

2023 - 2024

Clovis West Student - Parent Handbook



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Administrative Services

1 Administrative Services

1.1 Clovis West Administration Team

Eric Swain
Principal
327-2471

Jason James
Deputy Principal
327-2479

Matt Loggins
Athletic Director
327-2101

Kelsey Ostrander
Activities Director
327-2136

Anisha Mayberry
Learning Director
327-2055

Lorenzo Rodriguez
Learning Director
327-2161

**Shannon Harris
Trotter**
Learning Director
327-2022

Hailey Becker
Learning Director
327-2065

Josie Vargas
Head Counselor
327-2120

Kendall East
Counselor
327-2121

Justin Taft
Counselor
327-2122

Rebecca Garcia
Counselor
327-2053

Andrea Yang
Counselor
327-2119

Amber Kalustian
Transition
Coordinator
327-2080

Debbie Monroe
SOAR Counselor
327-2017

1.2 Data Processing Office

The Data Processing Office is responsible for processing grades, issuing progress reports and report cards, and scheduling all classes. The Data Processor also oversees Parent Connect and Student Connect and can assist parents and students with these programs.

1.3 Registrar's Office

The Registrar's Office is responsible for enrolling and disenrolling students, generating transcripts and diplomas. If you are a current student, you may see the Registrar to obtain an official or unofficial transcript. If you are a graduated student, or no longer attend Clovis West, log on to www.parchment.com to generate a transcript.

1.4 Attendance Office

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 10:15 a.m. 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 5:00 p.m.

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 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.

1.4.1 To Clear an Absence

- 1) All absences must be cleared by telephone. **Parent notes/emails 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 7:30 a.m. and 3:30 p.m. and speak directly to one of the attendance clerks or leave a voicemail. 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 327-2080)
 - 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.

1.4.2 Absences Lasting Five 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 Saturday School and may require alternative assignments in cases where work cannot be duplicated.
- 3) **Unexcused, Uncleared 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 Saturday 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.

1.4.3 Tardy Policy

- 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 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 by the teacher and assigned afterschool detention. The fifth tardy and any after will result in the student receiving Saturday School.

1.4.4 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 or attempting to leave campus without permission will be assigned Saturday School.
- 7) **Senior Off-Campus Lunch Permit** - According to Board Policy, seniors must request permission each year from the SRC.

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 underclassman, or another senior who does not have permission to leave during lunch, will have their off campus lunch privilege rescinded and assigned a Saturday School. 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.

1.5 Student Body Finance Office

The Associated Student Body Office handles all financial matters of the Clovis West student body. Checks written to the school must be made out to "Clovis Unified School District", written for the amount of purchase only and must indicate the student's ID number in the memo line. 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 need to meet with the deputy principal to clear obligations.

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).

1.5.1 Student Parking Permits

Student parking permits can be purchased for \$10. Applications to purchase parking permits are available in the Student Body Finance office.

1.6 Clovis West Health Office

1.6.1 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.

1.6.2 Emergency Cards (Important)

Keep Parent Connect 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.

1.6.3 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:

- Illness with fever of 100 or greater
- Vomiting /diarrhea
- Fever of 100 or greater within the last 24 hours
- Initiation of antibiotics within the past 24 hours

1.6.4 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).

1.6.5 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)**- 2 doses, **Hepatitis B (HEP B)**-series of 3 doses, **Varicella (chicken-pox)** - two doses, **Tuberculosis Screening-a Mantoux TB skin test (PPD) or a TB risk assessment** 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.

1.6.6 Medications

Students may **NOT** carry medications on campus without signed permission from BOTH a physician AND a parent/legal guardian. All medication must be clearly labeled and is to be kept in the Health Office in a locked cabinet. Exceptions to this might include emergency or over-the-counter medications that a doctor has provided approval for the student to carry and self-administer. All medication including inhalers, prescription

meds, and over-the-counter meds are to be reviewed by the school nurse. An updated medication order signed by both a physician and a parent is required each new school year. The Health office does not keep medication for general student use. Please see the health office to access a copy of the CUSD med order form.

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.”

1.6.7 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.

1.6.8 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**.

