



# Clovis North Educational Center

Granite Ridge Intermediate - Clovis North High School

## STUDENT-PARENT HANDBOOK 2023-2024

“Unity, Courage & Commitment”

## DISTRICT ADMINISTRATION

Corrine Folmer, Ed.D.	Superintendent
Norm Anderson	Deputy Superintendent
Marc Hammack, Ed.D.	Associate Superintendent, School Leadership
Barry Jager	Associate Superintendent, Human Resources
Michael Johnston	Associate Superintendent, Administrative Services
Steve Ward	Legislative Analyst
Susan Rutledge	Assistant Superintendent, Business Services
Steve France	Assistant Superintendent, Educational Services
Erin Waer	Assistant Superintendent, Curriculum and Instruction
Denver Stairs	Assistant Superintendent, Facility Services
Jennifer Thomas	Assistant Superintendent, Clovis East Area
Kevin Kearney	Assistant Superintendent, Buchanan Area
Kristen Belknap, Ed.D.	Assistant Superintendent, Clovis West Area
Soctt Dille, Ed.D.	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, 559-327-9000

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# CLOVIS NORTH EDUCATIONAL CENTER

## 2023-2024 Bell Schedule



MONDAY/FRIDAY			
Period	Start	End	Minutes
PERIOD 0	7:20 AM	8:24 AM	64
PERIOD 1	8:30 AM	9:25 AM	55
PERIOD 2	9:31 AM	10:26 AM	55
PERIOD 3	10:32 AM	11:32 AM	60
PERIOD 4	11:38 AM	12:33 PM	55
LUNCH	12:33 PM	1:13 PM	40
PERIOD 6	1:19 PM	2:14 PM	55
PERIOD 7	2:20 PM	3:15 PM	55
TUESDAY			
Period	Start	End	Minutes
PERIOD 0	7:20 AM	8:24 AM	64
PERIOD 1	8:30 AM	9:25 AM	55
PERIOD 2	9:31 AM	10:26 AM	55
PERIOD 3	10:32 AM	11:32 AM	60
PERIOD 4	11:38 AM	12:33 PM	55
LUNCH-MANDATUTORIAL*	12:33 PM	12:53 PM	20
LUNCH	12:53 PM	1:13 PM	20
PERIOD 6	1:19 PM	2:14 PM	55
PERIOD 7	2:20 PM	3:15 PM	55
* Mandatutorial - for students earning more than one F on progress report or report card.			
WEDNESDAY (EVEN) COLLABORATION DAY			
Period	Start	End	Minutes
PERIOD 2	8:40 AM	10:34 AM	114
PERIOD 4	10:40 AM	12:35 PM	115
LUNCH- MANDATUTORIAL*	12:35 PM	12:55 PM	20
LUNCH	12:55 PM	1:15 PM	20
PERIOD 6	1:21 PM	3:15 PM	114
*Mandatutorial - for students earning more than one F on progress report or report card.			

THURSDAY (ODD) COLLABORATION DAY			
Period	Start	End	Minutes
PERIOD 0	7:34 AM	8:34 AM	60
PERIOD 1	8:40 AM	10:34 AM	114
PERIOD 3	10:40 AM	12:35 PM	115
LUNCH	12:35 PM	12:55 PM	20
LUNCH- MANDATUTORIAL*	12:55 PM	1:15 PM	20
PERIOD 7	1:21 PM	3:15 PM	114
*Mandatutorial - for students earning more than one F on progress report or report card.			
RALLY SCHEDULE			
Period	Start	End	Minutes
PERIOD 0	7:20 AM	8:24 AM	64
PERIOD 1	8:30 AM	9:18 AM	48
PERIOD 2	9:24 AM	10:12 AM	48
PERIOD 3	10:18 AM	11:08 AM	50
PERIOD 4	11:14 AM	12:02 PM	48
BREAK	12:02 PM	12:12 PM	10
RALLY	12:18 PM	12:52 PM	34
LUNCH	12:52 PM	1:32 PM	40
PERIOD 6	1:38 PM	2:26 PM	48
PERIOD 7	2:32 PM	3:15 PM	43
LAST DAY OF SCHOOL			
Period	Start	End	Minutes
PERIOD 0	7:20 AM	8:24 AM	64
PERIOD 1	8:30 AM	9:10 AM	40
PERIOD 2	9:16 AM	9:56 AM	40
PERIOD 3	10:02 AM	10:42 AM	40
PERIOD 4	10:48 AM	11:28 AM	40
PERIOD 6	11:34 AM	12:14 PM	40
PERIOD 7	12:20 PM	1:00 PM	40

## CALENDAR OF EVENTS

FIRST DAY OF SCHOOL	AUG. 21
BACK TO SCHOOL NIGHT	AUG. 30
LABOR DAY	SEPT. 4
SIX WEEK GRADING PERIOD	SEPT. 29
12 WEEK GRADING PERIOD	NOV. 10
VETERANS DAY HOLIDAY	NOV. 10
THANKSGIVING BREAK	NOV. 20-24
FIRST SEMESTER ENDS	DEC. 21
TEACHER OFF DAY - NO SCHOOL FOR STUDENTS	DEC. 22
WINTER BREAK	DEC 25-JAN 8
TEACHER OFF DAY	JAN. 8
MARTIN LUTHER KING DAY - HOLIDAY	JAN. 15
LINCOLN'S BIRTHDAY	FEB. 12
WASHINGTON'S BIRTHDAY	FEB. 19
SIX WEEK GRADING PERIOD	FEB. 23
CAASPP TESTING (TESTING WINDOW)	MAR 1- JUN 9
SPRING BREAK	MAR. 25-APR. 1
12 WEEK GRADING PERIOD	APRIL 19
MEMORIAL DAY - HOLIDAY	MAY 27
CNHS GRADUATION	JUNE 4
LAST DAY OF SCHOOL	JUNE 7

**WHERE TO GO FOR INFORMATION  
DÓNDE IR PARA OBTENER INFORMACIÓN  
QHOV TWG MUS COV NTAUB NTAWV**

<b>CNEC PRINCIPAL'S OFFICE</b>		
PRINCIPAL	DR. JOSHUA SHAPIRO	EXT. 5071
OFFICE MANAGER	MRS. JILL LAWLEY	EXT. 5071
<b>CNEC DEPUTY PRINCIPAL OFFICES</b>		
DEPUTY PRINCIPAL	MRS. ALICYNNE CHANEY	EXT. 5075
DP ASSISTANT	MRS. KELLY FOURCHY	EXT. 5075
DEPUTY PRINCIPAL	MR. JONATHAN BOWNS	EXT. 5073
DP ASSISTANT	MRS. STACEY MANSFIELD	EXT. 5073
<b>CNEC LEARNING DIRECTOR OFFICES</b>		
LEARNING DIRECTOR	MRS. STACIE OLDHAM	EXT. 5458
LD ASSISTANT	MRS. GENEVIEVE BARNES	EXT. 5458
LEARNING DIRECTOR	MRS. KATIE AIELLO	EXT. 5079
LD ASSISTANT	MRS. MISTIE BURROW	EXT. 5079
LEARNING DIRECTOR	MR. ANDY DOMINGUEZ	EXT. 5045
LD ASSISTANT	MRS. SANDY PUENTES-BECK	EXT. 5045
LEARNING DIRECTOR	MRS. WHITNEY SWILLIS	EXT. 5205
LEARNING DIRECTOR	MR. CARLOS ZUNIGA	EXT. 5205
LD ASSISTANT	MRS. STACEY SMITH	EXT. 5205
<b>CNEC STUDENT SERVICES OFFICE</b>		
LEARNING DIRECTOR	MR. CHRIS SALONE	EXT. 5015
GLS	MRS. KAREN JOHNSON	EXT. 5047
OFFICER	MR. JUSTIN STEINHARDT	EXT. 5047

