

Clovis West High School



2016-2017 Parent/Student Handbook

Clovis Unified School District

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CLOVIS UNIFIED SCHOOL DISTRICT'S MISSION

Maximize & Improve Academic and Individual Achievement for ALL Students

CLOVIS WEST HIGH SCHOOL'S MISSION

(Expected School Wide Learning Result)

Maximize & Improve Academic and Individual Achievement for ALL Students.

CLOVIS WEST HIGH SCHOOL'S ADMINISTRATION TEAM

Administration

Dr. Marc Hammack
Principal
327-2471

Tony LeFore
Deputy Principal
327-2479

Matt Loggins
Athletic Director
327-2101

Katie Doherty
Activities Director
327-2136

Matt Hernandez
Learning Director
327-2065

Blair Lambert
Learning Director
327-2161

Karen Boone
Learning Director
327-2050

Thomas Brocklebank
Learning Director
327-2022

Pat Gilbert
Head Counselor
327-2122

Josie Vargas
Counselor
327-2118

Tammy Brisky
Counselor
327-2120

Janet Duke
Freshman Counselor
327-2118

Andrea Yang
Counselor
327-2119

Oracio Moreno
Transition
Coordinator
327-2020

Tracey Fowlkes
SOAR Counselor
327-2017

Danny Munster
Transition
Coordinator
327-2118

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.

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.** (Only biological parents or legal court appointed guardians will be permitted to clear attendance per Education code.)

Our attendance 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. Each day, an automated phone call will be made at 10:15am if your child is absent first or second period. Also, if your child is absent third through seventh period, another automated phone call will be made to inform you of your child's absence at 5:00pm.

All absences MUST be cleared within 24 hours of their occurrence. If the parent/guardian does not contact the school site to clear absences within five days of the student's return to school, the absence will remain "uncleared". An un-cleared absence is not considered an excused absence under education code section 48205. Therefore un-cleared absences will be considered unexcused and could lead to a student receiving a Notification of Truancy letter in accordance with education code section 48260.5.

Failure to clear absences within the five day period, may result in students being assigned disciplinary consequences.

Anytime a student misses school (All Absences), the state withholds payment to the district for that student. However, if a student attends a Saturday School, Thursday School, or other four hour study session, the state will reimburse the school for the previous absence. While we are not encouraging a family to send their students to school when they are ill, we do invite them to have them make up their work in manner that assists the school in minimizing financial loss and is most beneficial for student learning.

To Clear an Absence

1. All absences must be cleared by telephone. **Parent notes will not be accepted.** Only biological parents or legal court appointed guardians will be permitted to clear attendance per Education code. Doctor's notes are accepted **and preferred** over parent calls.
2. To accommodate the needs of the entire student body, absences may be cleared using one of the following methods:
 - a. You may call the attendance office between the hours of 7:15 a.m. and 3:30 p.m. and speak directly to one of the attendance clerks or leave a voice mail. The phone numbers are: 327-2466, 327-2465 & 327-2251.
 - b. **After 3:30 p.m. you may leave a message at 327-2251.** The answering machine is available to you 24 hours-a-day. The messages will be retrieved and absences cleared. If the attendance clerks have any questions or need to verify information, they will return your call. Hmong and Spanish interpreters are available to assist in any issues regarding attendance. (Spanish 327-2280)
 - c. The Global Connect system will automatically call in the evening when your student has **one or more** uncleared period absences that day. This is a courtesy notification and families should contact the attendance office to clear these absences.

Absences Lasting 5 Days Or More / Suspensions / Uncleared Absences / Truancy

1. **Absences Lasting 5 days or more:** These absences may be due to illness, vacations, or other family needs. If the absence is going to last for five or more days, the principal or designee may authorize placing the student on Independent Study for the duration of the absence. If Independent Study is needed the staff will need **at least five (5) days** prior notice to the anticipated absence to complete an Independent Study Contract. Arrangements and paperwork are to be done prior to the absence. This process minimizes the amount of money that is lost each year due to absences for which the State will not reimburse the district. This also allows students not to fall behind on their class assignments and avoids having missing work negatively affect their grade.
2. **Absences Due to Suspension:** A student who has been suspended from school **will be allowed** to complete all assignments and other work missed during the suspension, including tests, which can reasonably be provided in a time frame arranged by the teacher. Upon satisfactory completion of assignments or other work, the student shall be given full credit. Teachers may require that missed work be completed at either Saturday or Thursday School and may require alternative assignments in cases where work cannot be duplicated.
3. **Unexcused, Un-cleared Absences, and/or Truancy:** A student, whose absence is not cleared within 5 days, is unauthorized, considered to be truant, or unexcused **may not be allowed** to complete assignments, tests, or other class work missed due to the absence. If a teacher allows students to complete missing work they may require that missed work be completed at either Saturday or

Thursday School. (Note: Please refer to School Policy in Academic Procedures regarding protocols for finals).

Failure to clear absences within the five day period will result in students being assigned a disciplinary consequence.

TARDIES

1. Students arriving to school 30 (or more) minutes late for a scheduled class, must go to the attendance office for an admit slip. Students arriving to school less than 30 minutes late, can either go to the attendance office for an admit slip, **if a parent calls to excuse the tardiness**. Otherwise, the students go directly to class and receive an unexcused tardy.
2. In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited.

A STUDENT WILL BE CONSIDERED TARDY IF HE/SHE IS NOT IN HIS/HER CLASSROOM WHEN THE TARDY BELL RINGS. Once a student is tardy in the same class four or more times, he/she is considered habitually tardy and will be referred to the SRC office for afterschool detention. The fifth tardy and any after will result in a Thursday or Saturday School.

Off-Campus Permits

1. **Off-Campus permits will be issued for the following reasons:**
 - a. Illness verified by the School Nurse.
 - b. Appointments with a medical professional.
 - i. 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.
 - d. Senior Off Campus Lunch Permits
2. Off-Campus Permits are issued in the Attendance Office, but those for emergency illness are issued by the School Nurse **prior** to the student's departure from school. **It is the student's responsibility to pick up his/her off-campus pass for a pre-arranged appointment.** We do not send a reminder or deliver passes to class. **When a student does not pick up his/her off campus pass and still leaves campus, he/she is considered to be in violation of district policy and will receive disciplinary consequences.**
3. Due to the CUSD closed campus policy, 9th, 10th, and 11th grade students must be picked up and signed out in the attendance office by parents/guardians one half hour before and during the scheduled lunch hour.
4. **Lunch Off-Campus Permits for underclassmen are not permitted.**
5. 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.

6. Any underclassman caught off campus will be assigned disciplinary consequences.
7. **Senior Off-Campus Lunch Permit** - According to Board Policy, seniors must request permission each year from the Governing Board to leave campus for lunch.

Any senior wanting to leave campus during the lunch period must turn in a completed off-campus permission form signed by his/her parent/guardian and by the student. Students who turn in this form and are granted permission to participate in Off Campus Lunch will receive a special ID card that must be shown to school personnel as they leave campus.

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.

Seniors who are granted permission for Off Campus Lunch should follow these procedures:

1. Have their ID card with them when they choose to leave campus at lunch.
2. STOP at the gate and show their ID card to school staff member.
3. Bring student's car to a complete stop in order to have ID Cards checked.
4. If there are additional students in the car, all students will show their ID cards.

Students who do not have their ID card will not be allowed to leave campus. Seniors who attempt to leave campus with an underclassmen or another senior who does not have permission to leave during lunch will have their Senior Lunch rescinded. Students are not allowed to remain in their cars in the school parking lot during lunch. Once they return to school they should proceed to the interior of the campus. Seniors who park on Millbrook Ave. are required to cross at the crosswalk on Cole and Millbrook. Jay-walking is not permitted. Any senior who is failing a class, not in good standing, has excessive absenteeism, or who has been placed on non-privilege status may have his/her off campus lunch privilege rescinded. Please note that any senior who earned an "F" in a class the previous reporting period or had an absenteeism rate higher than 10% will not be granted permission to leave campus for the next six weeks of school. Senior Lunch Passes may be reviewed every six weeks and may be rescinded at the discretion of school administration.