1.6.9 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. The student dresses out, reports to his/her P.E. class but is not required to participate. Students with medical excuses lasting one week or longer will be assigned an alternative written work assignment in order to meet class requirements. Physician excuses requiring students to not participate in P.E. must be turned into the nurse within two weeks of the injury or illness in order to avoid a grade drop. The school nurse will not extend a physician’s note without a written note from the physician.

1.6.10 Parent Excuse

Parents may excuse students one time per semester for up to three consecutive days with a written note. If a student is to be excused for more than three days from P.E. then a physician’s note is required. All written excuses from parents should be given directly to the P.E. teacher at the beginning of class. The student will dress out but is not required to participate in any P.E. activities.

1.6.11 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.

1.6.12 Short Term Absences (less than 4 weeks)

1.6.12.1 Parent Excuse

Parents may excuse students one time per semester for up to three consecutive days with a written note. If a student is to be excused for more than three days from P.E. then a physician's note is required. All written excuses from parents should be given directly to the P.E. teacher at the beginning of class. The student will dress out but is not required to participate in any P.E. activities.

1.6.12.2 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.

1.6.13 Long Term Absences (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.

1.6.14 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.

1.7 Student ID's

Students must always have their current school year Clovis West ID cards in their possession or Digital ID found on student connect during school hours and at 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. **Seniors** must have their current Clovis West ID at all graduation rehearsals. The digital ID will not be accepted.

1.8 Student Lockers

Student lockers must be checked out in the Student Responsibility Center (SRC) beginning with the first week of school. Students must provide their own locks.

1.9 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.
 - a. Students are provided with lockers to be used during their P.E. period only.
 - b. Team lockers are provided for athletic teams. The combinations are changed and lockers reissued at the conclusion of each sport 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:
 - a. Not to leave their possessions unsecured at any time.
 - b. Not to let their combinations be known to anyone.
 - c. To be careful that they are not observed while using their combination.
 - d. To check that the lock is secured by rolling tumbler and pulling down.
 - e. Not to leave money or other valuables in the locker.
 - f. Any thefts that occur in P.E. must be reported to their teacher **immediately.**
- 4) Any lock left on an unassigned locker will be 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

1.10 Damaged or Lost Property, Personal Injury and Financial Obligation

1.10.1 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:

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

1.10.2 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

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

Student Services

2 Student Services

2.1 Eagle Store

The Eagle Store is located in the southeast corner of the “A” building. The store is open to the student body, staff, and community offering 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).

2.2 Career Center

(*Not available 2021-22 school year. Career Center will be available 2022-2023 school year.) The Career 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 can meet with representatives from colleges and universities throughout the state and country. Most college visits are scheduled in early fall. To view upcoming college representatives or sign up to meet with a college, go to the Counseling Center. Students seeking a job can refer to the Career Center as local businesses periodically request assistance in obtaining students for part-time employment.

2.3 Library Media Center

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

- Providing physical and intellectual access to materials in varying formats.
- Providing assistance to foster competence and stimulate interest in reading, viewing, and using information and ideas.
- Preparing students for a successful post-secondary experience.

HOURS: The Library Media Center is open Mondays and Tuesdays from 7:30 a.m. until 3:45 p.m. Wednesdays and Thursdays from 7:45 a.m. until 3:45 p.m. and Fridays from 7:30 a.m. until 3:45 p.m. Library hours are subject to change.

LIBRARY PASSES: Students must present a Library pass to visit the library during class time. Passes are not required before school, during lunch, or after school.

CHECKOUT TEXTBOOK/LIBRARY/TECHNOLOGY DEVICES: Students are required to use their Student ID or their Student Connect Electronic ID card to check out their textbooks, library books, and computers; NO EXCEPTIONS! However, students who have lost their ID card, may use a previous year ID card or students may purchase, for a small fee, a new ID card through the Activities Office located in the K building.

LIBRARY COLLECTION AND SERVICES

The library's collection of print and digital materials is continually growing. Although the majority of the collection is curriculum-driven, a large number of leisure reading materials are available. Digital resources (databases, ebooks, audiobooks), as well as the library's online catalog, can be accessed at <https://cloviswestlibrary@wix.com>.

2.3.1 Technology Available for Student Use

Technology is available for student use including, but not limited to:

1. Student computer workstations
2. Black/white or color printing at no charge.
3. Laptop and WiFi hotspot check out
4. Microsoft Office Professional, including Word, Excel, Access, PowerPoint, and Publisher
5. Magazines are available.