OFFICER	PHILLIP LUCERO	EXT. 5047
LD ASSISTANT	MRS. KAREN SIEPERDA	EXT. 5015
RECEPTIONIST	MRS. KASEY STINECIPHER	EXT. 5047
<b>CNEC ATHLETICS OFFICE</b>		
LEARNING/ATHLETIC DIRECTOR	MR. ROB STREETER	EXT. 5062
GR RIDGE ATHLETIC DIRECTOR	MRS. HEATHER LINGENFELTER	EXT. 5055
LD/AD ASSISTANT	MRS. STACEY BELMONT	EXT. 5062
RECEPTIONIST	MRS. KRISTY TODD	EXT. 5055
<b>COUNSELING CENTER</b>		
HEAD COUNSELOR	MRS. COURTNEY WILSON	EXT. 5056
OFFICE MANAGER	MS. CANDICE PUENTES	EXT. 5056

**CLOVIS NORTH EDUCATIONAL CENTER      \*      TELEPHONE 327-5000      \*      FAX 327-5090**

ATTENDANCE	Jennie Roberto	EXT. 75078
ATHLETIC INFORMATION	Athletic Office	EXT. 75055
BUS SCHEDULES	Receptionist	EXT. 75010
CLOVIS NORTH WEB PAGE	<a href="http://www.cnec.cusd.com">www.cnec.cusd.com</a>	EXT. 75332
CLUB INFORMATION	Activities Office	EXT. 75332
DAILY ANNOUNCEMENTS	Activities Office	EXT. 75332
DANCE PASSES	Activities Office	EXT. 75332
FINANCIAL OBLIGATION	Financial Secretary/Cathy Laskarzewski	EXT. 75049
FIRST AID	Kayleigh Moranda & Monica Windsor	EXT. 75028
FREE/REDUCED LUNCHES	Food Service/Judy Obermire	EXT. 75362
INSURANCE, ATHLETIC	Athletic Director	EXT. 75062
LIBRARY SERVICES	Laura Collins/Shannon Gonzales	EXT. 75020
LOST AND FOUND	Student Services Office	EXT. 75047
PARKING PERMITS	Data Processor/Sara Severson	EXT. 75076
POSTING SIGNS/NOTICES	Activities Office	EXT. 75332
PSAT	Counseling Office	EXT. 75056
PSYCHOLOGICAL SERVICES	Julie Barrett Holly Ensign	EXT. 75298 EXT. 75040

	Rebecca Kirschner Denise Segal	EXT. 75042 EXT. 75158
REGISTRAR	Main Office	EXT. 75013 (CN)/75088 (GR)
SCHOLARSHIP INFORMATION	Counseling Office	EXT. 75056
STUDENT GOVERNMENT	Activities Office	EXT. 75332
STUDENT I.D. CARDS	Activities Office	EXT. 75332
STUDENT ASSISTANCE PROGRAM (CSI)	Laura Quall Nicole Torres	EXT. 75045 EXT. 75079
STUDENT CN YEARBOOK	Cliff Nitschke	EXT. 75458
STUDENT GR YEARBOOK	Kari Genco	EXT. 75458
TRANSCRIPTS	Registrar	EXT. 75013
TRANSFERS TO/FROM CNEC	Registrar	EXT. 75013 (CN)/75088 (GR)
WORK PERMITS	Counseling Office	EXT. 75056

**CLOVIS NORTH EDUCATIONAL CENTER   \*   Teléfono   \*   327-5000**

ASISTENCIA	Jennie Roberto	EXT. 75078
INFORMACIÓN ATLÉTICA	Oficina de Atletismo	EXT. 75055
HORARIOS DE AUTOBUSES	Recepcionista	EXT. 75010
SITIO WEB DE CLOVIS NORTH	www.cneccusd.com	EXT. 75332
INFORMACIÓN DEL CLUB	Oficina de Actividades	EXT. 75332
ANUNCIOS DIARIOS	Oficina de Actividades	EXT. 75332
PASES DE BAILE	Oficina de Actividades	EXT. 75332
OBLIGACIÓN FINANCIERA	Secretario de Finanzas/Cathy Laskarzewski	EXT. 75049
PRIMEROS AUXILIOS	Enfermera de la Escuela/Kayleigh Moranda	EXT. 75028
ALMUERZOS GRATIS / REDUCIDOS	Servicio de comida/Judy Obermire	EXT. 75362
SEGURO, ATLÉTICO	Director Atlético	EXT. 75062
SERVICIOS DE BIBLIOTECA	Laura Collins/Shannon Gonzales	EXT. 75020
COSAS PERDIDAS	Oficina de Servicios Estudiantiles	EXT. 75047
PERMISOS DE ESTACIONAMIENTO	Procesador de Datos/Sara Severson	EXT. 75076
PUBLICACIÓN DE SEÑALES / AVISOS	Oficina de Actividades	EXT. 75332
PSAT	Oficina de Consejería	EXT. 75056



SERVICIOS PSICOLÓGICOS	Julie Barrett Holly Ensign Rebecca Kirschner Denise Segal	EXT. 75298 EXT. 75040 EXT. 75042 EXT. 75158
REGISTRADORA	Oficina Principal	EXT. 75013 (CN)/75088 (GR)
INFORMACIÓN SOBRE BECAS	Oficina de Consejería	EXT. 75056
GOBIERNO ESTUDIANTEL	Oficina de Actividades	EXT. 75332
I.D. TARJETAS ESTUDIANTE	Oficina de Actividades	EXT. 75332
PROGRAMA DE ASISTENCIA ESTUDIANTEL (CSI)	Laura Quall Nicole Torres	EXT. 75045 EXT. 75079
ANUARIO DEL ESTUDIANTE CN	Cliff Nitschke	EXT. 75458
ANUARIO DEL ESTUDIANTE GR	Kari Genco	EXT. 75458
TRANSCRIPCIONES	Registrador	EXT. 75013
TRASLADO A / DESDE CNEC	Registrador	EXT. 75013 (CN)/75088 (GR)
PERMISO DE TRABAJO	Oficina de Consejería	EXT. 75056

**Yuav Mus Qhov Twg Thaum Xav Paub Txog Tej Yam Dab Tsi  
Tsev Kawm Ntawv Clovis North Educational Center 327-5000**

TUAI SAIB	Jennie Roberto	EXT. 75078
NTAUB NTAUV LUS QHIA	Kev Ua Si Ncaws Pob Haujlwm	EXT. 75055
UA HAUJ LWM KEV CAI	Tus txais khoom plig	EXT. 75010
CLOVIS NORTH WEB PAGE	<a href="http://www.cnec.cusd.com">www.cnec.cusd.com</a>	EXT. 75332
LUS QHIA	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
TXHUA HNUB COJ	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
DANCE PASSES	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
NYEEM PHOOJ YWG	Tus Tuav Nyiaj Txiag Secretary/Cathy Laskarzewski	EXT. 75049
THAWJ AID	Tsev Kawm Ntawv Neeg Kho Mob/Kayleigh Moranda	EXT. 75025
PUB DAWB / LUV NQI	Kev Pab Khoom Noj Khoom Haus/Judy Obermire	EXT. 75362
INSURANCE, ATHLETIC	Tus Thawj Coj Ncaws Pob	EXT. 75062
COV KEV PAB CUAM	Laura Collins/Shannon Gonzales	EXT. 75020
LEEJ TWG LOS YEEM	Chaw Ua Haujlwm Pabcuam Tub Ntxhais Kawm	EXT. 75047

