

Parent/Student Handbook

2017-2018

Clovis Online School

Accredited by the Western Association of Schools & Colleges



CLOVIS ONLINE
SCHOOL

All students can learn when provided with the right resources, time and motivation

Clovis Online School
1655 David E. Cook Way
Clovis, CA 93611-0581
559.327.4400

A direct charter of Clovis Unified School District

An Affirmative Action/Equal Opportunity Employer Notice of Nondiscrimination
The Clovis Unified School District does not discriminate on the basis of race, color, sex, disability or National origin in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504.
Complaints contact: Human Resources Office, 559.327.9300

The contents in this handbook are subject to change at the discretion of Clovis Online School administration as they deem necessary at any time during the school year.

CLOVIS UNIFIED SCHOOL DISTRICT

The Clovis Unified School District is located in the San Joaquin Valley and includes city, suburban, and rural portions of the city of Clovis, the city of Fresno, Fresno County unincorporated areas, as well as Friant. The Clovis Unified School District has a population of approximately 39,000 students in Grades K-12 as well as an Adult School program. Clovis Unified School District is composed of 32 elementary schools, five (5) intermediate schools, five (5) high schools, one (1) continuation school, one (1) alternative (independent study) school, two (2) community day schools, one (1) charter school, and one (1) adult school.

Clovis Online School is a direct charter of Clovis Unified School District. Clovis Online School serves all students in Grades 7-12 that are on track to graduate from high school and reside in one of the following nine (9) counties: Fresno, Inyo, Kings, Madera, Merced, Mono, Monterey, San Benito, or Tulare. Credit requirements to earn a diploma are aligned with the Clovis Unified School District comprehensive high schools.

CLOVIS UNIFIED SCHOOL DISTRICT Governing Board Policy No. 1103, adopted 09/11/2013

CLOVIS UNIFIED SCHOOL DISTRICT OUR VISION

Clovis Unified School District strives to be America's benchmark for excellence in education

CLOVIS UNIFIED SCHOOL DISTRICT OUR MISSION

To be a quality educational system providing the resources for all students to reach their potential in mind, body, and spirit

CLOVIS UNIFIED SCHOOL DISTRICT OUR AIMS

- I. Maximize Achievement For ALL Students
- II. Operate With Increasing Efficiency and Effectiveness
- III. Develop, Sustain and Value a Quality Workforce

**CLOVIS UNIFIED SCHOOL DISTRICT
OUR CORE VALUES ARE NON-NEGOTIABLE**

Students	Employees	Community
Educating the whole child in Mind, Body, and Spirit	It's people, not programs	Education is a partnership
Fair break for every kid	Support our employees	Parent involvement
Every child can learn and we can teach every child	Mutual respect	Community involvement
Meet the educational needs of all students	Professionalism	Business Partnerships
Student-centered decision making	Commitment	Collaboration with all stakeholders
	Shared decision making	Mutual effort
	Accountability – high standards, both individually and collectively	
	Area concept	
	Site-based management	
	Agility	
	 Schools and Facilities	
	World Class	
	Community-centered	
	Kids deserve the best	
	Community accessible	

CLOVIS ONLINE SCHOOL

Mission Statement

Clovis Online School is committed to provide students with a non-traditional, independent distant learning program designed to meet individual needs and learning abilities of students who may have not been successful at a traditional comprehensive schools or have been successful, but at this time, need an alternative approach to learning. All students can learn and we must explore different approaches to learning so that all students can graduate and have the opportunity to be the “Best in mind, body and spirit.”

CLOVIS ONLINE SCHOOL

Vision and Purpose

Schoolwide Learner Outcomes

The vision and purpose of Clovis Online School is to ensure that all students acquire the academic skills to succeed as:

Academic Achievers – Who:

1. Are responsible learners progressing toward graduation
2. Pass California High School Exit Exam
3. Prepare participate in college pathway courses
4. Prepare and participate in career pathway courses

Competent Independent Learners – Who:

1. Navigate Edgenuity online courses and all its resources
2. Have knowledge and proficient use of the writing process in all stages
3. Become technologically intelligent
4. Collaborate with other students and teachers
5. Set real-life goals and are proactive in the use of resources available for graduation and beyond

Effective Communicators – Who:

1. Utilize written language in proper form and effectively
2. Use effective verbal communication in proper form and effectively
3. Communicate using technology
4. Can walk into college or career opportunities and effectively communicate

CLOVIS ONLINE SCHOOL

Educational Philosophy Beliefs

We Believe...