2.3.2 Library Media Center Rules

1. No food or drinks are allowed in the Library Media Center.
2. 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).
3. STUDENTS MUST HAVE A PASS TO BE ADMITTED TO THE LIBRARY DURING CLASS TIME.
4. Library materials are checked out for a two-week period and are always due on a Wednesday.
5. Students may check out two books at a time.
6. Books may be renewed if they have not been requested by another patron.
7. 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.
8. Seniors must clear all fine obligations prior to receiving their cap and gown.
9. Lost, stolen or damaged materials must be paid using a debit or credit card @ clovisusd.revtrak.net

2.3.3 Textbook Procedures

- 1) Students must have a Clovis West Student Body ID Card or may use electronic ID 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.

2.3.4 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

2.3.5 District Internet and Email Policies

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 (Governing Board 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**

2.3.6 Tests Administered at Clovis West

The following tests are administered on our campus: PLAN, PSAT, Armed Services Vocational Aptitude Battery (ASVAB), California state required tests, the CSU Early Assessment Program, English Language Proficiency Assessments for California (ELPAC), and Advanced Placement Exams. The SAT, ACT, and Advanced Placement Exams are coordinated through the Counseling Center.

2.4 School Publications

2.4.1 The Daily Bulletin

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

2.4.2 CUSD Today

CUSD Today is a news publication of Clovis Unified covering events and information about the school district and its students. This newspaper-style communication piece is mailed into the homes of more than 30,000 parents, employees and interested community members eleven times over the course of the school year.

2.4.3 The Olympiad Yearbook

The **Olympiad** is Clovis West's student yearbook, issued during the last week of each school year. Students may purchase a yearbook during registration, in the yearbook office through December and online at <https://www.yearbookordercenter.com>.

2.4.4 The Torch

The **Torch** is a literary magazine composed solely of student art, photography, poetry, creative and narrative writing. It is published each spring and sold at a nominal cost.

Academics

3 Academics

3.1 Counseling Center

The Academic Counseling Center is located on the northeast corner of the A Building, and most easily accessed by the northeast doors. Clovis West currently houses five counselors in the Counseling Center and one counselor in the SOAR office. 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

3.2 Counseling Goals by Grade Level

3.2.1 Eighth Grade

- 1) Pre-registration for high school, which will include freshmen parent orientation
- 2) One-on-one registration for classes and summer session

3.2.2 Ninth Grade

- 1) The establishment of a four-year educational and career plan during an academic classroom lesson
- 2) PSAT / PLAN information
- 3) One-on-one registration for classes and summer session
- 4) Parent Conferences
- 5) Link Crew support

3.2.3 Tenth Grade

- 1) 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.
- 2) One-on-one registration for classes and summer session

3.2.4 Eleventh Grade

- 1) 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:
 - a. Educational/career path plan update including CART and CTE
 - b. Any testing that is necessary for identification of interests or aptitudes
 - c. Students will be informed of their progress toward graduation w/Junior Status Report.
 - d. Students will be given the following:
 - (1) PSAT/PLAN, ACT, SAT Reasoning tests, SAT Subject area tests, ASVAB testing information
 - (2) The opportunity to meet with college representatives
 - (3) NCAA eligibility status

3.2.5 Twelfth Grade

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

3.3 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 can match 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.

3.4 Academic Policies

3.4.1 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

Students earning Principal's Honor Roll or Honor Roll will receive a letter from their counselor at the end of the semester.

3.4.2 Graduation Requirements

Graduation requirements: 230 Units as follows:

English	8 semesters
Math	4 semesters to include: Math 1 and Math 2
Social Science	6 semesters to include: World History, U.S. History, American Government and Economics.
Science	4 semesters to include: Biological and Physical sciences.
Health	1 semester
Physical Education	8 semesters
Academic Breadth	4 semesters to include one semester each of a world language or visual/performing art AND an additional year of <u>either</u> a world language or visual/performing art.

3.4.3 Academic Awards Recognized at Graduation

3.4.3.1 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. Students will also receive special recognition at the Academic Awards banquet. A student who substitutes a grade by repeating a course **will not** qualify for the Salutatorian or Valedictorian Award.