KHW TSO UA PHOOJ YWG	Cov Ntaub Ntawv Ua Haujlwm/Sara Severson	EXT. 75076
POSTING SIGNS / CEEB TOOM	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
NPAJ	Lub chaw pabcuam kev sab laj	EXT. 75056
TSHUA KEV PAB	Julie Barrett Holly Ensign Rebecca Kirschner Denise Segal	EXT. 75298 EXT. 75040 EXT. 75042 EXT. 75158
KOOS LOOS	Chaw Tseem Ceeb	EXT. 75013 (CN)/75088 (GR)
SCHOLARSHIP COV NTAUB NTAUV	Lub chaw pabcuam kev sab laj	EXT. 75056
TUB NTXHAIS KOOG	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
TUB KAWM I.D. CARDS	Cov Chaw Haujlwm Kev Ua Haujlwm	EXT. 75332
KEV KAWM NTAUV KEV KAWM NTAUV (CSI)	Laura Quall Nicole Torres	EXT. 75045 EXT. 75079
TUS TUB NYOOG CN YEARBOOK	Cliff Nitschke	EXT. 75458
TUB KAWM GR YEARBOOK	Kari Genco	EXT. 75458
KEV HLOOV	Tus sau npe	EXT. 75013
KEV THAUJ MUS LOS RAU / LOS NTAWM CNEC	Tus sau npe	EXT. 75013 (CN)/75088 (GR)
KEV UA HAUJ LWM HAUJ LWM	Lub chaw pabcuam kev sab laj	EXT. 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

## SLOs-STUDENT LEARNING OUTCOMES

### **MIND - Maximize Student Academic Achievement**

Improve Student Attendance  
Raise Test Scores of all Students  
Increase 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

## Q PARENT CONNECT & STUDENT CONNECT

All teachers at CNEC will be using Q Teacher Connect. Q Parent and Student Connect are connected to the district's student information system. Teachers will keep grades, assignments, and attendance on Q. 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 go to Parent Connect and select "Need My Password." Once a parent enters their email address on file, a pin and password will be sent to them.

## 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 parent or legal guardian using one of the methods outlined below.
- 2) 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.
  - a) You may call the attendance office between the hours of 7:30 a.m. and 4:30 p.m. at (559) 327-5012 or 327-5011 and speak directly to one of the attendance clerks or leave a voicemail.
  - b) You may report the absence using the "Absence Report" link, found in your Parent Connection account.
  - c) You may email through your Parent Connection account using the link under the Attendance Information tab.
- 3) Written parent notes will not be accepted. Please use a method listed above. Doctor's notes for a medical excusal will be accepted. Only parents and guardians may clear absences.
- 4) 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.
  - a) Excessive absences (excused or unexcused), tardies or deportment issues will result in disciplinary action, including, but not limited to, Recovery School.
  - b) State Law requires all students to attend school daily. Acceptable excuses which allow work to be made-up include the following:
    - i) Legitimate illness
    - ii) Court appearance
    - iii) Medical appointment
    - iv) Bereavement
  - c) Students must obtain an off campus pass prior to leaving campus during the school day. (see **OFF CAMPUS PASSES**)
- 5) **TARDY POLICY:** Students arriving more than 30 minutes late to school must check in at the Front/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 at all classes at the appropriate times on their schedules.
- 6) 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 three or more days, the principal or designee may authorize placing the student on Independent Study for the duration of the absence up to fourteen (14) days.. If Independent Study is needed for personal travel, the parent should contact Shaleece Covington at (327-5088) 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 for the 2023/2024 school year must be completed by May 17th for seniors, and May 24th for underclassmen.
- 2) **Absences Due to Suspension:** Beginning January 1, 2020, AB 982 requires a teacher to provide, upon request, homework to any student who has been suspended from school for two or more school days. This request must be made by either the suspended student, their parent, legal guardian or other person holding the right to make educational decisions for the suspended student. If the request for homework is made, the assignments then must be turned in to the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later. Student may be given, but not limited to, one day of recovery school for all suspensions.
- 3) **Uncleared 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: uncleared absences, cleared but unexcused absences, unexcused tardies of more than 30 minutes 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.
- 4) **Perfect Attendance:** Will be defined as "no absence or unexcused tardy." An absence shall be defined as the student being off campus and missing a single class period. Students are required to check into class (during their class period) to receive credit for having attended. Approved, co-curricular activities will not be considered an absence. A tardy shall be considered "unexcused" when a student arrives late to school/class without clearance from a parent or administrator. The tardy policy and procedures are defined in the Parent/Student Handbook. Any absence coding in question would require notification by the parent within the five-day period set forth in the CUSD Board Policy #5113 for clearing absences.

## OFF CAMPUS PASSES

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

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

- b) A digital off-campus sticker will be put on the Student ID card for seniors with a signed permission slip completed by parent through Permission Click.
- c) Seniors may go off campus to lunch once they have obtained a Senior Off-Campus Lunch Pass.
- d) Seniors must present a valid digital Clovis North Educational Center I.D. with a digital 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 underclassmen.
- 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, attendance issues, 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 underclassmen 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), or tardies 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.
- 7) RECOVERY SCHOOL - Students assigned 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 Math 1 could not be repeated once a student has begun work in Math II). Any special circumstance must be noted and approved.
- 6) The original attempt will remain on the student's transcript with the letter grade and the credits changed to zero.

**VALEDICTORIAN(S) AND SALUTATORIAN(S) AWARD** - The Valedictorian 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 unweighted 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 over seven (7) semesters and earn at least a 4.15 grade point average on the UC/CSU weighted grading system over the course of five (5) semesters of high school, will be introduced at the graduation ceremony.

**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

- 1) Parents and students will have access at any time to a student's grades via Q Parent/Student Connect.
- 2) Progress reports will be available at the end of the 6<sup>th</sup> and 12<sup>th</sup> week of each semester
- 3) Semester report cards will be issued at the end of each semester on Parent Connect and are part of a student's permanent record.

## NOTIFICATION OF FAILURE

- 1) Parents and students will have access at any time to a student's grades via Q Parent/Student Connect.
- 2) Parents will receive digital progress reports at the end of the 6<sup>th</sup> and 12<sup>th</sup> week of each semester.
- 3) 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.**
- 4) 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.**
- 5) 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 9–12, 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 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 administrative approval by May 1st of the year prior to the expected graduation date. 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. 5123** 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 or 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. Please see the Clovis North and Granite Ridge honor and integrity codes for details.

- 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 any AI computer generated website and/or internet materials without appropriate citation.



- 2) A conduct referral will be issued immediately. Disciplinary action will be taken as deemed appropriate (including possible removal from CSF and/or NHS).
- 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 delivered electronically. Semester grades are final grades. These grades appear on the student's transcript and are posted electronically. Parents are alerted to the fact that every six weeks a formal progress report 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 21, February 23, April 19 and June 7.*

**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. Students enrolled in an AP course cannot withdraw from an AP course until the end of the fourth week; therefore, can withdraw after the fourth week and have until the sixth week to withdraw without receiving a "**WF**".