- Education is a partnership between the student, teacher, school, parent, and community.
- Everyone is a lifelong learner, but we must individually address each student's diversity, learning style and levels of proficiency.
- Success is an individual journey of continuous achievement and learners should be enabled and empowered to make critical decisions for their futures through alternative learning processes.
- Students should continue to be given the opportunity to learn and become an academic achiever.
- The knowledge and use of information, technology, and online technologies and resources are crucial for future employment needs.
- That equitable access to various types of learning is a key component of education.
- Quality standards based online curriculum with rigorous coursework will prepare students for high school graduation and beyond.
- Technology used with an engaging purpose will enhance the learning process.
- The "one size fits all" approach is not for all students.
- Students should exhibit higher level thinking skills while using a variety of learning strategies.
- Choice is a very powerful tool for parents and students – online programs offer a choice to students who want to try or may need something different.
- Online virtual programs offer many students an educational platform that better suits their learning style.
- Students can learn self-discipline, responsibility and accountability as an independent learner.
- Students who learn the quality skills of being an independent online learner will have a leg up as they continue their life-long journey (in higher education the number of students taking at least one online course is more than 5 million out of 20 million, that number is increasing by 20-25% each year) 2011 The Journal
- Learning comes at different times and stages, it is Clovis Online School philosophy to continue to foster education at these different times and stages.
- In giving last chance students an opportunity and a different format to learn and work toward a high school diploma.
- All students can learn and should be proficient at reading, writing, listening and speaking effectively.
- We can better get to know students with the amount of one on one attention given and the habits created by the finger prints left with students in online education.

- **CLOVIS ONLINE SCHOOL
Educational Philosophy Beliefs (cont'd)**

We Believe...

- All teachers should be lifelong coaches, motivators and advocate for all students.
- In maintaining a curriculum aligned with District and State A-G Requirements.
- That all students can learn when provided with the right resources, time and motivation.
- In communicating and teaching students one-on-one on a daily basis.

**CLOVIS ONLINE SCHOOL
WASC Accreditation**

Clovis Online School has a current accreditation from the Western Association of Schools and Colleges through June, 2015. Reports, studies, and collection of data and evidence are ongoing to prepare for the next accreditation visit in March, 2015.

**CLOVIS ONLINE SCHOOL
NCAA Approval**

Clovis Online School received NCAA Approval in June, 2014. See your child's counselor with any questions or to discuss the guidelines.

CLOVIS ONLINE SCHOOL Objectives

Clovis Online School success indicators will include the following:

Measurable Indicator	Methods of Measurement
Meet AYP	AYP determination in accordance with NCLB regulations
Meet California growth target both School wide and within subgroups	California growth scores
100% graduation rate	Graduation data for on track enrolled seniors
90% student participation in standardized testing	SBAC testing participation data
Clovis Online School will have 90% attendance	Monthly attendance data
70% of students will have passing grades each progress report period and at semester	Grade reports
The Science scores on California state testing will meet or exceed comparable schools with reportable subgroups	SBAC scores
90% of students who respond to "Student Satisfaction Survey" indicate "Satisfied" or "Very Satisfied"	Student satisfaction survey
90% of parents who respond to "Parent Satisfaction Survey" indicate "Satisfied" or "Very Satisfied"	Parent Satisfaction Survey
Graduation Rate as measured by California School Dashboard	California Dashboard
75% of students will remain in Clovis Online School from year to year	Registration records
Enrollment will increase by 10% each year	Enrollment records
80% of all Clovis Online School student who petition for return to comprehensive high schools will successfully complete the transition	Student Services & School Attendance (SSSA) Data

Online Education

Is Online Learning Right for Me?

Online courses offer students educational opportunities and schedule options that they may not otherwise have at their home schools. These courses offer the students flexibility of when and where they access their courses. For many students the online learning environment may provide better support for their unique learning styles. To be a student at Clovis Online School, full-time enrollment is required. Concurrent enrollment with another school is not permitted.

Online learning has proven to be successful for students with a variety of academic backgrounds and needs. It is important to recognize that just as a traditional classroom setting may not be the best fit for all students it is also true that online courses may not be the best fit for all students.

Below are some factors to consider when enrolling in online courses.

Online Learning at Clovis Online School – May Be Right For You If...

When is it in the best interest of a student to consider online courses either in addition to taking courses at their home school or as the sole source of their education?

- Resolves scheduling issues
- Allows student flexibility in use of time to meet other commitments
- Offers subjects not available at the student's home school
- Helps students make up a credit
- Provides students with the experience of taking a distance education course
- Meets the needs of transferring students
- Allows homebound students to continue their education

On-line Learning at Clovis Online School – May Not Be Right For You If...

When is it perhaps not in the best interest of a student to enroll in online courses?

- Student does not meet the profile of a successful online student (See next section: Attributes for Student Success)
- Student will not have daily, reliable access to the appropriate computer (desktop or laptop) hardware/software and access to the internet
- Student desires to take course online rather than having significant adults choosing the online course for the students

CLOVIS ONLINE SCHOOL CODE OF CONDUCT

Introduction

Students enrolled at Clovis Online School are expected to adhere to a high standard of behavior as outlined in this Code of Conduct that includes academic honesty and integrity. Students are expected to represent themselves, their school, and their community honestly and respectfully in all situations, whether orally or in written statements. The Clovis Online School Code of Conduct is in effect whether on or off campus.