CLOVIS WEST HEALTH OFFICE

Location

The health office is located in the Administration office. Parents may stop at the receptionist's desk for directions when coming to pick up an ill/injured student. Clovis West High School has a health office available to students, faculty, and staff. A full time registered nurse and a part time trained health assistant are available every school day from 7:30-3:30. Parents and court appointed guardians are the only persons able to give permission for a student to be excused from school through the health office. Persons on the emergency card may pick up students from school in a medical emergency **ONLY** when parents are unable to be reached.

Emergency Cards (Important)

Keep emergency cards updated with current home and work telephone numbers. Provide names and phone numbers of relatives or friends who should be contacted in the event that a parent is unable to be reached. With very busy schedules, it is often difficult to reach a parent or responsible adult when students become ill or injured. Keep your child posted on your whereabouts. **A PARENT OR LEGAL GUARDIAN** must sign the authorization allowing the school to seek emergency treatment for their child. This authorization is located on the back of the emergency card. This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at (559) 327-2489.

First Aid, Illness, & Injuries

If a student becomes ill or injured at school he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. Injuries which occur at home should be cared for at home. The nurse is always happy to consult with parents regarding health problems. After an extended illness, communicable disease or injury, the student should follow up with the school nurse. If your child has one of the following, he/she should be kept at home:

1. Illness with fever of 100 or greater
2. Vomiting /diarrhea
3. Fever of 100 or greater within the last 24 hours
4. Initiation of antibiotics within the past 24 hours

Contagious Disease Policy

Clovis Unified School District follows California Education Code guidelines for students with infectious or contagious disease. Clovis West 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 and regulations).

Immunizations (No Shots, No Admittance)

Most students entering intermediate & high school have completed their immunization requirements for entrance into school. Required immunizations are as follows: **Polio (IPV/OPV)**-series and booster, **Tetanus (DPT, dT, DTaP)**-series and booster, **Measles, Mumps, Rubella (MMR)**- 2doses, **Hepatitis B (HEP B)**-series of 3 doses, **Varicella (chicken-pox)** at least one but two is recommended, **Tuberculosis Screening-a Mantoux TB skin test (PPD)** is required for all students entering a CUSD school for the first time. A repeat PPD may also be required if your student has been out of the United States after starting a CUSD school.

Other immunizations which are recommended: Human Papaloma Virus (HPV) recommended for females ages 9-11, however if not received during this age group, it is still recommended & available to older teens, Meningitis (Menactra) is recommended for all college students living in dorms.

Medications

Students may **NOT** carry medications on campus. All medication must be clearly labeled and is to be kept in the Health Office in a locked cabinet. The only exception to this policy is an inhaler. All medication including inhalers, prescription meds, & over-the-counter meds are to be reviewed by the school nurse. A medication at school form signed by the parent and physician must be presented to the school nurse for all medication to be administered at school & renewed each academic school year.

The Health Office does not keep medication for general student use.

Education Code Section 49423 defines certain requirements for administration of medication, ".....any pupil who is required to take, during the school day, medication prescribed for him/her by a physician, if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement."

Screening Programs

Hearing and Vision Screening for all 10th grade students in the district will be conducted in the fall semester. Parents will be contacted if there is any indication that further evaluation may be needed. If you do not want your child screened, you may decline this service by providing the school nurse with a written request by September 1st.

Special Health Needs

If your child has special needs ie: diabetes, asthma, seizure disorder, bee sting allergy, chronic illness, or physical limitations, please contact the school nurse **BEFORE THE FIRST WEEK OF SCHOOL.**

Physical Fitness Testing (Refer To P.E. Handbook)

Students who are unable to participate in all or some of the Physical Fitness Tests must present a written medical excuse from their physician to the school nurse. Students are to present this verification prior to the beginning of testing.

Physical Education (P.E.) Medical Excuse Policy

Please refer to the P.E. Handbook for complete policy.

All physician excuses will be given to the school nurse before student reports to his/her P.E. class. Parent excuses will be given directly to the P.E. teacher. A parent note is not to exceed 3 days and is only allowed once per semester. The student dresses out, reports to his/her P.E. class but is not required to participate. Under no circumstance are student given an extension on P.E. medical excuses unless it is received by the school nurse in writing from the physician. If a student fails P.E. due to circumstances that are medically excused, it is the student's/parent's responsibility to submit a written statement from a physician excusing the student retroactively. This statement will be accepted for the current school year only.

SHORT TERM (4 weeks or less)

Parent Excuse

Three days maximum, if your student requires more than three days exemption, then he/she will need to be evaluated by his/her physician and provide a P.E. excuse from said physician.

All excuses from parents should be given directly to the P.E. teacher. The student will continue to attend P.E. class, dress out, but will not be required to participate in P.E. activities.

Parent excuses are not to exceed three days per semester.

Physician Excuse

Any student requiring more than three days exemption from P.E. will be required to provide a physician's note excusing him/her from P.E. This note will be given to the school nurse prior to the student attending P.E. class.

The student will attend P.E. class, dress out, but will not be required to participate in P.E. activities. Although the student will not be required to participate in activities, the student will be assigned make-up work under the P.E. department grading policies.

LONG TERM (greater than 4 weeks)

All long term P.E. excuses **MUST** be in writing from a physician. The P.E. excuse will be given to the school nurse. The student will then be removed from his/her P.E. class and reassigned until released by his/her physician. The student's daily attendance is mandatory to their reassigned placement. Students will be required to complete make-up work in the form of a 2 page report on the particular unit of study for every week they are excused from P.E.

The student may fail P.E. if the attendance is not satisfactory and/or assignments are not completed.

School Asthma Action Plan

If a student has asthma, he or she should see the School Nurse and complete the School Asthma Action Plan form.

ACADEMIC POLICIES AND PRACTICES

Visual Line of Sight into Classrooms

It is the responsibility of all staff members to insure that all classroom door windows are clear of coverings at all times to allow a visual line of sight into the classroom from the hallway/corridor.

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. Teachers may require that missed work be made up during one of the school's Saturday or Thursday School sessions and may include alternative assignments.
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 an **excused** absence that is equivalent to the number of days missed.
5. Students are expected to complete, on time, any class work they were assigned prior to their absence.

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 that are classified with a "P" code may be located in the District's Course Description Catalog available on the Clovis West High School website or from the counseling center

Honors Level Class (HP)

Any course designated by "HP" is an honors level course that satisfies the criteria established by the University of California and California State University systems. Honors level courses are considered preparation for Advance Placement course work.

Courses Repeated

A few designated courses are repeatable for credit. All other courses can be taken for credit only once. **Example: If you receive a D in a course and you repeat the course, you are repeating the course for a higher grade; you will not receive additional credit.**

Process for Repeating A Course To Improve A Grade

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

1. Original grade earned was a "D" or an "F"
2. A student may substitute a grade only once for a particular course and for only one previous attempt.
3. 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 2).
4. The original attempt will remain on the student's transcript with the letter grade and the credits changed to zero.
5. A student who substitutes a grade by repeating a course **will not** qualify for the Valedictorian/Salutatorian Award.

Grade Change Policy

1. A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. Academic Petitions are available in the registrar's office. **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.**
2. 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.

Final Exam Policy

It is the policy of Clovis West High School not to allow individual early final exams, with the exception of a school sponsored activity that interferes with the final schedule. If you have questions, please contact your student's counselor. Final Exam schedules are announced to students and are available on the Clovis West High School website several weeks prior to the end of each semester. Students who are not present for the end of the year final have the options of earning an incomplete for the class and taking their final upon the first day of return the next school year, unless prior arrangements have been made with the teacher.

Grades

A student receives five semester credits for each class during a semester in which a passing grade (A, B, C, D, or P) is earned where the following scale is used (A=4, B=3, C=2, D=1, F=0). P = passing but is not computed into the GPA. Credit is awarded only at the end of each semester (January and June). AP coursework is weighted on the following scale (A=5, B=4, C=3, D=1, F=0). P = passing but is not computed into the G.P.A. The class rank for graduating seniors is based upon the cumulative grade point average for seven semesters.