3.4.3.2 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 in September.
- b. Completed applications must be turned in by the Friday before first semester finals.
- c. **No late applications will be accepted.**
- d. 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.
- e. 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.
- f. New applicants will be notified of their status on or before March 1.
- g. 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.
- h. NHS Advisor: [Katy Merrill](#)

3.4.3.3 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. Students will also receive special recognition at the Academic Awards banquet. 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 third and fourth week of each semester. Freshmen may choose to register **if** they meet the grade requirements, but freshmen grades do not count toward life membership.

CSF Advisor: [Stephanie Avery](#)

3.4.3.4 Principal's Medallion

The principal will recognize all students who earned an overall unweighted grade point average between 3.85 and 4.0 with a medallion. All classes taken in high school beginning with the ninth grade and concluding with the 1st semester of a student's senior year will be included. Students will also receive special recognition at the Academic Awards banquet.

3.4.4 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, wear the Lamp of Knowledge pin, and will have their diploma marked with a gold seal. Students will also receive special recognition at the Academic Awards banquet.

3.5 Class Change Procedures and Policies

Schedules for the upcoming school year are determined during the spring of the previous year. A registration form is sent home requesting a parent signature for approval of course selections. When students return in the fall, they have up to four weeks to change their course selection which may include parent, teacher, counselor and Learning Director approval Without Fail (WF) penalty on the student's academic transcript. Students have up until the 6th week of school to request a level-drop within their course selection without penalty (WF) on the student's academic transcript. An example of a level-drop would be changing from an AP level course (English, Social Science, Math, etc. to a lower-level course).

3.6 Independent Study

If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contact.

This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in completed once the student returns.

Parents must request the Independent Study Contract at least one week before the student will be absent from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.

The last day for independent study contracts during the month of December will be no later than three school days before the beginning of Winter Break.

The last day for independent study contracts during the month of June will be no later than three school days before the last day of school.

High School and Intermediate Students are subject to final exam guidelines – please refer to those guidelines prior to requesting Independent Study during a final(s).

Independent Study Contracts are subject to state guidelines and may include, but is not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request.

Approval is subject to principal's discretion.

Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

3.7 Final Exam Policy

It is the policy of Clovis West High School not to allow individual early final exams except for 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. Should a student not be able to take a final exam at the end of the second semester, the teacher can elect to assign an Incomplete grade, which much be made up by the student within the first six weeks of school.

3.8 Grading Policies

3.8.1 Student Grade Reporting

Grading Periods for 2021 – 2022

September 24, 2021

November 11, 2021

December 17, 2021 (end of 1st semester)

February 18, 2022

April 18, 2022

June 3, 2022 (end of 2nd semester)

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. Per board policy, the date determining academic eligibility is the 2nd Monday after a grading 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 grading period a formal report card is generated and mailed home. Grades reported the end of each semester are posted on students' formal transcripts.

3.8.2 Grade Change Policy

A teacher may change a student's grade if it is appropriate and justified. 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.

3.8.3 Incomplete Grades

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.

3.8.4 Repeated Courses

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.

3.8.5 Process for Repeating a Course to Improve a Grade

A student can 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 coursework 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.

3.8.6 Withdrawal/Failure Grades

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 regard to course changes.

3.8.7 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.**

3.9 Gifted and Talented Education

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.

3.10 Honors Level Classes

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.

3.11 Advanced Placement 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, Advanced Placement 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. Please look at your student's preferred universities to determine how they specifically grant AP college credit. Three to four units of college credit may be earned for each test successfully passed. The amount of credit varies from institution to institution as does the way in which those credits are distributed. Students who are enrolled in AP Courses during the spring semester are encouraged to take the AP test. Students will take the exam in May.

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, Human Geography, European History, World History, American Government, United States History, Art History, Psychology, Spanish, Chinese, 3-D Studio Art, Music Theory, Principles of Computer Science and Applications of Computer Science. Each AP course requires a specific prerequisite course of study. These prerequisites need to be included in the development of any four-year plan culminating in the AP experience. Some AP courses require spring and/or summer work.