Code of Conduct

- a. Any of the following actions shall be considered a Code of Conduct violation:
 - Cheating on course work, including plagiarism
 - Harassment or Discrimination of any type (including bullying – in person or online)
 - Fighting
 - Theft or Vandalism
 - Defiant behavior to staff members or persons of authority
 - Loitering during the hours of 8a-5p on any Clovis Unified School District campus
 - Loitering during the hours of 8a-3p in any area served by Clovis Online School
 - Failure to meet attendance requirements &/or completion of assigned course work
 - Any violation of California Education Code or an action that would result in arrest and conviction

- b. Possession or use of any of the following items shall be considered a Code of Conduct violation:
 - Tobacco or e-cigarette
 - Alcohol
 - Narcotics or Controlled Substances
 - Weapons

- c. Any serious or ongoing violation of Clovis Online School or Clovis Unified School District policies, guidelines, &/or rules as determined by Clovis Online School Administration shall be considered a Code of Conduct violation.

Consequence for Violation of the Code of Conduct

Any student found to be in violation of the Code of Conduct will be immediately dropped from Clovis Online School.

- a. Your school district of residence will be notified that you are no longer enrolled at Clovis Online School and that you are subject to immediate re-enrollment with a school in the district of your residence. Students who do not immediately enroll in school are considered truant.

- b. The appropriate County Department of Social Services will be notified that you are no longer enrolled at Clovis Online School.

Online Education (cont'd)

Attributes for Student Success

Students who may be considering an online course should take time to examine their personal skills and aptitudes for taking online courses. Set guidelines are in place for attendance and credit completion that must be followed for continued enrollment at Clovis Online School. The student must take the initiative to ask for help and be vocal when there are problems, conflicts, or questions. The following attributes will greatly contribute to a student's success:

Student Characteristics/Requirements and Responsibilities

- Ability to learn independently
- Effective written communication skills
- Self-motivation
- Strong personal commitment
- Study skills
 - Focus on reading and the lectures
 - How to study
 - Organizing materials
 - Setting goals
 - Test-taking strategies
- Support of parents/guardians
- Technical skill set – basic skills required
- Time management skills

Ability to Learn Independently

The online environment enables students to learn at their own pace, relieving the stress of feeling rushed or pressured. Independency should provide enjoyment in the learning process.

Effective Written Communication Skills

Students must use e-mail and discussion forums to communicate with their peers as well as teachers. The ability to write clearly to communicate ideas and assignments is essential. This method provides the learner with rapid feedback as well as a means to inform teachers of any concerns or problems that they may be experiencing. Communication should not be done using texting lingo. (i.e. LOL, BFF, UR, etc.). All writing should be done in complete sentences and should never contain any vulgar or inappropriate language or comments.

Self-Motivation

Students can direct their own learning environment and methods to fulfill course requirements and achieve individual academic success. It is the student's responsibility to maintain self-motivation to:

- Build a relationship for communicating effectively and consistently with teacher
- Organize and stay ahead on assignments and plan for meeting all deadlines

Strong Personal Commitment

Because there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a determination to perform in order to achieve academic success.

Study Skills – Focusing on Reading and the Lectures

Much of the work in an online course involves reading and lectures. Remembering and comprehending what has been read or heard, helps you prepare for tests. eNotes will be a crucial part of this. Try the strategies at <http://sharpbrains.com/blog/2009/05/14/8-tips-to-remember-what-you-read/>

Study Skills – ‘How to Study’

With traditional courses it is very easy to get into student study groups and work together. In the online environment, this kind of collaboration requires a different kind of approach. However, all is not lost! Students have great resources on the Internet. Every lecture, discussion, and communication is archived online for students to review. This online access is an advantage in providing students the opportunity to look back through everything that was ever said or written in the class leading up to a test.

Study Skills – Organizing Materials

Whatever system works for the student, from a binder with dividers to a file drawer or a series of in-baskets, the student needs to identify the plan and routine for best organization. Taking the **mandatory course eNotes** and using an organized system will save time when tests and projects are assigned.

Study Skills – Setting Goals

Goals are important when you feel like you have more work than you can manage. By setting goals, you make a decision about where you want to go, and then create the map you need to get there! Keep the goals positive and realistic, and write them down! Goals need to be based on things in your control, so focus on your performance, not the overall outcome (use your pacing calendar).

Study Skills – Test-Taking Strategies

Did you know that there are actual test taking skills, skills that are independent of the content of the course, which you can work to improve?