Notification Of Failure

Parents and students are encouraged to use PARENT CONNECT to monitor their grades during the semester and to inquire about concerns or discrepancies as soon as they are noticed. Parents are urged to contact their son/daughter's teacher(s) if a drop in grades or performance is noticed. Clovis West Teachers are expected to update grades on PARENT CONNECT a minimum of every two weeks. Specific dates for grade updates can be viewed on the weekly calendar. If you notice grades not being entered, please contact your child's teacher.

1. If a student is in danger of receiving an "F" grade, parent notification by the teacher will occur prior to the **twelve (12) week** grading period.
2. 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.
3. 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 be contacted by the teacher.**

Peer Tutoring Center

Students will have a new opportunity to receive tutoring after school. Our **NEW PEER TUTORING CENTER** will be open in the Library from 3:00pm – 4:30pm.

This tutoring center is available for all students and will operate on the following schedule:

Fall Semester: 9/6/16 - 12/15/16

Spring Semester: 1/17/17 - 5/25/17

While the center operates on a drop-in basis, teachers may recommend students attend the center. Please note that the NHS tutors will go to the center at 3:00pm on the days they are scheduled, but may not stay the entire time if students do not require their services. The SOAR office are providing supplies and light snacks for students. Students who take the bus can take the late/co-curricular bus home at 5:00pm.

COLLEGE Intervention

COLLEGE is an intervention program that recruits students who have received two or more F's during a semester term. Each student signs a commitment contract with a selected school such as USC or Stanford and is given a staff member as their COLLEGE team leader. Each week, students are given a breakdown of all of their assignments along with their grades for each individual assignment. Students also receive a weekly tracking card showing individual grades for each class broken down by week along with their ongoing GPA. Students selected into each COLLEGE will meet with their leaders either before school, after school, or during lunch as determined by the teacher based up each individual student's needs.

Example #1

Smith, John	0	1st	2nd	3rd	4th	6th	7th	GPA
Semester #1		F	F	D	D	F	C	0.67
Week #7 (Semester #2)		F	D	D	D	F	D	0.67
Week #8		D	D	D	D	F	D	0.83
Week #9		D	D	D	C	D	D	1.17
Week #10		F	D	D	C	D	C	1.17
Week #11		D	C	D	D	C	C	1.50
Week #12 (12 Week Progress Report)		C	C	D	C	C	C	1.83

Students in COLLEGE will not only be competing against themselves to increase their achievement, but they will also be competing as a team. Each week, team growth standings will be handed out to each school leader to share with their college. Each chart will show the school name, their baseline team starting GPA, their current GPA, and their team's overall growth average. Each grade they are able to increase will improve their overall team GPA and contribute to their team's overall success.

Example 2

Semester #2 FINAL	GPA Start/End GPA	Overall Growth	Semester #2 FINAL	GPA Start/End GPA	Overall Growth
CAL	1.26/1.57	+0.31	UC Davis	1.56/2.08	+0.52
USC	1.32/1.63	+0.31	UC Irvine	1.58/2.09	+0.51
UCSB	1.25/1.41	+0.16	UCLA	0.82/1.28	+0.46
STANFORD	1.15/1.29	+0.14	UC Santa Cruz	0.94/1.28	+0.34
			UC San Diego	1.00/1.33	+0.33
			Cal Fullerton	0.97/1.19	+0.22
			Cal Poly	1.42/1.57	+0.15
			Cambridge	1.24/1.25	+0.01

The goal of the COLLEGE program is to promote student achievement, build a sense of team, commitment and competition for those students who need extra support. Semester #2 of the 15-16 school year had 93 students enrolled in one of twelve California college teams. Of those 93 students, 55% were eligible to graduate from the program at the end of the semester due to the fact that had gotten their failing grades up to a passing level. In addition, amongst those 93 students, there were 27 fewer classes failed during the spring semester with the implementation of the COLLEGE program compared to the previous semester without it.

The goal at Clovis West is for all our students to pass all of their classes by the end of the semester when official grades are recorded. The administration's message to the students at Clovis West is that you will have our support, we will not give up and we will compete with each and every student to increase achievement.

Non-Graduation Status

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

Graduation Ceremony

Students **must meet all** of the requirements for graduation (e.g., exams, proficiencies, credits, mandated courses, financial and other obligations) by the deadline for senior grades (White Card Day) to be eligible to participate in the graduation ceremony. Students who must complete graduation requirements after White Card Day or in the summer following their senior year will receive a diploma once requirements are met, but will not be eligible for the graduation ceremony. Special education students earning a certificate of attendance will be allowed to participate in the ceremony. Foreign exchange students are subject to district policies and procedures.

Procedures For Early Graduation

A student who wishes to graduate early (either at mid-year or one year early) must petition for prior administrative approval. A petition for early graduation may be obtained in the Counseling Center. A conference with the student and parent/guardian will be held to review expectations and timelines. It is the student's responsibility to meet all deadlines for a senior graduation. Early graduates will not be allowed to participate in the graduation ceremony or end of the year senior activities.

Maximum Credit Guidelines

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

Cheating/Plagiarizing

1. Any student determined to be cheating or plagiarizing on any test or assignment will receive a zero for that test or assignment and the student's grade will be affected accordingly. Parent contact will be made by the teacher, and the student's record of cheating or plagiarized will be noted in the SRC and the student will be assigned four hours of detention for the first offense. Plagiarizing includes the use of internet materials without appropriate citation. Cheating includes the theft of academic property by photographing and distributing images of assignments or assessments.
2. A conduct referral will be submitted to the SRC immediately, and will result in a disciplinary consequence.
3. Habitual offenses (beginning with second offense, not necessarily in the same class or school year) will result in suspension and Code of Ethics, if applicable.
4. Academic Departments may have specific policies regarding the overall grade reduction and parents/students should read each teacher's syllabi carefully.

Student Grade Reporting

The six and twelve week progress report grades are not entered on the student's transcript. However, these grades are a reflection of the student's progress prior to the end of each grading period or the last completed unit of study. Co-curricular eligibility is determined by the six and twelve week report period as well as the semester report period. The report of grades will be mailed home. Semester grades are final grades. These grades appear on the student's transcript and are mailed home. Parents are alerted to the fact that every six weeks a formal report card is issued. Grades reported at 18 weeks and 36 weeks are posted on formal student transcripts.

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 grade of "WF" is calculated in a student's Grade Point Average (GPA) the same as a grade of "F".

** This does not pertain to level drops meaning moving from an AP or Honors course to a college prep course of the same subject area. Please see your counselor in regards to course changes.

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.

Informal/Formal Complaint Process

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

If you have questions 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 informally or on the formal complaint form available in the office (see CUSD board policy: Student and Parent Rights and Responsibilities No. 9208).

College Classes

Juniors and seniors are allowed to enroll in either a community college or CSU college class, provided the student is earning a minimum 3.0 GPA and prior administrative approval is granted. College classes will count for credits earned in college only. College courses may not be applied to high school graduation requirements. Dual credit may be earned for English courses taken on the Clovis West Campus (Eng. 125, Eng. 1A, and Eng. 3). Questions regarding credit should be directed to the student's counselor.

ACADEMIC RECOGNITION AND SPECIAL PROGRAMS

Honor Roll

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

Principal's Honor Roll	G.P.A. of 4.0
Honor Roll	G.P.A. of 3.0-3.99

Graduation Honors

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

1. Valedictorian(s) and Salutatorian(s)
2. Scholars of Academic Distinction

Valedictorian(s) And Salutatorian(s) Awards

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

1. **National Honor Society:** Students who have been inducted to the National Honor Society (NHS) based on their demonstration of exemplary scholarship, service, leadership, and character will wear the cardinal and gold 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 3.5, may download an application from the Clovis West High School website for NHS beginning the first week in December.
 - b) Completed applications must be turned in by the Friday before first semester finals. **No late applications will be accepted.**
 - c) A distinguished faculty council will score each application according to an identifiable degree of each applicant's achievement, involvement, and participation in the areas of scholarship, service, leadership and character.
 - d) A list of proposed applicants will be given to the Clovis West Staff who may cite evidence for objection NHS reserves the right of making the final decision.
 - e) New applicants will be notified of their status on or before March 1.
 - f) Any violation of the Clovis West 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.