**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 from students, employees, parents and the public regarding district personnel, practices and policies (see CUSD: Student and Parent Rights and Responsibilities No. 1312).

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. 1312).

**COLLEGE CLASSES** - Juniors and seniors are allowed to enroll in either a community college or CSU college class outside of the school day, provided the student is earning a minimum 2.5 GPA and prior administrative approval is granted.

## ACADEMIC RECOGNITION & SPECIAL PROGRAMS

### GRANITE RIDGE

- 1) **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 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 their 8<sup>th</sup> grade year. During the first month of each semester, applications will be located on the CNEC website. The first month of each semester is the only window of opportunity to submit applications. No late applications are accepted. Please contact Amy Grannis, [amygrannis@cusd.com](mailto:amygrannis@cusd.com), for more information.
- 2) **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, 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.
- 3) **ACADEMIC AWARDS** - The Academic Awards Ceremony is held early in the spring semester. Students are recognized for High Honor Roll or Principal's Honor Roll. High Honor Roll students must maintain a GPA of 3.76 - 3.99 during the semester. Principal's Honor Roll students must maintain a perfect 4.00 GPA during the semester.
- 4) **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 years. All classes taken beginning their 7<sup>th</sup> grade year will be recorded and included in the student's grade point average. This will be an unweighted GPA.

### CLOVIS NORTH

- 1) **HONOR ROLL** - The following criteria will be used for determining honor roll status at each semester grading period:
  - a) **Principal's Honor Roll** **G.P.A. of 4.00**
  - b) **High Honors** **G.P.A. of 3.76-3.99**
- 2) **GRADUATION HONORS** - The following groups of students will receive honors at their graduation:
  - a) Valedictorian(s) and Salutatorian(s)
  - b) CSF
  - c) Academic Scholars of Distinction
  - d) National Honor Society
  - e) State Seal of Bilitery
- 3) **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 unweighted GPA of 3.8, 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 the co-curricular tab on the CNEC website for more details. No late applications will be accepted.
  - c) A distinguished faculty council evaluates and then selects applicants according to 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 the NHS.
  - f) All decisions made by the NHS committee are final.
- 4) **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 State By-Laws establishes the membership requirements. During the first month of each semester, applications will be located on the CNEC website. Eligibility

must be established each semester. No late applications are accepted. Documented cheating/plagiarizing will result in non-eligibility. Please contact Faith Younglund, [faithyounglund@cusd.com](mailto:faithyounglund@cusd.com), for more information.

- 5) **TOP TWENTY** - Twenty students with the highest, weighted Grade Point Average (GPA) will be honored at the Top Twenty/CSF Banquet.

6) **STATE SEAL OF BILITERACY**

1. **Requirements to show English proficiency in English met by one of the following methods:**

- a) Completion of all English language arts requirements for graduation with an overall GPA of 3.0 or higher which could include the completion of one or more English language arts course at a higher education institution.
- b) Scoring "Standard Met" or "Standard Exceeded" on the ELA portion of the California Assessment of Student Performance and Progress (CAASPP) in grade 11.
- c) An English Advanced Placement (AP) examination with a score of 3 or higher (AP English Language, AP English Literature or AP Seminar).
- d) Achieving a score of 480 or higher on the Evidence-Based Reading and Writing section of the SAT
- e) Pass an English IB examination with a score of 4 or higher.

2. **Requirements to show proficiency in one or more languages in addition to English, demonstrated through one of the following methods:**

- a) Successful completion of the equivalent of a four-year course of study in a world language at a high school or higher level and attaining an overall grade point average of a 3.0 or above in that course of study. Pupils may also satisfy the requirements of this requirement by the following:
  1. Completion of one or more world language courses at a higher education institution (LOTE 4) with a grade equivalent to a grade point average of 3.0.
- b) Passing a world language Advanced Placement examination with a score of 3 or higher.
- c) Pass the International Baccalaureate examination with a score of 4 or higher (check new students)
- d) Passing a world language ACTFL Writing Proficiency Test (WPT) and an Oral Proficiency Interview (OPI) with scores of Intermediate Mid or higher.
- e) Pass a school district language examination that, at a minimum, assesses speaking, reading and writing in a language other than English at the proficient level or higher (currently for Hmong only \*), passing AAPPL test through Language Testing International, an AVANT Language Test (STAMP 4S or STAMP WS) or an ALTA Language Test

3. **If the pupil is an English learner, the pupil shall do both of the following in order to qualify for the State Seal of Biliteracy:**

- a) Student must attain an Oral Language composite score of level 4 on the English Language Proficiency Assessments for California
- b) Demonstrate proficiency in English through one of the accomplishments listed in that section above and demonstrate proficiency in one or more languages other than English.

7) **SCHOLAR-ATHLETE AWARD** - Any and all varsity athletes will be eligible to receive 3 scholar patches if they meet the following criteria:

- a) Fall varsity sport athletes who have an unweighted cumulative GPA of 3.5 or higher (no F's) will receive a scholar-athlete patch to signify this distinction. The first semester 12-week grades will be used to determine the honor.
- b) Winter varsity sport athletes who have an unweighted cumulative GPA of 3.5 or higher (no F's) will receive a scholar-athlete patch to signify this distinction. The first semester grades and second semester 6-week progress report will be averaged to determine the honor.
- c) Spring Varsity student-athletes who have an unweighted cumulative GPA of 3.5 or higher (no F's) at the end of the 12 week second semester progress report will receive a scholar-athlete patch to signify this distinction.

8) **CLASS RANK** - The Governing Board authorizes a system of class ranking, by grade point average. Class rank shall be computed by a student's grade in all subjects. Weighted class rank will also be calculated and shown on the 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 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 the 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 Principles, Computer Science A, Studio Art: Drawing and Human Geography. Each AP course requires a specific prerequisite course of study. These prerequisites need to be included in the development of any four-year plan culminating in the AP experience. 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 highly encouraged 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 at least one AP class. Fees will be collected between September 18, 2023 and March 6, 2024.

### ADVANCED PLACEMENT (AP) TESTING INFORMATION (available through the counselors)

DATE	TEST
Monday, May 6	U.S. Govt. and Politics Chemistry
Tuesday, May 7	Human Geography Microeconomics Statistics
Wednesday, May 8	English Literature and Composition Computer Science A
Thursday, May 9	Environmental Science Psychology
Friday, May 10	United States History Macroeconomics Spanish Literature and Culture AP Drawing (Digital Submission)

<b>Monday, May 13</b>	<b>Calculus AB/BC</b>
<b>Tuesday, May 14</b>	<b>English Language and Composition Physics C: Mechanics Physics C: Electricity and Magnetism</b>
<b>Wednesday, May 15</b>	<b>French Language and Culture World History: Modern Computer Science Principles</b>
<b>Thursday, May 16</b>	<b>Spanish Language and Culture Biology</b>
<b>Friday, May 17</b>	<b>Physics 1: Algebra Based</b>

### **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

The mission of the Clovis North Educational Center Counseling Team is to provide a data driven comprehensive program that supports academic, career and personal/social development for all students. Counselors function within the Multi Tiered System of Support by facilitating academic intervention and emotional wellness, connecting students and families with resources, and advocating for student success. The school counselor works collaboratively with all stakeholders to ensure equitable access to a school environment where every student's individuality is valued. Our school counselors inspire students to develop their unique potential to become lifelong learners, who are prepared to navigate our diverse and changing world.