Whether you're a high school or college student, tests are unavoidable. If you take a multiple-choice exam your strategy will be different than if you were to take an essay test. Learning proper note taking, studying, and test taking strategies are a vital part of improving your grade on exams as well as your academic success. For other tips, visit <http://testtakingtips.com/>

Support of Parents/Guardians

- Parents/guardians will play an essential role in student success in the Clovis Online School
- Parents/guardians will have access to student grades via Family Portal and should use this as a method of monitoring student progress
- Parents/guardians will receive e-mail communications from teachers, so it is important to list a working e-mail address in your Family Portal account

Technical Skill Set

Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, as well as basic keyboarding skills. The following computer skills are needed in order to participate effectively in an online course. Students are responsible for assessing their own skill levels. If the student does not possess these skills, they might find it very frustrating to participate in online courses.

Note: Teacher will not be teaching these skills as a part of the courses.

Basic Skills <ul style="list-style-type: none">➤ Locate a file on hard drive, flash drive, and/or server➤ Save a file to a specific drive and folder Change drives➤ Connect to the Internet➤ Navigate between two or more applications without closing and re-opening (multi- tasking)	Web Browser Skills <ul style="list-style-type: none">➤ Go to specific URL Print a page➤ Follow a hypertext link➤ Conduct a basic search using a search engine➤ Re-trace a hypertext path
E-mail Skills <ul style="list-style-type: none">➤ Forward a message➤ Create a folder➤ Save a message into a specific folder➤ Delete a file➤ Add a name to the address book➤ Retrieve a name from the address book➤ Paste text from a word processor➤ Send an attachment➤ Open and/or save an attachment	Word Processing Skills <ul style="list-style-type: none">➤ Open a new file➤ Open an existing file➤ Save a file➤ Rename a file➤ Save a file as a different format or with a different name (Using 'Save As')➤ Copy or cut text➤ Paste text➤ Format text➤ Change line spacing➤ Print a document

Time Management

Students must be able to organize and plan their own best time to learn. There is no one best time for everyone, but the key to learning is to make the time to learn. In an online course, time management is critical to success because most activities can be accomplished asynchronously – students do not have to

be online at the same time as the teachers or other students. However, learning – anytime, anywhere also makes it easier to put off logging on and participating in class. As with any traditional course – students risk earning lower grades if they fall behind.

To make sure that you manage your time well, we recommend that you use the pacing calendar, daily. For major tests and projects, break the work into pieces and schedule some of the work each day for a week or two before the due date. Written calendars are especially satisfying...it is a good feeling to be able to X out the items as they are accomplished! For more comprehensive information visit <http://www.effective-time-management-strategies.com/time-management-strategies.html>

Computer/Software Requirements for Home Access

Class-Based Software

Some classes may require additional software or plug-ins. These will be listed in the course description.

Computer Access

All students must have daily access to an operational computer available to them through their home, library, or other means in order to participate in this program. The computer must be connected to the internet with an internet service provider (ISP) account.

Computer Maintenance

Clovis Online School recommends that you update your computer regularly with Microsoft updates. For more information on Windows Updates, please visit www.microsoft.com

E-mail/Course Mail

E-mail or Course Mail are the most commonly used electronic communication tool. Clovis Online School students are not required to have an external e-mail account since most of the communication will be done through the course mail account in *Edgenuity*. Students may choose to set-up an external account if they or their parent/guardian choose to do so.

Note: The student's e-mail account name must be in good judgment (Netiquette). The Administrator has discretion to ask the student to change their e-mail address name if it does not appear to be appropriate.

When e-mailing the teacher, be considerate of the following tips:

1. Always include your name in the subject line and clearly state the nature of the message. The following are suggested e-mail subject line codes to use when communicating with the teacher:
- **EMERGENCY:** An emergency means there is a problem that needs to be solved before the end of the school day. True emergencies are situations like

a death or family illness that will prevent the student from completing an assignment or taking a test. Questions about assignments, due dates, test questions, etc. DO NOT constitute an emergency

Note: Remember the story about the little boy who cried wolf. If you abuse the use of "emergency," your teacher may not recognize that you truly do need immediate assistance.

- **HOMEWORK QUESTION:** Self-explanatory
- **CLARIFICATION:** Use this code when you are in need of a clearer understanding on an assignment or the content you are studying.
 1. Students who e-mail teachers Monday – Friday before noon can expect a response the same day
 2. Students who e-mail teachers Monday – Thursday after noon can expect a response before noon the following school day
 3. Students who e-mail teachers Friday after noon – Sunday evening or on holidays can expect a response the next school day by noon
 4. Also, refer to the Netiquette section to be advised on appropriate conduct, as if in a face-to-face (f2f) environment, when communicating via e-mail

Handheld Devices

Most handheld devices (iPad, iPhone, etc.) can access *Edgenuity* but may not have full functionality due to the types of files that hold the content. A desktop or laptop computer is required in order to guarantee a full access to all course materials.