2. **C.S.F. Life Members:** California Scholarship Federation (CSF) is a state honor society which requires its members to take college preparatory classes, and at the same time, maintain an extremely high grade point average. Eligibility is based on criteria described on the application form which is available in the front office, from the CSF Advisor, and on the Clovis West High School web site.

At graduation, those seniors who have been in CSF for four semesters from their sophomore, junior, and senior years (one must be from the senior year) are declared CSF Life Members. These life members receive the gold stamp of CSF on their diplomas. These students receive special recognition at graduation commencement and at the annual CSF banquet. Membership dues must be paid when signing up each semester. Report cards and dues should be brought to the CSF Advisor to confirm grades and classes approved by the California Scholarship Federation. This registration process takes place during the **first three weeks of each semester**. Freshmen may choose to register if they meet the grade requirements, but freshmen grades do not count toward life membership.

4. **Principal's Medallion-** The principal will recognize with a medallion and preferential seating, all students who earned an overall unweighted grade point average between 3.85 and 4.0. All classes taken in high school beginning with the ninth grade will be included.
5. **Scholars of Academic Distinction:** Student(s) who complete a minimum of five (5) advanced placement courses and earn at least a 4.15 weighted grade point average on the C.S.U. grading system will be introduced at the graduation ceremony, will wear the Lamp of Knowledge pin, and will have their diploma marked with a gold seal.

Class Rank

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

Advanced Placement (AP) Program

Clovis West High School offers AP courses whose subject content is recommended 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.

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 strong 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 in their transcripts.

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 encouraged to

take the AP test. Students will take the exam in May. Any student who drops the class at the semester **may not** take the AP exam. Students must complete the AP Government and AP Economics course in order to receive AP credit. Any student who drops AP Government or AP Economics during or at the end of the first semester **will not** receive AP credit for the class. If a student drops AP Government, the transcript will be changed to read Government and the student, for the second semester, will be placed in Economics. If a student drops AP Economics, the transcript will be changed to read Economics and for second semester, the student will be placed in Government.

The following AP courses are offered at Clovis West High School: Biology, Calculus AB, Calculus BC, Statistics, Environmental Science, Chemistry, Physics, Economics, English Composition, English Literature, World History, American Government, Macroeconomics, United States History, Art History, Psychology, Spanish, Chinese, 3-D Studio Art and Music Theory. 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. Some AP courses require spring and/or summer work.

Advanced Placement Exams

Because Advanced Placement classes culminate in a national exam at the end of the course, all students in these classes are expected to take such exams. The College Board charges a fee (currently approximately \$95.00) per A.P. exam. The College Board reserves the right to change the test fees annually. Parents and students may apply for a fee waiver or a fee reduction; see Janice Laband in the Library for more information. Clovis West High School recommends that every student strongly consider taking at least one A.P. class.

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 CWHS is to meet the needs of the gifted student through the established honors and AP curriculum, clubs and organizations. This also includes advanced elective courses in music, art, and drama. CWHS offers these courses in most disciplines including science, mathematics, literature, social sciences, art, and foreign languages. There is a sequence of courses beginning in grade 9 and progressing through grade 12 that are recommended offerings for the gifted.

STANDARDS OF PROFICIENCY FOR ALL GRADUATION CLASSES

Parent Notification and Conference

If a student does not demonstrate sufficient progress toward mastery of basic skills at any level of instruction, the school will notify his/her 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.

SOAR Program

The Clovis West Area SOAR Transition Team's mission is to build positive and caring relationships with our students, families, and staff. We believe by fostering a positive school environment and culture it will increase student engagement at all levels. As a team we will provide our students with the necessary tools and resources to meet their academic, social, and emotional needs. The Transition Program is part of a district wide effort to support student achievement. Our founding superintendent, Dr. Floyd Buchanan believed in a "fair break for every kid." We hold to that belief that all kids can learn. As an educational team, we want to see all students reach their potential in mind, body, and spirit. The Transition Program allows us the opportunity to focus on students who might not seek out support but would benefit from mentoring and increased connections to school resources. We will provide students with the resources they need to be successful in the classroom, at home, and in the community. It is our goal, as the Transition Department, to be the "life-line" connecting students and families back into their school, community and to life!

SOAR Services Provided

- One on one support
- Goal setting
- Mentoring
- High school mentor connections
- Connections to school opportunities
- Connections to community resources
- Mediation
- Community Outreach
- English/Spanish translation

Parent Student Resource Center Services Provided in SOAR Office

- Empower parents/guardians to partner with CUSD and help increase student achievement
- Provide a welcoming place where parents/guardians can learn about their student's education
- Demonstrate to parents that working at home with their student helps increase student achievement
- Build a parent/guardian's capacity by offering relevant and timely trainings
- Provide a place to use technology for school, research, job advancement

COUNSELING SERVICES

Counseling services are available to all students at Clovis West High School. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Student may make appointments with their counselor through the counseling secretary. At least one counselor is available during the **lunch period**. All of the counseling staff maintains an "open door policy" for students in need of personal counseling on an emergency basis. 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 Grant Information
- Registration Policies
- Grades and Grade Point Average
- Vocational and Career Guidance
- Personal/Social Counseling
- Transcript Interpretation
- College Information

Yearly Counseling Goals

1. Eighth Grade

- a. Pre-registration for high school, which will include freshmen parent orientation
- b. One-on-one registration for classes and summer session

2. Freshman Academy

- a. The establishment of a four-year educational and career plan during an academic counseling session
- b. PSAT / PLAN information
- c. One-on-one registration for classes and summer session
- d. Parent Conferences
- e. Link Crew support

3. Tenth Grade

- a. A conference with each student will be held with each student during which the student will update the personalized four-year educational/career plan with the assistance of his/her counselor.
- b. All tenth grade students will take the PSAT.
- c. One-on-one registration for classes and summer session

4. Eleventh Grade

- a. A conference with each student will be held with each student during which the student will update the personalized four-year educational/career plan with the assistance of his/her counselor. Counselors will review:
 1. Educational/career path plan update including CART and ROP
 2. Any testing that is necessary for identification of interests or aptitudes
 3. Students will be informed of their progress toward graduation w/Junior Status Report.
 4. Students will be given the following:
 - PSAT/PLAN, ACT, SAT Reasoning tests, SAT Subject area tests, ASVAB testing information
 - The opportunity to meet with college representatives
 - NCAA eligibility status

5. Twelfth Grade

- a. A senior conference which includes a graduation requirement update and NCAA eligibility status. The following will be given at that time:
 - i. Information and registration forms for ACT, SAT Reasoning & SAT Subject Area Tests
 - ii. Scholarship and financial aid information
- b. A parent notification conference will occur when a student is deficient in a class required for graduation. As a result of credit deficiency, students may be required to enroll in Edgenuity and/or Adult School courses in order to graduate with his/her class.
- c. Counselors will provide assistance in filling out applications for scholarships and college admission.
- d. Financial aid workshops will be provided for parents and students.

Grants And Scholarship Information

Grants and some scholarship information are available to seniors through their counselor, college referral services and the Clovis West Scholarship Bulletin. The Counseling Center will make seniors aware of Cal Grant and Federal Grant deadlines and applications (FAFSA).

The Clovis West Scholarship Bulletin advertises local scholarships, some statewide and nationwide scholarship opportunities. Applications are made available through the Counseling Center located in the "A" Building. Seniors are encouraged to purchase a subscription to the bulletin or view it on the Clovis West High School Website.

The Clovis West High School Counseling Center also highly encourages the use of Fast Web. Fast Web is a large database of hundreds of thousands of scholarships. It is capable of matching a student's profile with available scholarships. Fast Web is located on the internet at www.fastweb.com and is appropriate for use by all high school students regardless of grade or grade point average.

Transcripts

Students may request up to five (5) free transcripts. The five can be a combination of Official and Unofficial. The first two transcripts there is no costs. All additional transcripts cost \$2.00.