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:

Academic Intervention/Counseling	Graduation Information
Selection of High School Courses	Test Administration and Interpretation
Scholarship and Financial Aid Information	Registration Policies
Grades and Grade Point Average	Vocational and Career Guidance
Personal/Social Counseling	Transcript Interpretation
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

- Pre-registration for 8<sup>th</sup> grade
- One-on-one registration for classes
- Establishment** of a six-year educational and career plan

#### 2) Eighth Grade

- Pre-registration for high school, which will include freshman parent orientation.
- One-on-one registration for classes and summer sessions.
- Establishment of five year educational and career plan

#### 3) Ninth Grade

- The establishment of a four-year educational and career plan.
- One-on-one registration for classes and summer session

#### 4) Tenth Grade

- Counselors will meet with students to review the 4-year plan, current progress, and career/college goals.
- One-on-one registration for classes and summer session

#### 5) Eleventh Grade

- A conference will be held to review graduation status and post-secondary goals.
- All eleventh grade students will be encouraged to take the PSAT in order to be eligible for the National Merit Scholarship program.
- All college-bound students will be encouraged to take the SAT and/or ACT toward the end of their academic year.
- Students will receive information about the following:
  - 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) A parent notification conference will occur if a student is deficient in meeting requirements for graduation.
- d) 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 October 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 in January where students and parents can get assistance in filling out the FAFSA. Students must complete the FAFSA, before March 2nd of their senior year.

**TRANSCRIPTS** - After graduation, a fee of \$4.00 will be charged for each transcript copy requested. To obtain a transcript please contact the registrar at 327-5013 or request an electronic version through Parchment.com. The link is located on the CNEC website.

**SCHOOL-BASED PSYCHOLOGICAL SERVICES** - A team of school psychologists is available at Clovis North Educational Center to provide resources and support to students and families regarding emotional/social issues and academic difficulties. Services may include short-term student counseling, psycho-educational assessment, parent training, suicide prevention/intervention, crisis intervention, group facilitation and program development. School psychologists may also link students and families with community-based agencies and resources. Students are referred to the school psychologist by teachers, counselors, administrators, self-referral and/or parents. Students may refer themselves by contacting their academic counselor, teachers, Student Services Office or by directly contacting the school psychologist. Names and contact information for psychologists are in the phone lists above.

**S.T.A.R. (Student Transition and Re-Entry) Program** - A supportive and caring process to help ensure safety and provide multiple levels of support to students who are struggling with social and emotional challenges. For information, contact Karen L. Johnson, Guidance Learning Specialist, 559-327-5017 or Julie Barrett, Mental Health School Psychologist, 559-327-5298.

**Peer Counseling:** The student-based peer support team is a class offered to students to gain skills necessary to provide socio-emotional support to their classmates. These students are certified in communication skills, and provide peer socio-emotional support and intervention as students want to discuss relational, academic, or personal issues in a non-threatening manner. Peer counselors also provide local Clovis area elementary school support and community based out-reach. Peer Counseling is an A-G course.

**Clovis Support and Intervention (CSI)** - Clovis Support and Intervention (CSI) - The CSI Program at Clovis North Educational Center aims to identify and connect students with the necessary supports to help them more effectively navigate many of life's challenges. The foundation of CSI is the student educational support groups, which help empower students to more successfully address issues related to substance use, anger management, grief and loss, divorce, stress, and teen/family issues. The confidential nature of these groups offers a safe place where students connect with peers in weekly group sessions facilitated by two trained CUSD CSI facilitators. The educational premise

of CSI is based on the plethora of peer-reviewed scientific research showing that promoting and supporting the mental health of students improves individual and collective student educational outcomes.

## 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:
    - i) Coercion may not be used to induce students to accept the printed matter or sign petitions.
    - ii) 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.
    - iii) 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.
    - iv) Materials are not left undistributed or stacked for pickup while unattended at any place in the school or on the school grounds.
    - v) Students distributing buttons or other literature before or after regular school hours will be responsible for removing litter which may result from their activities.
    - vi) 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** - The laws of the State of California and the Policy of the Governing Board recognize the rights of students to exercise the right to freedom of expression. The following District rules are established to ensure this right is granted to all students. The Principal of each school shall designate a person (Deputy Principal, Learning Director, or other certificated staff member) to review materials and exercise administrative responsibilities as required by this policy. The name of the designated person shall be suitably posted and his/her decision shall be final in regard to the prohibitions named in this policy. However, any student may appeal a decision concerning this policy to the Superintendent/Associate Superintendent who shall render a decision of the appeal. The appeal shall be based solely on the standards as established in the applicable law and/or ordinance.

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

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

Students are expected to observe high standards of good conduct, to have respect for the property of others, and to comply with the regulations of the school. **Failure to observe these rules can result in confiscation of materials, curtailment of privileges, or when necessary, disciplinary action, including suspension and/or recommendation for expulsion.**

Each student is representative of the school wherever he/she may be regardless of the environment. Our student body prides itself on good sportsmanship, good morals and good manners at all times. **For the complete text of the Administrative Regulations (5144) refer to CUSD: Student and Parent Rights and Responsibilities.**

**STUDENTS' 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** - The Clovis Unified School District Governing Board has adopted the following Dress Code policies to be implemented. These policies ensure a safe school setting conducive to a positive learning environment. For a complete text of the Administrative Regulations (No. 5132) refer to the CUSD: Student and Parent Rights and Responsibilities.

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

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, or paramilitary (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 or tank tops, beach wear, swimwear, 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 a minimum of two inches (2") wide.**
- The wearing of shorts will be permissible year round. **Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed."**
- Bike shorts (spandex) , gym shorts, frayed shorts, unless frays are stitched to prohibit further fraying, or shorts with holes revealing skin or undergarments are not allowed. 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.
- Legging and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
- 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 style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, while participating in school-related athletic competitions, events or activities or while participating in other activities where safety is a concern. Backless shoes commonly known as 'flip-flops', "beach shoes", "soccer sandals", "zories" and/or thongs are inappropriate and will not be allowed. See Exhibit No. 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 be frayed, but must be stitched to avoid further fraying (manufactured or otherwise) and must not 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 and must be worn forward facing.** Headgear free from logos/advertisements/slogans that are a solid school color are allowed. 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, professional team apparel apply to hats, caps and other types of head coverings and may not be worn. 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 unless stitched to prohibit further fraying (manufactured or otherwise).** Ripped clothing, without a hem, is not permitted.
- Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
- 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, beard 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.
- Bangs or other hairstyles must not obstruct or 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 draws 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 January, 2022. Any revisions made after printing for the 2023-2024 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 and will return to 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 clothing 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 tardiness 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 trancies/uncleared absences may lead to loss of privileges, 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.** Including not being on any CUSD campus during the non-privilege timeline. 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).

**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 8:30 am and 3:15 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 (stay behind the black lines on campus):**
  - o Parking Lots (unless permitted by admin. staff)
  - o A Building hallways (Pass required)
  - o Gymnasiums (unless permitted by admin. staff)
  - o Stairwells
  - o Band room Area
  - o Front of the school and administration office (unless permitted by admin. staff)
  - o Pool/Tennis Court Area, Track, Basketball Courts, Athletic Fields

Students are to leave campus by 3:15 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:

**1) INSTRUCTION**

- a) 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.
- b) 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.
- c) The curriculum is K-12, comprehensive and sequential in nature, and suited to meet the needs of students at their respective grade levels.
- d) 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.

**2) INTERVENTION**

- a) 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.
- b) 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 could be responsible for the expenses incurred.
- c) See Student Assistance Program for more information regarding intervention.