Software

- Current version of Microsoft Word or comparable Apple software
- Current anti-virus application – updated regularly

Note: Assignments must be submitted in Word 2007 or later format (Apple documents can be saved into Word format) It is the student's responsibility to submit assignments in the proper format. Teachers will not be expected to convert assignments submitted incorrectly.

System Requirements for Users

Your computer must meet the following minimal requirements.

Edgenuity Minimum System Requirements	
Operating System	<ul style="list-style-type: none">• Windows 7®• Windows Vista®• Windows XP® (Home / Pro)• Mac OS® X 10.6.2+
Processor	<ul style="list-style-type: none">• PC: 2.33GHz AMD® -or- Intel® Core™ Duo 1.83 GHz• Mac®: Intel Core Duo 1.33 GHz
Memory	<ul style="list-style-type: none">• 1024 MB RAM
Hard Disk Space	<ul style="list-style-type: none">• 500 MB available disk space for browser cache
Display	<ul style="list-style-type: none">• 1024 x 768 resolution• 16-bit color• 128 MB graphics card (for use with Mac computers)
Sound	<ul style="list-style-type: none">• OS supported sound card• Speakers or headsets (recommended)*
Network / Connection Speed	<ul style="list-style-type: none">• LAN 10/100 switched to desktop• Internet access 256 kbps** per concurrent user
Browser	<ul style="list-style-type: none">• Google™ Chrome™ 26• Internet Explorer® 8.x***• Safari® 5.0 (Requires 10.6.2+)• Firefox® 21.0
Plug-Ins	<ul style="list-style-type: none">• Adobe® Flash® Player 10• Adobe Acrobat® Reader® 8• Adobe Shockwave® Player 10• QuickTime® Player 7• Java® Virtual Machine 1.7

Academic Integrity

Learning in an online environment has similar standards to any traditional school, however; the format of the work presents unique situations. Students must maintain the highest level of academic integrity. Any attempts to use dishonesty in the research, construction or submission of work will result in disciplinary action, starting with zeros and moving up to removal from Clovis Online School.

Academic integrity means

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your teacher
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet

Cheating, Plagiarism and/or Copyright Violations

If a student is caught cheating, committing forgery, plagiarizing, or violating copyright (see Plagiarism section), the course teacher will notify the student's administrator and the case review may result in issuing the student a "zero" on the assignment. The teacher shall notify the parent/guardian of the violation. The administrator may choose to impose additional disciplinary action and will notify the student of this discipline. Clovis Online School reserves the right to remove the student from the class for a plagiarism, cheating or any academic integrity violation.

Clovis Unified School District Governing Board Policy No. 7205 Student Use of Technology

The Student User Agreement is an established guideline signed by the student and parent/guardian. In order to use computers that have access to the Internet, students must have an agreement on file. Parents and staff have the right to revoke Internet or computer privileges. The agreement clearly states the regulations and guidelines regarding the use of Clovis Unified School District technological resources. Students enrolled in Clovis Online School must abide by the terms and conditions of the Clovis Unified School District Student User Agreement. If a student violates the Student Use of Technology, that student may lose access to their Edgenuity course and may be withdrawn from the course depending on the severity of the violation at the discretion of site administration. All students should recognize that loss of these technology privileges may prevent the student from successfully completing their coursework. A copy of the Board Policy, Administrative Regulation, and Exhibits are available at <http://boardpolicies.cusd.com/CUSDDocViewer/>

Copyright

Music, poems, images, photos, stories, and publications are all property. They are "owned" just like a computer; car or home can be owned. This kind of property is called Intellectual Property. Copyright law is designed to protect the Intellectual Property of others. As stated in the section on plagiarism, violation of this law is often unintentional, but it is still a form of cheating.

As soon as a document is in a "fixed form", written, added to a Web page, and/or published in a book – it is copyrighted. According to the U. S. Copyright Office, copyright protection begins as soon as the original work is "fixed in a tangible medium of expression." There is no need to mark the item with a copyright symbol or go through a complex copyright registration process.

Copyright law limits republishing, copying or transmitting copyrighted materials. Therefore, when you want to share something available online, don't copy material to discussions or course websites; rather provide the link or URL for other students to navigate to the site. If you do copy something from a Web page, perhaps to include in a project or paper, you should seek permission from the source and, of course, cite your source as stated in the Plagiarism section. <http://education.illinois.edu/wp/copyright/copyrightlaw.htm>

Discipline Code

Learning in an online environment has similar standards to any traditional school, however; the format of work presents unique situations. All students enrolled in a Clovis Online School course are subject to the rules and restrictions of the Clovis Online School Code of Conduct.

District Internet and e-mail Rules

Students are responsible for good behavior on the school network. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access carries with it a responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are subject to review. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they would other information sources such as television, telephones, movies, radio and other potentially offensive media.