Psychological Counseling Services

A psychologist is available at Clovis West High to provide direct services to students, families, and staff regarding situations involving drugs, alcohol, emotional/social issues and academic difficulties. Services include short-term student or family counseling, psycho-educational assessment, parent training, suicide, crisis intervention, group facilitation, and program modifications serving to link students and families with outside agencies. Students are referred to the school psychologist by parents, teachers, counselors or administrators. Students may refer themselves by contacting their counselor, the attendance office, or by directly contacting the school psychologist.

Peer Counseling

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

Clovis Support and Intervention (C.S.I.)

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

Career and Counseling Center

The Career and Counseling Center provides a variety of services and resources to students. Various military recruiters are scheduled to meet with interested students throughout the year. Students also have the opportunity to meet with representatives from a variety of colleges and universities throughout the state and country. The majority of the visits are scheduled in early fall. Students seeking a job can refer to the Career Center as local businesses periodically request assistance in obtaining students for part-time employment. The SAT and the ACT are also coordinated through the Counseling Center.

Testing Center

The Testing Center, located in the Library, is open Monday through Friday from 7:30 am to 3:30 pm. The Testing Center coordinates the following tests that are administered on our campus: PLAN, PSAT, California High School Exit Exam (CAHSEE), Armed Services Vocational Aptitude Battery (ASVAB), State tests, National tests, CSU Early Assessment Program, California English Language Develop Test (CELDT), and California Alternate Performance and Assessment (CAPA). The SAT, ACT, and AP Exams are coordinated through the Counseling Center.

STUDENT CONDUCT

Clovis West High School 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 West High School. 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 West High School, 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 person on the basis of gender, disability, physical condition, ethnic group, religion or sexual orientation.

Student's Rights and Responsibilities Policy

The process of educating students for responsible citizenship in a democratic society requires a reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment.

The purpose of this policy is to ensure the exercise of these rights with due regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

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

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

Student's Rights and Responsibilities—Rights and Regulations

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.

Please refer to CUSD Board Policy and Administrative Regulations (2101 Student Rights and Responsibilities, 2102 Student Discipline, 2104 Student Searches).

Dress Code Guidelines

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

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

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

DRESS & GROOMING

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

A. Apparel

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

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
2. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military paramilitary, or camouflage (military style) clothing will not be permitted.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
4. Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. 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 cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.

6. Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. Bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites.
7. Straps on shoes and clothing must be fastened at all times.
8. Leggings will be allowed if over-garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
9. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," "zories" and/or thongs are inappropriate and will not be allowed. See Exhibit No. 2105 (2).
10. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap. See Exhibit No. 2105 (2).
11. No slippers will be allowed.
12. 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. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
13. Sleepwear is not permissible.
14. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
15. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel are not acceptable. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
16. No frayed or torn clothing is acceptable (manufactured or otherwise).

17. 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.

18. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.

19. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

B. Grooming

1. Hair shall be clean and neatly groomed.

2. Hair or mustache styles which cause undue attention are not acceptable; e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.

3. Beards are not allowed. Sideburns are allowed, but may not extend past the base of the earlobe or be wider than one inch (1”).

4. Bangs or other hairstyles must not obstruct nor interfere with vision.

5. 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.

6. Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

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

D. Exemptions

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy.
2. A petition for an exemption from enforcement of a specified portion of Dress Code Policy may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent, School Leadership, within 30 calendar days of the denial.
 - A. In the event that it does not, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent, School Leadership shall be final.
 - B. In the event that the allegations raised in the appeal are determined to fall within the District's Uniform Complaint Procedures ("UCP") included in Board Policy No. 9208, then the District would use the District UCP process rather than the above appeal process.

E. School Uniform Policy

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

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.

Dress Code Discipline Policy

- Students who are considered out of dress code are referred to the SRC. If a student is determined to be out of dress code by the SRC staff, the student will remain in the Student Responsibility Center until dress code regulations are met. Violators 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

A STUDENT WILL BE CONSIDERED TARDY IF HE/SHE IS NOT IN HIS/HER CLASSROOM WHEN THE TARDY BELL RINGS. Once a student is tardy in the same class four or more times, he/she is considered habitually tardy and will be referred to the SRC office for afterschool detention. The fifth tardy and any after will result in a Thursday or Saturday School.

It should also be noted that tardies are used in calculating a student's absenteeism rate and may be cause for administrative review.

Seniors who leave campus for lunch should be fully aware of this policy as tardies to class after lunch may result in the loss of senior off-campus lunch.

Uncleared Absences/Truancy Policy

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

Non-Privilege Policy

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

Non-Privilege is generally assigned for 5 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.

STUDENT RESPONSIBILITY CENTER (SRC)

The SRC is located in the Student Services Office in the “A” Building. **The SRC supports appropriate behavior on campus, in class, and at school related activities by processing staff referrals, assigning disciplinary consequences and/or referring students to counseling to modify negative behavior patterns.** Counseling options may include but are not limited to: referral to student’s academic counselor, Clovis Support and Intervention (CSI), School Psychologist, Peer Counseling, and/or Conflict Resolution.

Students assigned to the SRC will be able to work on class assignments and will be able make up work missed in class.

The SRC also processes all theft reports and is where students may file incident reports regarding situations on campus that are considered unhealthy or dangerous.

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:

- Parking lots during the hours of 8:00am and 2:40pm without authorized passes (Do not use your car as a locker)
- The Faculty Dining Room and Lounges without authorized passes
- **Students are prohibited from being in any of the listed areas during lunch:**
 - **Parking Lots (except Senior Lunch Privileges or students leaving/coming to campus)**
 - **The baseball stadium and the area around the baseball stadium, including the Environmental Pond**
 - **A, B, C, J and K building hallways**
 - **At the front of the school**
 - **Pool/Tennis Court Area/Track/Handball Courts/Softball Fields/ Keith Tice Park/areas past Red Line**
- Students are to leave campus by **3:00pm** unless assigned an expressed purpose and under the direct supervision of staff.

Cell Phones/Electronic Devices

Cell phone use will be restricted as follows:

Cell phones/electronic devices shall not be used or powered on in the classroom unless approved by the classroom instructor. The use of cell phones/electronic devices will be permitted during lunch time and passing periods as long as the usage is in accordance with Board Administrative Regulation No. 2102, which states that such devices shall not cause a distraction and/or disruption. Please note that if a student violates the cell phone/electronic device policy such violation will result in disciplinary action. Cell phone/electronic devices that are confiscated by staff must be picked up by the parent or legal guardian. Cell phones/electronic devices will not be returned to the student. The Clovis West policy continues to be that the school is not responsible for the theft or loss of cell phones or electronic devices.

Skateboards

Student may bring skateboards on campus provided they are appropriately stored. Skateboards not stored properly will be confiscated and held in the SRC. Riding skateboards on campus is strictly prohibited, and disciplinary consequences will be assigned to students who violate this policy.

Personal Student Conduct

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

- Prolonged embraces
- Kissing
- Lying or sitting together in an inappropriate manner
- Any other act that is not in good taste

Violation of this policy will result in disciplinary consequences.

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 to Student Services. Students determined to be in violation of the educational codes may be suspended from one to five days, placed on non-privilege, and assigned additional consequences. A list of California Education Code Violations that will result in suspension and/or consideration for expulsion are listed in the **CUSD Student and Parent Rights and Responsibilities Handbook**.

Physical Education Locker Room Policy

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

1. All students should **provide their own combination lock** for their locker.
 - f. Students are provided with lockers to be used during their P.E. period only.
 - g. Team lockers are provided for athletic teams. The combinations are changed and lockers 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.
3. Students are warned:
 - h. Not to leave their possessions unsecured at any time.
 - i. Not to let their combinations be known to anyone.
 - j. To be careful that they are not observed while using their combination.
 - k. To check that the lock is secured by rolling tumbler and pulling down.
 - l. Not to leave money or other valuables in the locker.
 - m. Any thefts that occur in P.E. must be reported to their teacher **immediately.**
4. Any lock left on an unassigned locker will be removed.
5. Students are not allowed in the locker room at any time unless they are under the direct supervision of a teacher.
 - a. Disciplinary action will be taken against any student:
 1. Found unattended inside the locker room.
 2. Vandalizing school or personal property in the locker room area.
 3. Involved in the theft of personal or school property

GENERAL STUDENT INFORMATION AND PROCEDURES

District Internet And E-Mail Rules

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

Network storages may be treated like school lockers. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will be private.