**3) RECOVERING STUDENT SUPPORT** - 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).

**4) ENFORCEMENT/DISCIPLINE**

- a) 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. 5144 and 5131) will be implemented. In addition, the following actions **will** be taken:
  - i) Contact law enforcement authorities
  - ii) The student shall be suspended and referred to Student Services and School Attendance with a consideration for recommendation of Alternative Education or expulsion.
- b) When there is reasonable cause to believe that a student has actually sold or provided alcohol or other drugs or drug paraphernalia on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities will decide whether they or the school will notify the parent/guardian. The principal or designee will follow expulsion procedures (A.R. 5144 and 5131).
- c) 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 either through the Athletic Office or from an outside vendor for their locker.
  - a) Students are provided with lockers to be used during their P.E. period only.
  - b) Students must provide a lock for these lockers. Locks must be combination rather than key. Students will need to provide the combination to their PE teacher/coach.

- 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 the 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 and Student Services **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. Disciplinary action will be taken against any student:
  - a) Found unattended inside the locker room.
  - b) 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 extracurricular activities who do not meet eligibility requirements. Check with activities and athletic offices for times and locations.
  - b) Study table student obligations:
    - i) Students are responsible for providing transportation.
    - ii) Get assignments from teacher(s). Be on time.
    - iii) Bring necessary materials to class. Complete assigned work to the satisfaction of the Study Table teacher.
    - iv) No disruptive behavior will be tolerated.
    - v) 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:

Freshman - Fall Semester	30 Units/Credits
Freshman - Spring Semester	60 Units/Credits
Sophomore - Fall Semester	80 Units/Credits
Sophomore - Spring Semester	110 Units/Credits
Junior - Fall Semester	140 Units/Credits
Junior -Spring Semester	170 Units/Credits
Senior - Fall Semester	200 Units/Credits
Senior - Spring Semester	230 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 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 final grading period of the eighth grade year must be used to determine probation/eligibility for the first grading period of the ninth grade year.

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

1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed. The plan is to be submitted to the CUSD District Office for approval.
2. The student must attend a weekly study table.
3. The student must 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 the 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 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 and 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 the 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.

## 2023-24 SPECIAL ASSIGNMENTS

DEPARTMENT CHAIRPERSONS	
Counseling	Courtney Wilson
English	Kirsten Aguilar
World Languages	Nancy Mojarra
Mathematics	Ron Ramos (GR)/David Hobbs (CN)
Performing Arts	Heather Bishop
Physical Education	Kacey Akin (GR)/Richard Brazil (CN)
Science	Amanda Martinez (GR)/Lavinia Terra & Kay Barrie (CN)
Social Science	Kathryne McAndrew
Special Education	Maggie Resendes/Cyndi Walton (SDC)
Visual Arts/Technology	Travis Herb
Academic Block	LisaMarie Slater (8th)/Sara Silva (7th)

CO-CURRICULAR ASSIGNMENTS	
Activities Director - Granite Ridge	Kari Genco
Activities Director - Clovis North	Miranda Rudolph
Athletic Director - Granite Ridge	Heather Lingenfelter
Athletic Director - Clovis North	Rob Streeter
Assistant Athletic Director	Rich Brazil
Academic Decathlon	Josh Belden & Alyson Small
Band Director	David Lesser
Assistant Band Director	Jose Vargas
Color Guard	David Lesser
Choir Director	Heather Bishop
Drama - Granite Ridge	Kyle Dodson
Drama - Clovis North	Matthew Bridges
Forensics/Debate	Chad Hayden
G.A.T.E.	Jamie Tewson
History Day	Sally Howe

Math Team	Dave Hobbs
Mock Trial	Dave Hobbs
National Honor Society	Tina Wood & Stacie Oldham
Orchestra	Michael Chang
CJSF/CSF	Amy Grannis (GR)/Faith Younglund (CN)
CN and GR Peer Counseling	Michelle Miller & Reyna Rubalcaba
Pep and Cheer Director	Devin Balbach
CN & GR Robotics	Steve Elseberry
CN & GR Science Fair	Kay Barrie
CN & GR Science Olympiad	Johnathan Benson
Granite Ridge Yearbook	Kari Genco
Clovis North Yearbook	Cliff Nitschke
AVID	Lance Trueblood

DIRECTORS OF SPORT	
Pep and Cheer	Devin Balbach
Football	Mike Jacot
Girls Volleyball	Lauren Winslow
Boys Volleyball	Jason Powell
Girls Water Polo	Savannah Fitzgerald
Boys Water Polo	Jamison Shapland
Cross Country	Jason Leinau
Girls Golf	Jordan Everson
Boys Golf	Jed Noonkester
Girls Tennis	Bryan Juinio
Boys Tennis	Bryan Juinio
Gymnastics	Annie Bradshaw
Girls Basketball	Ali Orlich
Boys Basketball	Tony Amundsen
Girls Soccer	Nick Pappanduros

Boys Soccer	Cameron Shahrokhi
Wrestling	Dustin Riley
Softball	Courtney Dale
Baseball	Jeff Prieto
Swimming/Diving	Peter Fecht
Track and Field	Rich Brazil
Girls Badminton	John Jones
Athletic Trainer	Joanna Gonzalez

CLASS ADMINISTRATORS AND ADVISORS			
Class	Year	Administrator	Advisors
Seniors	2023-24	Katie Aiello	Faith Younglund & Amy Grannis
Juniors	2024-25	Andy Domioniguez	Nicole Berg & Morgan Swain
Sophomores	2025-26	Carlos Zuniga	Lance Trueblood & Kari Genco
Freshmen	2026-27	Stacie Oldham	Heather Lingenfelter & Travis Mills

**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	WINTER	SPRING
Girls Volleyball	Girls Basketball	Boys Volleyball
Football	Boys Basketball	Baseball
Cross Country	Wrestling	Boys Tennis
Girls/Boys Water Polo	Girls Soccer	Track & Field
Pep & Cheer	Boys Soccer	Softball
Girls Golf	Gymnastics (Granite Ridge)	Boys Golf
Girls Tennis		Swim/Dive
Gymnastics (Clovis North)		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 5132. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

**ATTENDANCE** - We understand regular attendance is expected of all our student-athletes and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (four periods or two block periods 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.:

- 1) Passing a minimum of four subjects
- 2) 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.
- 3) Progress Towards Graduation Requirements - The following number of accumulated units towards high school graduation will be standard for minimum achievement:
  - a) Freshman fall semester 30 units
  - b) Freshman spring semester 60 units
  - c) Sophomore fall semester 80 units
  - d) Sophomore spring semester 110 units
  - e) Junior fall semester 140 units
  - f) Junior spring semester 170 units
  - g) Senior fall semester 200 units
  - h) Senior spring semester 230 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:

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

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

**ATHLETIC/ACTIVITIES BOARD** - Violations will result in a co-curricular board hearing where appropriate discipline will be determined. The board will be composed of a minimum of three people per case.

- 1) Deputy Principal
- 2) Athletic Director or Student Activities Director
- 3) 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 student 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 times. 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 will 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.

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 #4040).

The following are not permitted and violations may result in disciplinary/legal action as well as a loss of access to the computer network:

- 1) Sending or displaying offensive messages or pictures
- 2) Damaging computers, computer systems or computer networks
- 3) Using another person's password or login credentials
- 4) Intentionally wasting limited resources
- 5) Using obscene language or intentionally accessing obscene/pornographic material
- 6) Harassing, insulting or attacking others
- 7) Violating copyright law
- 8) Trespassing in another person's folders, work or files.
- 9) Using the network for commercial purposes.