Briefly stated, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language or intentionally accessing obscene or pornographic material
- Harassing, insulting or attacking others

- Damaging computers, computer systems or computer networks violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

VIOLATIONS WILL RESULT IN THE LOSS OF ACCESS TO THE COMPUTER NETWORK AND MAY RESULT IN FURTHER LEGAL ACTION

Fair Use

Fair Use guidelines are suggestions developed to help educators and students to make the most of the materials used in a classroom situation. Under these guidelines, students may include materials from copyrighted sources if the use is non-profit, and if the audience is limited to the class participants and teacher. Fair Use doesn't exempt you from citing your sources, but it does help students who are working to complete a class assignment to legally include copyrighted materials in their work.

Internet and Electronic Mail Policy

The Clovis Unified School District is pleased to offer students access to the district computer network for electronic mail and the Internet. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intention is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of student internet access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Improper communication will result in disciplinary action taken by the administration, starting with parent/guardian contact and moving up to removal from Clovis Online School.

Monitoring Student Progress – Family Portal

Parents/guardians and students should use the Family Portal to view student's current grades and averages.

Click here for a link to Family Portal: <https://auth.edgenuity.com/Login/Login/Family>

Netiquette

Students are to respect both their teachers and peers in the Clovis Online School environment just as the traditional schools have guidelines and policies for the classroom. Clovis Online School holds the students to high standards of

communications. This includes an e-mail address that is not offensive or is tasteful for use in stream of Clovis Online School communications.

Plagiarism

Essentially, to plagiarize is to take someone else's ideas as your own. Often, plagiarism happens by accident, students may not intend to cheat at all.

Plagiarism is a form of cheating and will result in immediate removal from Clovis Online School. The integrity of Clovis Online School and online education is far too important to allow any cheating.

The following resources are available to help students understand plagiarism and to help them avoid it and understanding their responsibilities in citing sources: <http://www.plagiarism.org/>

Another source regarding Maintaining Academic Integrity can be found at <http://www.westga.edu/~distance/ojdl/spring2002/heberling51.html>

Understanding Plagiarism

“Citing Credit on “Common Knowledge” – “That’s Common Knowledge so I don’t have to give credit to the source.” If the item is a fact, you do not have to cite your source. If, however, the fact includes some context or phrases that are someone’s interpretation of those facts, you must cite the source. See the *Not-So-Common Knowledge* document from Princeton University available at for more information <http://www.princeton.edu/pr/pub/integrity/pages/notcommon/>

“Paraphrasing and Reordering Words” – “I have changed around the words so I don’t have to give credit to the source.” You may not need to use quotation marks when you reorganize the words from your research sources, but the original ideas are not yours. Reordering words or paraphrasing is still using someone else’s ideas. Even if you paraphrase, the ideas belong to the author and you must cite the source to show you are not trying to take credit for the work of another.

“Citing Facts and Information References” – Those numbers are available in three books so they are facts, they are common knowledge, and I don’t need a citation.” If someone reading the paper will wonder where the information came from, you need to cite your source. When it comes to numbers, always cite the source. If readers know the source they will be able to check how current the information is, review the research techniques of the data collector, and generally evaluate the numbers to confirm they are valid. Without the citation, a reader cannot make a valid judgment about the numbers you used.

Using a Style Guide

Use a style guide to make sure your citations are done correctly. Check with your teacher to confirm which style they require.

http://www.awrittenword.com/style_guide.htm

<http://www.wisegeek.com/what-are-style-guidelines-and-why-are-they-important.htm>



CLOVIS UNIFIED STUDENT CALENDAR 2017-2018

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						1
September 2017						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29*	30
						30
October 2017						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				
						27
November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16
December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
31						16

IMPORTANT DATES
School Starts
Aug 21
School Ends
Jun 8
Elem. Conference Day
(No school for elementary students)
Oct 27
Grading Period*
Sept 29
Nov 10
Dec 22
Feb 23
Apr 20
Jun 8
End of Quarter # (Elementary Only)
Oct 20
Jan 19
Apr 6
Jun 8
HOLIDAYS
Jul 4 - Independence Day
Sept 4 - Labor Day
Nov 10 - Veterans Day
Nov 20 - 24 - Thanksgiving Break
Dec 25 - Jan 5 - Winter Break
Jan 15 - Martin Luther King Day
Feb 12 - Lincoln's Birthday
Feb 19 - Washington's Birthday
Mar 26 - Apr 3 - Spring Break
May 28 - Memorial Day
STAFF DEVELOPMENT DAYS
(No school for all students)
Oct 30
Jan 8
Every Wednesday 90 minute early dismissal days for elementary students only

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30	31			
						17
February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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18	19	20	21	22	23*	24
25	26	27	28			
						19
March 2018						
Su	M	Tu	W	Th	F	Sa
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April 2018						
Su	M	Tu	W	Th	F	Sa
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May 2018						
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						27
June 2018						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						6

CLOVIS ONLINE SCHOOL
Staff List
e-mail addresses

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Academic Counseling Services