See Student and Parents Rights and Responsibilities Acceptable Use of Information Resources (Policy #7203)

Briefly stated, the following are not permitted:

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

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

Policy For Messages, Balloons, And Flower Deliveries

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

1. No personal messages between friends will be taken (e.g., boyfriend/girlfriend, ex-student, etc.)
2. Lunches or lunch money must be delivered to the main office.
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, such deliveries from vendors will not be accepted by the school. Our fire safety system at Clovis West prohibits the presence of balloons in our facilities. Additionally, CUSD Transportation Department policies preclude the carrying of balloons or other large items on school buses.

The Daily Bulletin

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

Student Insurance

All Clovis West High students may be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Information on these policies is given early in the school year. For approximately \$16.00 to \$40.00, 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 \$71.00 to \$170.00. Interscholastic athletics, except football, is \$16.00 for the Basic Policy and \$40.00 for the Premier Policy. Football insurance is \$74.00 for the Basic Policy and \$181.00 for the Premier Policy. Extra dental insurance is available for \$15.00 per year. For more information, students should contact the Athletic Director's office. **For UPDATED costs, check with school.**

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 new dance style called "Twerking" and "Freaking", which is extremely suggestive in nature and is not appropriate at a school dance.**

Dance Regulations/Guest Passes

1. To provide a safe and positive environment at school events the site administration reserves the right to deny admission to anyone.
2. Activities are for Clovis West High School students and their invited guests. Guest permits may be obtained from the Deputy Principal's office and must be approved in advance.
3. Guest passes will be issued to school activities under the following conditions:
 - a. The guest must be **under the age of 21** and at least a **ninth grade** student at the time of the event.
 - b. If a high school student: The guest must be in good standing at their school of residence (see conditions for alternative educational students).
 - c. **Guest passes must be turned in on and approved by the due date of each specific dance.**
4. Any student voluntarily placed in an alternative education program for a non-expellable reasons 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.
5. 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.
6. 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.
7. Any student or guest who leaves an activity may not return.
8. 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.
9. **Student must have a valid Clovis West High School I.D. Card to attend.**
10. **Guests must also have a valid photo I.D., such as a driver's license or school I.D. card and a guest pass approved by the Deputy Principal's Office to be admitted.**
11. **All students and guests must comply with all Clovis Unified School District policies including all aspects of the Dress Code.**
12. **Any violation of CUSD school rules, the CWHS parent will be contacted to pick up student/and or guest.**
13. **CWHS Student and their guest must stay until the required release time for all dances.**
14. Students are limited to one guest per activity.
15. Students must be in good standing in order to attend a school sponsored dance.
16. Clovis West High School is not responsible for any lost/stolen items at any dance.

School Probation/Non-Privilege Status

School probation is a limitation placed on a student's participation in school activities, both during school hours and non-school hours. Students who are enrolled and attending a school operated by the Clovis Unified School district, and who maintain proper attendance, proper academic achievement and proper behavior are entitled to participate in all school sponsored activities. School sponsored activities include activities which are **open to the general public** and those activities restricted to students in good standing in their school of attendance.

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

Requirements for Formal Dress And Grooming At Prom And Other Formal Events

These requirements are for any event that is classified by the advisor or sponsor as a “Formal Event” with approval from the principal. Students who are determined to be out of dress code by the advisor will be asked to leave.

FEMALES:

1. Formal/evening attire is 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.

THE FOLLOWING WILL NOT BE PERMITTED:

1. Dresses that are too revealing in the front/back, or have a slit that is no more than 6” above the knee
2. Casual dresses or skirts
3. Extreme hairstyles, hair coloring or makeup

MALES:

1. Tuxedo, suits, and sport coats with a tie and dress slacks are required.
2. 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.

All CUSD grooming standards apply for all students and their guests, such as hair length and styles. Beards are not allowed unless for religious or medical reasons accompanied with a note.

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.

Student Book Lockers

Student book lockers are provided for the convenience of the student and to help protect school-issued property. Lockers will only be issued on a one locker per student basis, first come, first served. An application requesting issuance of a locker must be signed by the student and parent. The school does not relinquish control over the lockers and retains the right to examine the contents of the lockers at any time. If a lock or locker does not function properly, make a report to their cluster office; the locker will either be repaired or the student will be issued another locker. **The school is not responsible for lost or stolen articles. If some item is stolen, a theft report should be made immediately to the SRC/School Police Officer for personal insurance and investigation purposes only. Lockers are for day use only. Items should not be left in lockers overnight. Anything left in lockers at the end of the school year will be discarded.**

Bicycles

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

Student Identification

Students must have ID cards in their possession at all times, including extra-curricular activities. If a student loses his/her ID card he/she should report to the Student Activities Office for a replacement within two days. The fee will be \$10.00 for a new ID card. Appropriate disciplinary action may be taken with students not in possession of a valid ID card.

Student "Eagle" Store

The Eagle Store is located in the southeast corner of the "A" building. Store hours are Monday through Friday from 12-1:00 p.m. or by appointment, ext. 72083. The store is open to the student body, staff, and community with various school spirit items, CW charms, limited school supplies, gift items, Clovis West clothing, Clovis West letterman jackets (including embroidery), and snacks. P.E. uniforms must be purchased in the Eagle Store. The P.E. uniforms consist of imprinted micro-mesh shorts (\$TBA) and a t-shirt (\$TBA).

School Publications

The **Torch** is a creative writing publication that is published each spring and sold at a nominal cost. The **Olympiad** is our yearbook, issued during the last week of each school year. Students may purchase a yearbook during registration and at the start of school.

Fire Drills

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

Bus Transportation And Rules Of Conduct

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn.

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

Transportable Zones

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

Requirements For Riding A School Bus

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

Posted Bus Rules of Conduct

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

1. Fighting (physical contact)***, fighting (verbal altercation)**, threatening behavior and/or harassment***, of any kind is prohibited.
2. Weapons, smoking, laser pens, drugs, or alcohol is forbidden on or near a school bus.***
3. Cross the street in front of the bus and only under the supervision of your bus driver.***
4. Follow the instructions of your bus driver at all times.**
5. Students are to remain seated and facing the front while the bus is in motion. **
6. Keep your arms and head inside the bus at all times.**
7. Profanity, indecent language, or obscene gestures is prohibited.**
8. Any property defaced or destroyed on the school bus will be paid for by the student and/or parent/guardian.**
9. Eating, drinking, and chewing gum are prohibited.*
10. Spitting or throwing objects on the bus or out the window is prohibited.*
11. Loud or boisterous noises, singing or whistling will not be permitted.*
12. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, skateboards will not be permitted.*
13. Animals or insects (dead or alive) are not allowed on the bus.*

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

- *** Zero Tolerance-10 day suspension from bus
- ** Level One-5 day suspension from bus
- * Level Two-2 day suspension from bus

1. 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.
2. 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.
3. Procedure for issuing a "Warning of Unsatisfactory Conduct on or Near a School Bus". At the drivers discretion, up to two warnings may be issued to a student before issuing a "Notice of Unsatisfactory Conduct" referral. A driver may choose to issue a "Warning of Unsatisfactory Conduct" in lieu of a "Notice of Unsatisfactory Conduct" referral. A maximum of two warnings may be issued per student, per item as indicated on the warning report.

4. **Bus Discipline Procedures:** 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.
5. Disciplinarians shall normally apply progressive discipline procedures when the driver issues a "Notice of Unsatisfactory Conduct On or Near School Bus" referral as outlined: (see next page for referral forms)
 - (a) The first referral and second referral the school site administrator issues appropriate discipline as outlined:
 - "Zero Tolerance" section = 10 day suspension from bus
 - "Level One" section = 5 day suspension from bus
 - "Level Two" section = 2 day suspension from bus
 - (b) The third referral: suspension from all CUSD buses for the remainder of the school year.
6. 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 West High School 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 West High. 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 West High is prohibited during school hours. Administrative action will be taken for those students defying school policy.
4. **Student Parking Permits:** Parking permits will be sold on the day of registration on a first come, first serve basis with priority given to seniors. A limited number of parking permits are available. After the day of registration, permit sales will resume the first day of school. **Student parking is a privilege and not a right.** Habitually truant students may lose the privilege of parking on campus.

