- Medication at school forms expire at the end of the school year unless otherwise indicated by the physician.
- **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.**

#### **SCREENING PROGRAMS**

- Vision and Hearing Testing (Education Code 49452) will be conducted during the fall semester usually in October or November. **ALL 8<sup>th</sup> and 10<sup>th</sup> grade students**, students new to Clovis Unified and other selected students will be screened.
- Parents/Guardians' may exempt their son/daughter from screening by submitting a written request to the Nurse.

#### **SPECIAL HEALTH NEEDS**

- If your child has special needs ie: diabetes, asthma, seizure disorder, severe allergies bees, food, etc.), chronic illness or physical limitations please contact the nurse.
- To better plan for your children's needs, please contact the school nurse **BEFORE** the **FIRST** week of school.

#### **A WORD ABOUT ASTHMA**

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

#### **P.E POLICY FOR ASTHMA**

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

#### **SEIZURE DIAGNOSIS/SWIMMING**

It is district policy that students with a diagnosed seizure disorder must have

- Written physician clearance to swim
- Written parental/guardian request to participate in any school swimming program.
- Forms are available in the nurses office.

#### **PHYSICAL FITNESS TESTING**

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

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

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



**CUSD CATEGORICAL FUNDING PROGRAM**  
**INFORMATION**  
**FOR THE 2017-2018 SCHOOL YEAR**

*"Children Are Our Most Precious Resource"*

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

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

CUSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the CUSD include:

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

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA reflecting the overall program. At the district level parent committees provide input into each site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Council or Committee, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you or go to <http://www.cusd.com/specialprojects>. These two school committees meet on a quarterly basis. The committees are comprised of administration, staff and parents. Students are also involved at the intermediate and secondary level.

**School Site Council (SSC):** All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents, students at the secondary level and school personnel and is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

**District Advisory Committee (DAC)/School Advisory Committee (SAC):** The SAC and DAC is an advisory committee for the purpose of advising schools and district regarding compensatory education programs. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

**English Learner Advisory Committee (ELAC):** All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff and SSC regarding services for English Learners as well as conducts an annual survey. Members serve for two years.

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

**Local Control Accountability Plan (LCAP):** The LCAP is an important component of the Local Control Funding Formula (LCFF). Under the LCFF all districts are required to prepare a LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to EC Section 52060(d). Each school district must engage parents, educators, employees and the community to establish these plans. Parental and community engagement of all stakeholders is critical to the development of the district LCAP. CUSD continues to work with all stakeholder groups in holding various district and school committee meetings and forums designed to gather information on various specific areas of importance.

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

#### **Rationale**

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

#### **Philosophy**

All CUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

#### **Categorical Program Descriptions**

1. **After School Safety and Education Funds (ASES)**: This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
2. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)**: A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths**: Title I, Part A funds to 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. This reservation requirement is not formula driven.
4. **Title I, Part C (Migrant Education Program)**: A federal-funded program focused on providing services for migratory students and their families.
5. **Title I, Part D: Local Neglected and Delinquent Programs**: A funded program that serve students who are neglected, delinquent, or at-risk; including programs involving collaboration with locally operated correctional facilities.
6. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals)**: A federal-funded program focused on teacher and principal training and recruitment programs.
7. **Title III (Language Instruction for English learners(ELs) and Immigrants)**: A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and Immigrants and helping these students meet the same challenging State standards required of all other students.
8. **Title VII (Indian Education Formula Grant)**: A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

*If you have any questions, please call your child's school or the CUSD Department of Special Projects @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.*