3.12 Advanced Placement Testing

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 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 if eligible; 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. A schedule of the AP exams for 2021 – 2022 will be posted at The College Board website: www.collegeboard.org

Social Emotional Services

4 Social Emotional Services

4.1 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! Some of the student and parent support services provided by the SOAR office are listed below:

- One on one student support
- Goal setting
- Mentoring
- High school mentor connections
- Connections to school opportunities
- Connections to post-secondary opportunities
- Connections to community resources
- Mediation
- Community Outreach
- Access to limited school supplies
- Various trainings for parents
- English/Spanish translation

4.2 Academic Counseling Services

Counseling services are available to all students at Clovis West High School located in the Counseling Center in the A-Building. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Students 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.

4.3 Psychological Counseling Services and Mental Health Support

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 and 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.

Mental Health Support Provider is to help promote mental wellness on our campus and to provide information and supports related to emotional well-being. The services may include counseling with individual students and facilitating student support groups. The Mental Health Support Provider also consults with parents and staff regarding ways to best serve students' mental health needs.

Mental Health Support Provider:

Clovis West High School:

4.4 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.

4.5 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.

4.6 Link Crew

Link Crew is a High School Transition Program. ... As positive role models, **Link Crew** Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

4.7 Comprehensive Youth Services (CYS)

Comprehensive Youth Services (CYS) is a non-profit organization dedicated to providing mental health and support services for students and families. Students may be referred for mental health support by their Counselor or a SOAR Transition team member. Referrals are kept confidential. Once a referral has been made, the CYS Therapist will initiate contact with the referred student and/or parent/guardian. Students may also contact their counselor for assistance.

4.8 Clovis West Ambassadors

Clovis West Ambassadors program was established in 2018. At its core, the program is an "inside-out" approach to improving school climate, one that relies on the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults do not. Students can intervene in ways adults cannot and are often

on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting the crisis of bullying in our schools.

The Clovis West Ambassadors engage and mobilize these bystanders. The program harnesses the power of the socially-influential leaders of a school's diverse social groups, the ones who shape the social norms that govern other students' behavior. These leaders are carefully identified through student and staff surveys. They are selected based upon specific criteria, such as: strong position and influence in their peer group, good communication skills, and a history of standing up for friends.

The recruited students participate in a two-day interactive training along with several adults who serve as program mentors. The training gives student Ambassadors the motivation and skills to resolve conflicts, defuse incidents, and support isolated and excluded students. After the training, small group meetings of Ambassadors are held every few weeks. These meetings, led by the adult mentors, provide time for strengthening skills, support data collection and analysis of Ambassador interventions, and help sustain student and adult commitment to the program.

Student Responsibility Center

5 Student Responsibility Center

5.1 Human Dignity Policy

The staff at Clovis West High School, recognizing that we are a multi-racial, multi-ethnic school district, believe 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 that insults, degrades, or stereotypes any person on the basis of gender, disability, physical condition, ethnic group, religion or sexual orientation.

5.2 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 and classroom policies and procedures
- Demonstrate appropriate behavior
- To respect other people, their property and school property.

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

5.3 Personal 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.

5.4 Cell Phone/Electronic Devices Policy

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. Clovis West will not conduct investigations for lost, stolen or damaged cell phones or electronic devices.

5.5 Academic Integrity Policy

Clovis West High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for gaining advantage during an examination—is strictly prohibited. Clovis West’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Clovis West’s Academic Integrity Policy is to prepare students for the reality created by technological advancements, and for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect and even encourage students to work on assignments collectively. This is acceptable, if credit for work presented is clearly articulated.

Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around those words and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas, you must give that person credit. Some internet users believe that anything that is available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing. Additionally, submitting an identical paper to more than one teacher can be considered plagiarizing; a student should consult his/her teacher before submitting a paper that he/she have submitted previously to another teacher.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during and exam or project.

Forgery includes, but is not limited to, forging signatures for academic advantage or altering computer or gradebook records. **Property theft** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam or assignment.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, Turnitin.com authenticity reports, and/or information from others. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties as outlined below.

Any instance of academic dishonesty, be it plagiarism, cheating, forgery or property theft, could result in one or more of the following:

- Referral to the SRC for investigation and documentation
- Parent phone call from the teacher regarding the incident
- A score of zero (0) on the assignment, with no allowance for makeup
- Assignment of Saturday School
- Suspension and code of ethics

Multiple academic dishonesty offenses in a single academic year may result in additional consequences.

5.6 Student Rights and Responsibilities

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).