5. **Student Parking Lot:** Parking in the student lot is limited to students who purchase and display the appropriate permit. **Students MUST park in student designated parking areas only.** Parking permits are \$10.00 and may be purchased in the Finance Office. Proof of registration and insurance are required. Permits must be properly displayed. Students must park appropriately in marked stalls, facing forward and within the lines. Please help us keep the lots and streets around Clovis West High School safe by driving carefully and adhering to all parking restrictions.
 6. Students who receive a moving violation (ticket) from a Fresno Police Department Officer during the school day may lose their lunch and/or parking privileges. Please drive carefully!
 7. **Faculty Parking Lot:** Faculty may park in the lots or stalls specifically reserved for faculty. You must display a current Faculty Parking Pass. Parking in Red Zones, or on the campus grounds is prohibited at all times. Violators will be ticketed.
 8. **Visitor Parking:** There will be a limited number of green visitors' stalls.
 9. **Handicapped Parking:** There are a number of stalls designated for handicapped parking.
- Students who elect not to purchase a parking permit may park only in the appropriate areas on Teague and Millbrook Avenues. 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 West High School, and the City of Fresno regulations.**
- *Note: Parking fines subject to change without notice.**

<u>Parking Violation</u>	<u>Fine</u>	<u>Parking Violation</u>	<u>Fine</u>
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 1st and continuing through the end of the school year, no personal checks will be accepted. Cash, cashier's checks and money orders will be the only acceptable form of payment.

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

Financial obligations may be cleared **before school, after school and during the lunch period**. Students are not to come to Finance Office during class time (without a pass).

Student Fees

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

Parking Permits

Applications are available in the main office. Permits can be purchased there for a nominal fee.

DAMAGED OR LOST PROPERTY, PERSONAL INJURY, AND FINANCIAL OBLIGATION

Parental Responsibility

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

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

Authority To Withhold Grades, Diploma, Or Transcripts

Subject to the due process requirements explained below, the school district Governing Board may withhold the grades, diploma and/or transcripts of any pupil responsible for damages or losses as described in the paragraphs above until the parent/guardian has paid for the damage or replacement cost of property not returned.

Procedure for Withholding Grades, Diploma Or Transcripts

1. Recommendation for Withholding Grades, Diploma or Transcripts

- a. Upon recommendation by the principal, the Governing Board may order a pupil's grades, diploma and/or transcript withheld upon a finding that the pupil **willfully or negligently** cut, defaced, or otherwise injured District real or personal property; or willfully failed to return upon demand school property loaned to the pupil.
- b. Pursuant to the recommendation to withhold, the due process procedures set forth below shall be invoked. Pending an official determination, the withholding issue, a student's grades, transcripts, and/or diploma need not be released.

2. Notice of Right of Hearing

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

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

3. Withholding Hearing before Governing Board

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

LIBRARY MEDIA CENTER

Library Media Center (LMC)

The Library Media Center is open Mondays and Tuesdays from 7:30 a.m. until 3:30 p.m. Wednesdays and Thursdays from 7:45 a.m. to 3:30 p.m. and Fridays from 7:30 a.m. until 3:00 p.m. Students must present a pass to be admitted into the library during class time and at lunch. No passes are required before school or after school.

Goals

The goal of the CWSHS Library Media Center is to ensure that students and staff are information literate and become lifelong learners. This goal is accomplished by:

1. Providing physical and intellectual access to materials in varying formats.
2. Providing assistance to foster competence and stimulate interest in reading, viewing, and using information and ideas.
3. Working with other educators to design learning strategies to meet the needs of individual students.
4. Preparing students for a successful post-secondary experience.

TECHNOLOGY IS AVAILABLE FOR STUDENT USE INCLUDING, BUT IS NOT LIMITED TO:

1. Student computer work stations
2. Scanner
3. Laser printing
4. Microsoft Office Professional, including Word, Excel, Access, PowerPoint, and Publisher
5. The audio-visual non-book media collection includes video tapes, and CD-ROMS covering a number of curricular areas for student and staff use.
6. Magazines and newspapers are available.

Library Media Center Rules

1. Students must have their Clovis West High Student Body ID Card to check out library materials, textbooks and use computers.
 - a. (NOTE: Internet Permission Slip is also required to use the LMC computers).
2. STUDENTS MUST HAVE A PASS TO BE ADMITTED TO THE LIBRARY DURING CLASS TIME AND AT LUNCH.
3. Library materials are checked out for a two-week period and are always due on a Wednesday.
4. Students may check out two books at a time.
5. Books may be renewed if they have not been requested by another patron.
6. Students will be charged \$.25 per day per item for overdue materials with a maximum of \$5.00 per item late fee.
 - a. (Students are not charged for holidays, weekends, or Attendance Office verified excused absences.)
7. Videos and reference materials may be checked out overnight with permission.
8. Students with library obligations will be denied check-out privileges until obligations are cleared.
9. Students are encouraged to clear library obligations quickly.
10. Students who have not cleared fine obligations by the end of the school year must pay their obligation before they can pick up registration materials for the following school year.
11. Seniors must clear all fine obligations prior to receiving their cap and gown.

12. Students are responsible for all materials they check out.
13. Lost, stolen or damaged materials must be paid for by the student.
14. No food or drinks are allowed in the Library Media Center.

Textbook Procedures

1. Students must have a Clovis West Student Body ID Card to check out textbooks
 - a. Students are responsible for all textbooks checked out in their name.
2. Students must return the textbook that was checked out to them
 - a. Textbook barcodes must match the barcode checked out to them with their ID Card.
3. If textbook is lost during the year, student/parent may request a second book by completing the following process:
 - a. Student informs Library Media Center
 - b. Lost book notice is completed by LMC and parent signs acknowledging agreement the student is responsible for lost book and the second book. If the lost book is not returned by the end of current year; student must pay the replacement cost of the textbook
 - c. In lieu of lost book notice, parent may call LMC giving verbal acknowledgment of CW lost book policy.
 - d. If student textbooks are stolen, the student is still responsible for those textbooks. If textbooks are not returned at the end of year, student must pay replacement cost of textbook(s).
 - e. Seniors must clear all fine obligations prior to receiving their cap and gown.

Damaged Book Charges

The library staff will assess damages to books at the time books are turned in by the students. Damages will be assessed using the approximate guidelines below:

- Water Damage, but usable: \$10.00
- Cover/Spine Damage, but usable: \$10.00
- Missing Barcode/Marks in Book: \$ 5.00
- Anything that exceeds \$15.00: Cost of textbook
- Unusable: Cost of textbook

ACADEMIC STANDARDS FOR CO-CURRICULAR AND EXTRACURRICULAR 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 West 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 four (4) 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 West High School Study Table:
 - a. Study Table will be offered and required for all students in co-curricular and extra-curricular activities who do not meet eligibility requirements. Check with activities and athletic offices for times and location.
 - b. Study obligations:
 1. Students are responsible for providing transportation.
 2. Get assignments from teacher(s).
 3. Be on time.
 4. Bring necessary materials to class.
 5. Complete assigned work to the satisfaction of Study Table teacher.
 6. No disruptive behavior will be tolerated.
 7. Complete a three-week grade check with teachers.
 8. 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 GPA 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:

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

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

Reclassification Status

In order to meet the required credits to make progress toward graduation, parents and students will be notified after the 12-week and semester grading reports.

School's Tutorial Assistance Program (Study Table)

The school site program must include a minimum of two hours of tutorial assistance at the intermediate school level and four hours at the high school level per week. Progress checks and parent communication should be included on a regular basis.