**POLICY FOR DELIVERING LUNCHES, MESSAGES, ETC.** - 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 must be delivered to the counter behind the Student Services 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, 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.
- 6) **Uber Eats** and all appropriate deliveries must be placed on tables located outside the Student Services office with the student's name clearly labeled. All items must be picked up by the students and are dropped off at your own risk. **Picking up deliveries directly from cars is strictly prohibited.**

**THE DAILY ANNOUNCEMENTS** - The daily announcements will be read during the third period. In addition, it will be posted in the offices, library, at CART 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 the most recent progress report or grade period. **There must be no more than one "F" grade and at least a 2.0 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. Guests must be under the age of 21.
- 4) Guest passes will be issued to school activities under the following condition: 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 involuntary transfer to a continuation school are not in good standing. Students not in good standing are not authorized to attend any mainstream school sponsored activity during the duration of their assignment to and attendance in a continuation school or alternative school.

## **REQUIREMENTS FOR FORMAL DRESS/GROOMING AT PROM/FORMAL EVENTS**

- 1) Formal/Evening Dresses are required and may be strapless or off the shoulder if they meet the other criteria listed below.
- 2) Only appropriate jewelry may be worn.
- 3) Appropriate formal footwear/dress shoes are required.
- 4) Tuxedos, suits and sport coats with a tie and dress slacks are required.
- 5) 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.
- 6) THE FOLLOWING WILL NOT BE PERMITTED:
  - a) Dresses that are too revealing in the front/back, or a slit too high.
  - b) Dresses that are "see through" or have an exposed midriff.
  - c) Casual dresses, skirts, or pant suits.
  - d) Extreme hairstyles, hair coloring or makeup.

**All CUSD grooming standards apply for all students and their guests.** 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, and removed daily.

**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, and removed daily.

**STUDENT IDENTIFICATION** - CNEC will be using a digital ID Card through the Minga Platform. Students can utilize their digital ID with the Minga App on their phone. If a student does not have a phone, a hard copy of an ID will be distributed through activities. A student must have a Minga or hard copy of a CNEC ID card. Lost copies of the hard copy of the student ID will incur a cost of \$10.

**SCHOOL MEALS** – All Clovis Unified students can receive breakfast and lunch at **NO-COST** for the 2023-2024 school year with or without an application. **No Application** is required this school year to receive no-cost meals.

**STUDENT "BRONCO" STORE** - The Bronco Student Store is located on the southwest side of the D Building. The hours of operation will be posted on the CNEC website and Bronco Foundation website. The store is open to the student body, staff, and community, offering various spirit items, clothing, and snacks. All proceeds are used to fund student scholarships and grants for teachers, administrators, and coaches.

**SAFETY DRILLS** - Safety drills are conducted monthly. These include drills for a fire, earthquake, evacuation, facility alert/lockdown or blackout.

## **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 area. This area is defined as students residing 2 1/2 miles or more from the school site. The distance is measured by the most direct route from the school property to the student's home.

### **1) Requirements for Riding a School Bus**

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

### **2) Posted Bus Rules of Conduct - ALL SCHOOL AND CUSD REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!**

- a) Fighting (physical contact) \*\*\*, fighting (verbal altercation) \*\*, threatening behavior and/or harassment\*\*\*, of any kind is prohibited.
- b) Weapons, smoking, laser pens, drugs or alcohol are forbidden on or near a school bus. \*\*\*

- c) Cross the street in front of the bus and only under the supervision of your bus driver. \*\*\*
- d) Follow the instructions of your bus driver at all times. \*\*
- e) Students are to remain seated and facing the front while the bus is in motion. \*\*
- f) Keep your arms and head inside the bus at all times. \*\*
- g) Profanity, indecent language or obscene gestures is prohibited. \*\*
- h) Any property defaced or destroyed on the school bus will be paid for by the student and/or parent/guardian. \*\*
- i) Eating, drinking and chewing gum are prohibited.\*
- j) Spitting or throwing objects on the bus or out the window is prohibited.\*
- k) Loud or boisterous noises, singing or whistling will not be permitted.\*
- l) Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, or skateboards will not be permitted.

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

- a) \*\*\*Zero Tolerance-10 day suspension from bus
- b) \*\*Level One-5 day suspension from bus
- c) \*Level Two-2 day suspension from bus

California law governing school buses and school pupil activity buses (SPAB) "Holds the driver responsible for the orderly conduct of pupils while aboard the bus" (5CCR 14103). It also states "a school bus or SPAB bus shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion." (13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB bus while the bus is in motion. Failure to abide by one or more of these rules shall result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event that they are attending.

**PROCEDURE FOR "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.

**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) Disciplinarians shall normally apply progressive discipline procedures when the driver issues a "Notice of Unsatisfactory Conduct On or Near School Bus" referral as outlined:
  - a) The first referral and second referral the school site administrator issues appropriate discipline as outlined:
    - i) "Zero Tolerance" section = 10 day suspension from bus
    - ii) "Level One" section = 5 day suspension from bus
    - iii) "Level Two" section = 2 day suspension from bus
    - iv) The third referral: suspension from all CUSD buses for the remainder of the school year.
  - b) In cases where the disciplinarian determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from ridership.

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:** Before purchasing a parking permit, driver and car information must be submitted via the Annual Information Update (AIU). Parking permits will be sold on RevTrak beginning Wednesday, July 26, 2023. After Wednesday, August 23, 2023, permit sales will continue in the Finance Office with Ms. Severson (Main Office). Parking permits are \$10.00. Proof of registration and insurance are required.
- 5) **Student parking is a privilege and not a right:** Habitually truant students may lose the privilege of parking on campus. Penalties for misuse of cars include: the loss of the privilege of bringing a car to school, and/or suspension from school, and/or referral of the matter to the police if the offense warrants it. Citations will be issued for any and/or all infractions.
- 6) **Student Parking Lot:** Parking in the student lot is limited to students who have completed an application and purchased a parking permit. The hanger permit (horse shoe with current school year on pass) must be attached to the rear view mirror so it is clearly visible from the outside of the vehicle. **The Main Student Parking Lot is the lot on the far west side of the campus closest to Chestnut Avenue on the Clovis North side of campus. The Overflow Student Parking Lot is the lot on the far east side of the campus closest to Willow Avenue on the Granite Ridge side of campus.** Students are not allowed to park in any parking lots other than the designated student parking lots unless permission has been granted by campus police. Students are not allowed to park south of the theater (PAC), in any of the parking lots parallel to the athletic fields, or in any Staff parking areas (there are signs posted on light poles in the staff areas.)
- 7) Students are not to sit in parked cars or loiter in the parking lot at any time during the school day. 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 adhering to the 10 MPH speed limit in the parking areas, driving carefully and adhering to all parking restrictions. Inappropriate driving in the parking lots will result in loss of on-campus parking privileges.
- 8) 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!
- 9) **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.
- 10) **Visitor Parking:** There will be a limited number of green visitors' stalls.
- 11) **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	Backed 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 1, 2024 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 (e.g., 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.