New Student Orientation

All students and a parent/guardian must complete the Clovis Online School orientation process. Information will include policies and procedures in relation to the academic program at Clovis Online School. During this 90-minute meeting, the student and parent/guardian will:

- review information and rules relating to Clovis Online School
- complete all required paperwork for enrolling
- meet individually with a counselor
- review graduation check-off information
- sign up for student classes
- answer all questions related to the student's progress
- review career options
- review ILP

Academic Counseling

The counselor maintains an "open door policy" for those students in need of one-on-one counseling. Parents/guardians &/or students are encouraged to seek individual help when they feel it necessary. The general objective of the counselors is to provide services to enable students to make independent, intelligent life decisions. The counselor is available to discuss:

Selection of high school courses
College admissions requirements
Test interpretation and
scholarship information
Scholarships and grants
Registration policies

Transcripts/Graduation information
Vocational & career guidance
Personal counseling
Program changes
Grades and/or credits
Individual learning Plans (ILP)

Yearly Counseling Goals

Grade 9

- The establishment of a four-year educational/career plan
- Report results on State and district competencies
- College and career exploration
- NCAA Clearinghouse
- See your counselor for the Freshman handout

Grade 10

- The Sophomore educational/career plan will be updated by the student with assistance of the counselor
- All tenth grade students will be encouraged to take the PSAT
- Results of State and district competencies will be reported
- See your counselor for the Sophomore handout

Grade 11

- Students will continue with the Career Educational Program
 - To include educational/career plan update
 - To include any testing that may be necessary for identification of interests or aptitudes (optional)
- Students will be informed of their progress toward graduation
- Results of State and district competencies reported – student and parent contact
- Begin research of scholarship opportunities
- Students will be given the following:
 - PSAT/NMSQT, SAT-I, ACT, SAT-II testing information
 - The opportunity to meet with college representatives
 - Information on career-related vocational choices
- See your counselor for the Junior handout

Grade 12

- A senior conference which includes a graduation requirements update will be conducted
- Parents will receive notification when a student is deficient in a class required for graduation
- Seniors will be given upon request:
 - A copy of the College and Scholarship Handbook, which includes final testing options Scholarship and financial aid information
 - Assistance in filling out applications for scholarship and college admission
 - Vocational counseling is available to all seniors
- See your counselor for the Senior handout

Application for Transfer (High School)

Students who decide to return to the comprehensive school must meet or exceed the following requirements in order to be considered for transfer. Transfers occur only at change of semester (twice per year).

Credits: Clovis Online students must be on track for graduation.

Attendance: Clovis Online students will have acceptable attendance.

Center for Advanced Research and Technology (CART)

CART is a center that provides students with career development, job training, and job creating. It serves high school students, community college students and adults. Like Clovis Online School, CART is a charter school and State guidelines do not allow students to be concurrently enrolled in two charter schools.

Earning Credits – High School

Students must achieve 230 total credits to graduate. Along with this, students reach freshman, sophomore, junior, and senior status by achieving a certain number of credits*.

*The following credits indicate grade-level classification:

Freshman (9 th)	0 – 54
Sophomore (10 th)	55 – 109
Junior (11 th)	110 – 164
Senior (12 th)	165 – 230

Students earn variable credits in increments of .5 credits. Credits are awarded upon successful completion of all contracted course work and assessment for each course.

- Students will be enrolled in six courses for completion of 30 credits per semester.
- For students in Grades 9-12, it is extremely important to earn the full 5 credits in each course to stay on track for graduation.
- A traditional grading system is used. Students earn letter grades for the quality of the assignments completed
- Hours for credits are earned for passing work only (earning a “D” or better)
- There will be no credits earned for just showing up for the appointment or lab time (seat time)
- A total of ten (10) credits earned during each six-week period will be considered making normal progress
- For students transferring to Clovis Online School from another high school or program, grades and credits earned by the last day of attendance shall be transferred to the new classes
- An incoming grade of “D” or better is required for credits to be transferred for a class. With an incoming grade of “F”, the student will start at the beginning of the course
- No more than 45 credits may be earned during a semester without prior approval of the Administration
- Credits may also be earned through approved courses offered by Clovis Adult School or ROP courses. Counselor and parent/guardian permission must be obtained in advance. See your Counselor for details

Grading Percentages and Criteria

Progress reports cards are issued to students every six (6) weeks and are mailed to the home address on file. **Semester grades become part of a student's permanent transcript.** Students having financial obligations for books or materials to other sites may not receive report cards until obligations are cleared.

Grades and credits earned as of the last day of attendance at their previous school shall be transferred to the new classes of students transferring to the Clovis Online School from comprehensive high schools. A passing grade is required for credits to be transferred for a class. Students will earn grades/credits based on the traditional grading system (A, B, C, D, or F).