Summer School

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

ELIGIBILITY REPORT

A school must declare students eligible, ineligible, or on probation on the second Monday following the close of the previous grading period. This date is set to allow for accuracy in the issuance of grades and the determination of grade point averages.

Intermediate to High School

Grades earned in the spring semester of the eighth grade must be used to determine probation/eligibility for the first grading period of the ninth grade.

Transfer Students

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

1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed. The plan is to be submitted to CUSD District Office for approval.
2. The student must attend weekly study table.
3. The student must circulate a progress report every two weeks. The report must show passing grades in all his or her 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 West High School. 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 West High School include opportunities such as: club programs, class activities, dances, student government, drama productions, athletics, music, special days and weeks, assemblies and rallies.

Reasons to Participate In Student Government and School Activities

1. Develop new friendships
2. Make school more interesting
3. Find something worthwhile to do in leisure time
4. Cause students to be more tolerant of opinions and wishes of others
5. Teach students how to win and lose in a sportsmanlike manner students a voice in school affairs
6. Cause students to become more willing to accept criticism from others
7. Develop poise and social contacts
8. Attain friendlier relations with teachers
9. Create greater interest in regular school activities
10. Increase self-confidence
11. Provide an opportunity to learn the proper channels to follow in order to change rules

Student Government

The government of the Clovis West High School student body is comprised of a Student Council, consisting of the eight elected Associated Student Body officers, plus the Class Presidents and Class Vice Presidents. The Student Council meets monthly, at which time business is transacted and student body activities are discussed. In addition to the Student Council, there is a House of Representatives consisting of students selected by their peers. The House is an advisory body to the Student Council. They also act as liaison to the student body.

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

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

Student Human Relations

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

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 Regarding Student Fund Raising Activities

All student fund raising activities must be associated with a Clovis West High School club or organization and must have prior approval from the Student Activities Office and CUSD Governing Board.

Under the California Constitution, the free school guarantee prohibits charging students any fee, charge, or deposit for curricular, extracurricular, credit, or non-credit activities that are part of the District or a school site's educational program.

There are, however, specific statutes in the Education Code and other laws which identify definite circumstances when fees and charges are permissible. Those specific situations are included in this manual.

Nothing in the law prohibits voluntary donations, contributions, and fundraising by students and their families to support District and school site programs, so long as monetary donations, contributions, and fundraising activities are not made mandatory for students and their families and there are no conditions placed upon the donation.

Charges by private businesses to students for services that are not integral parts of the District or a school site's educational program are permissible, even if facilitated by the District or school site (e.g., school pictures or sports pictures).

To help our families and community understand how they can best support the programs their children are participating in, clear communication is critical. Several template letters are provided to assist you in developing letters and flyers to use for your classroom, activity, program, or sport. Any written communication must be approved by your principal prior to distribution.

Should you have questions regarding student fees, charges, donations, or fundraisers, contact your site principal or the Business Services department 327-9127.

ATHLETICS

Clovis West High School 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 West High School. The following sports are offered at Clovis West High School:

Fall Sports	Winter Sports	Spring Sports
Girls Volleyball	Girls Basketball	Boys Volleyball
Student Football	Boys Basketball	Baseball
Boys Cross Country	Student Wrestling	Boys Tennis
Girls Cross Country	Boys Soccer	Girls Track
Boys Water Polo	Girls Soccer	Boys Track
Girls Water Polo		Boys Golf
Gymnastics		Girls Badminton
Girls Tennis		Girls Softball
Girls Golf		Boys Swimming/Diving
		Girls Swimming/Diving

C.U.S.D. CODE OF ETHICS

OVERVIEW

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

STUDENT/PARENT COMMITMENT

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

APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as stated in Board Policy 2150. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

ATTENDANCE

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

ACADEMIC ELIGIBILITY

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

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

- Progress Towards Graduation Requirements - The following number of accumulated units towards high school graduation will be standard for minimum achievement:

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

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

BEHAVIOR

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

A. CONDUCT THAT IS NOT ACCEPTABLE:

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

Please Note: Effective October 15, 2004, any student participating in a co-curricular program that attends a party or gathering where alcohol or other controlled substances is present and the student stays at the party, the student will be suspended from participation in his/her activity or sport for a minimum of two weeks with no “buy back” opportunity. The student may ask for a hearing where extenuating circumstances can be heard. This rule will be applied 24 hours a day, 7 days a week while the student is under the code of ethics or the supervision of a coach. If there is a class involved (PE, choir, cheer), the student will be expected to attend class but will not be allowed to participate in performances, games, etc. The student will be on non-privilege status.

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

ATHLETIC/ACTIVITIES BOARD

The board will be composed of a minimum of three people per case: the Deputy Principal, the Athletic Director or Student Activities Director and the 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 or circumstances beyond our control), 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). **During the school year of the violation the athlete needs to be aware that if they are allowed to return to their team, their standing on the team could be affected, and he/she will not receive any end of season team awards/year honors.**

TRI-RIVER 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, in the Tri-River Athletic Conference 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 Tri-River Athletic Conference.

SPECTATOR CODE OF ETHICS

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

STUDENT ROOTING SECTION

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

1. All cheers, signs, etc. are to be positive in nature and supportive of our teams. Our expressions should not degrade the opposing school, players, or Pep/Cheer.
2. Attire in school colors is encouraged. Acceptable spirit items are those sold through the student store or recognized school organizations. Students must be within the dress code unless pre-approved special spirit attire is granted e.g. painted face and hair color.
3. No items are to be thrown within the stands or toward the field/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 West High students to demonstrate positive sportsmanship and behavior at all times.
7. Violation of any of the above provisions may result in the violator being removed from the activity. The violator will be referred to his/her cluster office for appropriate disciplinary action (which may include losing the privilege of attending school-related activities).

CUSD CATEGORICAL FUNDING PROGRAM INFORMATION

“Improving Student Achievement for All Clovis Kids”

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Economic Impact Aid/Limited English Proficient (EIA/LEP), Economic Impact Aid/State Compensatory Education (EIA/SCE), Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Schools with grade levels 4 through 8 also implement English Language Acquisition Program (ELAP) funds.

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

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

School Site Council (SSC)

English Language Advisory Committee (ELAC)

District Learner Advisory Committee (DELAC)

District Migrant Education Parent Advisory Committee

District Indian Education Parent Advisory Committee (IPAC)

School and District level School Assessment Review Team (SART)

Intercultural and Diversity Advisory Council (IDAC)

We encourage all parents and guardians to become involved with their child's education, at the classroom, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each student. Parental involvement is a necessary and vital part of developing the SPSA and our overall program. If you would like additional information on any of the District Parent Council or Committee, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you or go to: <http://www.cusd.com/specialprojects>.

When describing categorical programs and funding, two important advisory committees are the School Site Council (SSC) and the English Language Advisory Committee (ELAC). For more information, please call your school or go to: <http://www.cusd.com/specialprojects>.

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

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

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

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. Children's needs 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 full potential.

CATEGORICAL PROGRAM DESCRIPTIONS

1. **21st CCLC Grant** - This state- administered, federally funded program provides five year grant funding to establish or expand before and after school programs that provide students with academic enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the 21st CCLC program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of these programs are to: 1) improve academic achievement, 2) provide enrichment opportunities that reinforce and complement the academic program, and 3) offer Family literacy and related educational development services.
2. **After School Safety and Education Funds (ASES)** - This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, 2) provide enrichment opportunities that reinforce and complement the academic program, and 3) offer Family literacy and related educational development services.
3. **Economic Impact Aide (EIA)** - A state-funded program to provide supplementary services to meet the needs of English Learners, students not meeting proficiency on the state tests, and socio-economically disadvantaged students.
4. **English Language Acquisition Program (ELAP)** - A state-funded program to improve the English proficiency of English Learners in grades 4 through 8 and to better prepare them to meet the state's academic content and performance standards.
5. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
6. **Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families.
7. **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.

8. **Title III (Language Instruction for LEP and Immigrant Students)** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and helping these students meet the same challenging State standards required of all other students.
9. **Title VII (Indian Education Formula Grant)** - A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall each school will send additional information about these activities. We encourage and look forward to your involvement in the programs we offer our learning community.