Please refer to CUSD Board Policy and Administrative Regulations 2101 Student Rights and Responsibilities, 2102 Student Discipline, 2104 Student Searches for further information.

5.7 Severe Student Misconduct/Suspendable Offenses

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**.

5.8 Dress Code

5.8.1 Dress Code Guidelines

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.

- 1) 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.
 - a. 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.
 - b. 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.
 - c. Military, paramilitary, or camouflage (military style) clothing will not be permitted.
 - d. Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. Straps on shoes and clothing must be fastened at all times.
 - i. 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.
 - j. 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). For safety reasons, students in grades pre-school through 6 are not allowed to wear flipflops, shoes or sandals without a heel strap. See Exhibit No. 2105 (2).

- k. No slippers will be allowed.
- l. 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.
- m. Sleepwear is not permissible.
- n. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
- o. If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the 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.
- p. No frayed or torn clothing is acceptable (manufactured or otherwise).
- q. 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.
- r. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- s. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

2) Grooming

- a. Hair shall be clean and neatly groomed.
- b. 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.
- c. Beards are not allowed. Sideburns are allowed but may not extend past the base of the earlobe or be wider than one inch (1").
- d. Bangs or other hairstyles must not obstruct nor interfere with vision. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
- e. Tattoos, permanent or temporary, must always be covered.

3) Jewelry

- a. Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited.
- b. 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.

4) Exemptions

- a. 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.
- b. 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.
 - I. 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.
 - II. 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.

5) School Uniform Policy

- a. 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.
- b. 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.
- c. 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.
- d. The Governing Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
- e. The school site shall notify all parents or guardians no less than six (6) months prior to the time the uniform policy is implemented.

- f. 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.

5.8.2 Dress Code Discipline Policy

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

5.9 School Dances

- 1) Behavior and Expectations: It is our expectation that students abide to dance and school rules and regulations. By signing the dance contract form both parent and student are acknowledging they are aware that all school rules apply as this is a school event. If students choose not to follow the dance guidelines and normal school rules, students will be asked to leave the dance. In such case parents will be notified and the student's actions could warrant additional school consequences. Clovis West wants to provide an environment where all students feel safe in a non-hostile and respectful environment that exemplifies CWHS character and class.
 - a. Each student (student and student's date) must have dance contract filled out and turned in to buy a bid and must be in good standing (not owe any hours to the SRC or and not be on the non-privilege list).
 - i. If you are bringing a guest, you must collect a guest pass and submit this form to the SRC for approval. **The form must be approved before bid is purchased. CWHS students and guests will then be given a pass specific for the dance they wish to attend.**
 - ii. Guest pass forms can be found on the CWHS website under the Activities tab.
 - b. Each student must have a current student ID card or access to digital student ID card in order to buy a bid and when checking in at the dance.
 - i. **Students without an ID card will not be admitted to the dance.**
 - ii. Approved guests may use their driver's license but must have a photo ID as well.
 - c. During dances and all activities, we require our students and their guests to dress and act with respect and dignity. School dress code policies apply at all times to students and guests. Please ask the Deputy Principal if you have any questions or think your outfit may be questionable. Dances such as Sadies, Winter Formal and Prom may more specific dress code guidelines that can be found within the dance contract for that specific dance. **If a student and/or guest are dressed inappropriately, he/she will be asked to leave/denied entrance and money will not be refunded.**
 - d. A student and his/her guest must exhibit and maintain class and dignity at all times, be cordial, use appropriate language and act and dance appropriately. Students who dance or behave inappropriately will be escorted out of the dance, parents will be called, and the student will not be given a refund.
 - i. Dancing may not be dangerous. This means no moshing, slamming, getting on someone's shoulders, etc.

- ii. Dancing may not be sexually explicit. This means no yiking, freaking, grinding, groping, etc. No making out.
 - iii. Dancers must be vertical when dancing with someone.
- e. Clovis West is not responsible for any lost or stolen items during the dance. If you do not want something lost or stolen, do not bring it to the dance.
- f. Students suspected of being under the influence of drugs, controlled substances and/or alcohol will be subject to an evaluation (breathalyzer test, etc.). If found to be under the influence of a controlled substance, students will face school disciplinary action and the matter will be referred to law enforcement.
- g. Bids are non-refundable and non-transferable. Please plan accordingly when buying a bid.