## DAMAGED OR LOST PROPERTY, PERSONAL INJURY & FINANCIAL OBLIGATION

### 1) PARENTAL RESPONSIBILITY

- a) 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.
- b) Cuts, defaces, or otherwise injures in any way, real or personal property belonging to the District.
- c) Fails to return, upon demand of the principal or designee, any school property loaned to the pupil.
- d) Injures or damages, in any way, property belonging to the school district employee under the circumstances listed in the Education Code Section 48910. Engages in conduct leading to the death or injury of any pupil, school district employee or any person performing voluntary services for the District.

- 2) **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.

### 3) PROCEDURE FOR WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

#### a) Recommendation for Withholding Grades, Diploma or Transcripts

- i) 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.
- ii) 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.

- b) **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 the pupil's grades, transcripts, and/or diploma. The notice shall include:

- i) The date and place of the hearing.
- ii) A statement of the specific facts and charges upon which the proposed withholding is based.
- iii) A copy of the district regulation pertaining to withholding.
- iv) Notice that the pupil and parent/guardian may appear in person and/or be represented by counsel.
- v) Notice that the pupil and parent/guardian may, upon request, inspect and obtain copies of all documents to be used at the hearing.
- vi) 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.

- c) **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/guardian agrees in writing to an accelerated hearing date.

## LIBRARY

**LIBRARY** - The library is open daily from 7:45 a.m. until 4:15 p.m., Monday through Thursday and 7:45 a.m. until 4:00 p.m. on 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). Usernames and passwords for all databases are in the document posted at the top of the Databases tab on the library website.
- 4) 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 and textbooks and to use computers.
- 2) Students must have a pass to be admitted to the library during class time.
- 3) 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.
- 4) Students with overdue materials will be denied check-out privileges until they return what is overdue.
- 5) Lost, stolen or damaged materials must be paid for by the student.
- 6) 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 lost, damaged, or stolen textbooks and library books, including books left out on campus, left in classrooms, or left in PE lockers.
  - c) Teachers are not responsible for storing, supervising or returning student textbooks.
- 2) **Students must turn in the textbooks issued to them.**
- 3) **Procedure for lost books:**
  - a) Students must pay the full replacement cost for lost or stolen books on Revtrak.
  - 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.
  - d) Students/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

- 1) The Health Office is located in the A building near the library
- 2) Monday – Friday 8:00 am to 3:45 pm
- 3) Check in at the main office
- 4) Student's being sent home must be signed out in the health office
- 5) A full-time Health Services Assistant and a School Nurse are in the office

### EMERGENCY INFORMATION (IMPORTANT)

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

### FIRST AID, ILLNESS, & INJURIES

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

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

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

### MEDICATIONS

- 1) **ALL** medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers, etc.) must be accompanied by a physician's written statement and checked in through the nurse's office. **Students allowed to carry inhalers and EpiPens must have written authorization from a physician.**
- 2) CA Education Code Section 49423 requires that prescription and over the counter medication to be taken during the school day must be presented with:
  - a) A **written** statement from the **physician** detailing the name of the medication, amount, method and time schedule by which the medication is to be taken.
  - b) A **written** statement from the **parent/guardian** indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.



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

**SCREENING PROGRAMS** - Hearing and Vision Screening (Ed Code 49452) will be conducted during the fall semester. **Parents/Guardians may exempt their son/daughter from screening by submitting a written request to the nurse.**

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

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

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

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

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

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

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

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

- 1) **All P.E. excuses from parents** may be given directly to the P.E. teacher. The student reports to class, dresses out, but is not required to participate.
- 2) **All P.E. excuses from a doctor** are to be given directly to the Nurse. The doctor’s note will be kept on file in the nurse’s office. The student will return to P.E. with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on P.E. medical excuses unless written permission is granted by the nurse or the physician.
- 3) Clovis North P.E Students with a short term (1-3 weeks) medical excuse from a doctor, will remain in their P.E. class so that attendance can be monitored unless their medical condition warrants other considerations as determined by the physician or the school nurse. They will be required to dress out but will not be required to participate in activities.
- 4) Clovis North P.E. Students who have a long term medical excuse (more than 3 weeks and less than 9 weeks) will be moved into a Medical P.E. class. If a Clovis North P.E. student is out with a medical excuse more than 9 weeks in a semester, their counselor will schedule an alternative class.
- 5) Students who desire to return to P.E. earlier than the original date provided by the physician will need written verification from the physician. All P.E. medical excuses must be renewed each academic year.

## CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

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

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

**School Site Council (SSC)**

**English Learner Advisory Committee (ELAC)**

**Parent Advisory Committee (PAC) and School Advisory Committee (SAC)**

**District English Learner Advisory Committee (DELAC)**

**District Indian Education Parent Advisory Committee (IPAC)**

**School and District Level School Assessment Review Team (SART)**

**Intercultural and Diversity Advisory Council (IDAC)**

**Local Control Accountability Plan Public Forums (LCAP)**

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

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

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

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

**English Learner Advisory Committee (ELAC):** All schools enrolling 21 or more English learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

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

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

**Local Control Accountability Plan (LCAP) Forums:** CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings, and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

*The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's 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. Expanded Learning Opportunities Program (ELOP):** The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences
- 2. Title I, Part A (Improving Academic Achievement):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
- 3. Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I,

Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.

4. **Title 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. (CUSD combines our Title IV funding with Title II, Part A)

5. **Title III (Language Instruction for English Learners (EL) 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.

6. **Title VI (Indian Education Formula Grant)**: A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This cannot be accomplished without your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal or watch for communication from your site.

At the district level, we encourage you to become involved in one of our many parent committees or to join us for one of our parent nights.

Additional information about district committees and events can be found here: <https://www.cusd.com/SupplementalServices.aspx>

### **Intercultural and Diversity Advisory Council (IDAC)**

The Clovis Unified School District Intercultural Diversity Advisory Council (IDAC) is composed of school site parents that participate at the site and district-level climate assessment/problem-solving meetings. The primary purpose of the Intercultural Diversity Advisory Council (IDAC), originally formed in 1988 as the Intercultural Advisory Council, is to assist in the formation and review of policies that assure non-discriminatory practices in all operational areas of the Clovis Unified School District. Its further mission is to assist and partner in improving the cultural environment of the district. These parent groups, which are at every school site, assist in the formation and review of thirteen cultural competency focus areas. Each school highlights via its IDAC webpage three focus areas each year. Direct links to each school site IDAC page are below. In addition, a one-page document that provides an overview of our cultural proficiency system can be found here: [What is IDAC?](#)



## CLOVIS UNIFIED STUDENT CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES						
<u>School Starts</u>						
Aug 21						
<u>School Ends</u>						
Jun 7						
<u>Elem Conference Day</u>						
(No school for elementary students)						
Oct 27						
 <u>Grading Period *</u>						
Sept 29						
Nov 10						
Dec 21						
Feb 23						
April 19						
June 7						
 <u>End of Quarter #</u>						
(Elementary Only)						
Oct 20						
Jan 19						
April 5						
June 7						
HOLIDAYS						
Jul 4 - Independence Day						
Sept 4 - Labor Day						
Nov 10 - Veterans Day						
Nov 20 - 24 - Thanksgiving Break						
Dec 25 - Jan 5 - Winter Break						
Jan 1 - New Year Holiday						
Jan 15 - Martin Luther King Day						
Feb 12 - Lincoln's Birthday						
Feb 19 - Washington's Birthday						
Mar 25 - Apr 1 - Spring Break						
May 27 - Memorial Day						
No School						
December 22						
January 8						
 Every Wednesday						
90-minute early dismissal for						
Elementary students only						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19#	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29		
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5#	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7*#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						