5.9.1 Requirements for Student Dress and Grooming at formal events

Please see the SRC or the Deputy Principal's Office regarding modifications to the dress code that are allowed for formal events.

5.10 Informal and Formal Complaint Process (Governing Board Policies 9207 and 9208)

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

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.

School Safety

6 School Safety

6.1 Safety Drills

Safety drills are randomly conducted. When the alarm sounds, students should follow the direction of teachers and/or staff and respond appropriately. Exits are posted in each building.

6.2 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 8:00 a.m. and 2:40 p.m. 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
 - Beyond the Choir room and main office 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 **3:00 p.m.** unless assigned an expressed purpose and under the direct supervision of staff.

6.3 Balloon, Flower and Food Delivery Policy

The following policies pertain to the delivery of messages, balloons, food and/or gifts to students:

- 1) No personal messages between friends will be taken by the Main Office staff (e.g., boyfriend/girlfriend, ex-student, etc.)
- 2) Parents and guardians may deliver or drop off lunches outside of the main office at a designated table. The main office will not be responsible for any of these items. Outside vendors including services such as UBEReats, DoorDash, GrubHub, etc. may only drop off deliveries outside of the main office at the designated table.
- 3) Forgotten homework assignments, P.E. clothes, books, binders, cell phones, etc. must also be placed at the designated table. The main office will not be responsible for any of these items.
- 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.

6.4 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.

6.5 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 underclassman, 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.

6.6 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 more information, students should contact the Athletic Director's office.

Co-Curricular

7 Co-Curricular

7.1 Involvement

"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.

The following are reasons why students should become involved in co-curricular programs at Clovis West:

1. Develop new friendships and increase self-confidence
2. Make school more interesting
3. Find something worthwhile to do in leisure time
4. Become more tolerant of the opinions and wishes of others
5. Teach students how to win and lose in a sportsmanlike manner
6. Have a voice in school affairs
7. Develop poise and social contacts
8. Attain friendlier relations with teachers
9. Create greater interest in regular school activities
10. Have an opportunity to learn the proper channels to follow to change policies and procedures.

7.2 Student Leadership

The government of the Clovis West High School student body is comprised of a Leadership team consisting of the elected Associated Student Body officers, plus the Class elected officers. Leadership meets daily within the Leadership classes, at which time business is transacted and student body activities are discussed.

Student body officers serve for the entire school year. To become a candidate for office, a student must file an appropriate petition satisfy the citizenship and academic requirements. A plurality of votes cast is necessary for election. Each class will elect officers and transact business under the leadership of its officers and advisors. Students wanting 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.

Additionally, Clovis West has representation on Clovis Unified's Interschool Council (ISC). This an extraordinary group of students that collaborates with selected individuals from every high school in Clovis Unified.

The advisor of student government is the Activities Director. All meetings are held 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.

7.3 Activities Office

The Activities Office serves as the office for the Activities Director and his/her Administrative Assistant. The Activities Office is responsible for all campus activities including clubs, rallies, school dances, school and dance pictures and ID cards. The Activities Office also runs the social media for Clovis West.

7.4 Principal's Advisory on Student Affairs (PASA)

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.

7.5 Conflicting School Activities Policy

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.

7.6 Student Fundraising Policy

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

8 Athletics

8.1 Athletic Teams

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	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
Unified Soccer		Girls Swimming/Diving
		Unified Basketball

8.2 Athletic Dress Code

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 stricter policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

8.3 Attendance Policy regarding Athletic Participation

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.

8.4 Transfer Student Athletic Eligibility

A transfer student wishing to participate in athletic programs must make an appointment with the Athletic Director prior to any participation in an athletic program. The Athletic Director will provide necessary forms to be submitted for approval prior to the student athlete's participation in an athletic program.

8.5 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.

8.6 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 will be restricted to Clovis West students who want to actively cheer in a positive and safe manner. Students must remain in the stands or designated seating area at all times and may not enter into the field of play before, during or after any competition.
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 the SRC office for appropriate disciplinary action (which may include losing the privilege of attending school-related activities).

8.7 TRAC Code of Conduct

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 able 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.

CUSD Code of Ethics

9 CUSD Code of Ethics

9.1 Student Behavior (Governing Board Policy 2505)

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 and/or drug paraphernalia
2. Possession/Use alcoholic beverages
3. Possession of weapons
4. Fighting (Battery) Repeated mutual combat
5. Possession/Use of tobacco and/or nicotine products
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

9.2 Co-Curricular/Athletics Code of Ethics Hearing Board

The board will be composed of a minimum of three people per case: the Deputy Principal, the Athletic Director or Student Activities Director, the Counselor, and SRC Learning Director.

The coach/advisor of the student may not be a board member for that case, but may attend. The board will hear a case within five (5) school days of a request (unless extended by mutual consent 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.**

9.3 Co-Curricular and Extra-Curricular Eligibility

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 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 study table each week. If a student does not meet eligibility criteria for two consecutive grading periods, he/she will automatically be ineligible to participate during the next 6-week grading period.

1. Every participant must be passing a minimum of four (4) subjects to retain CIF eligibility.
2. During the prior grading period, a student must earn at least an overall G.P.A. of 2.0 and pass 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.

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.

9.4 Academic Probation

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. Progress Towards Graduation Requirements – Students must make adequate progress toward meeting graduation requirements as outlined in the Co-Curricular and Extra-Curricular Eligibility section.
- Progress Towards Graduation Requirements – Students must make adequate progress toward meeting graduation requirements as outlined in the Co-Curricular and Extra-Curricular Eligibility section.

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.

9.5 Study Table

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.

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 6 week grading period until they have removed themselves from co-curricular probation.

9.6 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.

9.7 Summer School Grades and Academic Eligibility

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.

Transportation

10 Transportation

10.1 Skateboards

Students 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.

10.2 Bicycles

Bicycles may 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.

10.3 Regulations regarding Student's and Visitor's Cars

- 1) **Parking Regulations:** Parking regulations on and around the Clovis West High School campus will be strictly enforced **including handicap parking stalls**. 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. Drop off zones are designated by signs in the student parking lots.
- 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) **EECU Parking spots:** Spot designated for EECU branch and ATM parking are marked and are located directly in front of the EECU branch.
- 9) **Visitor Parking:** There will be a limited number of green visitors' stalls.
- 10) Handicapped Parking:** There are a number of stalls designated for handicapped parking. Drivers must display their handicap placard or have the designated handicap license plate. ***Drivers who do not have the proper handicap placard or license plate are subject to a ticket. Please do not use these areas for dropping off or picking up students if you do not have the proper handicap parking placard.***

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.**

Parking Violation	Fine	Parking Violation	Fine
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

10.4 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.

10.4.1 Transportable Zones

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

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

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

10.4.2 Requirements for Riding A School Bus

Arrive at your bus stop five minutes before the scheduled leave time.

Wait for your bus in a safe place – Well off the road.

Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.

Be courteous to your school bus driver and fellow passengers.

All students shall board or exit the school bus only at the students' authorized bus stop.

“Authorized” bus stop is defined as the bus stop closest to the student’s residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent’s signature and signed by a school administrator. The written statement shall be forwarded to the bus driver. (The Administrator’s signature shall include the administrative title, the time and date signed. If there are any questions, administration should contact the parents.)

10.4.3 Posted Bus Rules of Conduct

Fighting (physical contact) ***, fighting (verbal altercation)**, threatening behavior and/or harassment***, of any kind is prohibited.

Weapons, smoking, laser pens, drugs, or alcohol is forbidden on or near a school bus.***

Cross the street in front of the bus and only under the supervision of your bus driver.***

Follow the instructions of your bus driver at all times.**

Students are to remain seated and facing the front while the bus is in motion. **

Keep your arms and head inside the bus at all times.**

Profanity, indecent language, or obscene gestures is prohibited.**

Any property defaced or destroyed on the school bus will be paid for by the student and/or parent/guardian.**

Eating, drinking, and chewing gum are prohibited.*

Spitting or throwing objects on the bus or out the window is prohibited.*

Loud or boisterous noises, singing or whistling will not be permitted.*

Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, skateboards will not be permitted.*

Animals or insects (dead or alive) are not allowed on the bus.*

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

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

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

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

10.4.4 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.

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)

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

The third referral: suspension from all CUSD buses for the remainder of the school year.

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.

District Policies

11 District Policies

Clovis Unified's District Mission

Clovis Unified Governing Board Policies

CUSD Categorical Funding Program Information