Grade	Percentages	Criteria – Using Quality & Participation Indicators
A =	90% - 100%	A superior level of understanding and involvement regarding all indicators
B =	80% - 89%	A high level of understanding and involvement regarding all indicators
C =	70% - 79%	An average level of understanding and involvement regarding all indicators
D =	60% - 69%	A minimal level of understanding and involvement regarding all indicators
F =	0% - 59%	Less than a minimal level of understanding and involvement regarding all indicators

Guest Passes for Comprehensive Site Events

To provide a safe and positive environment at school events, the site administration reserves the right to deny admission to anyone. Any student requesting a guest pass must request their counselor's approval a minimum of **48 hours** prior to the date of the event. Guest passes will be issued to school activities under the following conditions:

- The guest must be under the age of 21 and at least a ninth grade student at the time of the event.
- If a high school student, the guest must be in good standing at their school of residence.
- The guest must adhere to **all policies** set forth by the school site in regards to behavior, attire and grooming.
- High school age students who have dropped out of school and have not re-enrolled in an education program **will not** be granted a Guest Pass.
- Guests must have a valid photo I.D., such as a Driver's License or school identification card, and an approved Guest Pass to be admitted.
- Students are limited to one guest per activity.

Guests on Campus

In compliance with District Policy, students are *not* permitted to bring guests on campus during the school day. No guest passes will be issued for the Clovis Online School.

High School Credit for a College Class

With prior approval of the school Principal or designee, a student may earn credit for both a high school class and a college class by enrolling in a college class if the college class is not offered at the high school and is not a core high school class. The high school Principal and the Associate Superintendent of Secondary Education must approve exceptions to this regulation.

Progress Reports/Deficiency Notices

Official school-wide notification of student's progress is reported at the end of the six and twelve-week grading periods of each semester. These progress reports will be mailed home. The twelve-week progress report will serve as a deficiency notice to parents and will be mailed home to all parents. **Parents must be contacted and advised if a student is failing or in danger of failing prior to the end of the semester if the twelve-week grade was not an "F."** If at any time parents have concerns or questions regarding their child's progress, they should contact the teacher or counselor as soon as possible.

Regional Occupational Program (ROP)

Students who wish to prepare for a specific vocation in high school may enroll in a program for the Fresno Regional Occupational Program (FROP). These programs are open to any Grade 11-12 student and are usually held at school sites in the Clovis/Fresno area. See your Clovis Online School counselor for more information.

ROP courses provide entry-level job training in more than 35 different areas. These vocational programs are normally about one-half day in length. Students may earn full high school credit, receive job placement help, and may earn a certificate verifying their degree of skill competency.

Several courses are coordinated with Fresno City College programs and most of the courses feature a "community classroom" phase allowing related "on-the-job" training experiences at community work sites. ROP training is designed to benefit college-bound students as well as students desiring immediate full-time employment after high school.

Report Cards

Report cards are issued and mailed home to students two times each year, at the end of Semester #1 in January and the end of Semester #2 in June.

Semester grades become part of a student's permanent transcript.

Scholarships

Seniors who are interested in applying for scholarships or financial aid are encouraged to see their counselor. Fresno City College as well as private training schools offers grants and scholarships.

Social Services Documents

All paperwork for Social Services is completed by your child's counselor. If you need any documents completed and signed, a minimum of **48 hours** is required. Your child must be enrolled at Clovis Online School for a minimum of two (2) weeks before documents of any type will be completed. Please note that the Department of Social Services is notified of every student that drops from Clovis Online School.

Valedictorian Award

This is awarded to a graduate with the highest average GPA who has been enrolled at Clovis Online School for a minimum of two years. The GPA is averaged with their previous two years of high school at other accredited sites. These students receive individual recognition at graduation.

Vocational Education/Career Preparation

The Clovis and Fresno Adult Schools offer a variety of vocational programs both during the daytime and evening. See your Clovis Online School counselor for more information.

White Card Day

White Card Day is the deadline to receive notices of completion for coursework for seniors who are potential graduates. The last day for seniors to qualify for graduate status and to participate in graduation ceremonies will be the Wednesday before the established graduation date. Counselors do an extensive evaluation of each senior's transcript to ensure that they meet all requirements based on grades and credits provided by the teacher.

Work Permits

Any student who is under 18-years of age and who obtains a job while enrolled at Clovis Online School must have a work permit. Work Permit applications are available in the Administrative Office. The qualifications for obtaining and keeping a Work Permit are:

- student must be between the ages of 14 and 17
- student must be in the Grade 9 or above
- student must have satisfactory school attendance
- student must be earning passing grades and be current with graduation requirements

A student's work permit will be pulled or hours reduced when a student has poor attendance or is not doing satisfactory work in their classes.

Meeting with Teachers

Edgenuity

Clovis Online School uses Edgenuity, an online and blended-learning program. The platform provides content for core curriculum, elective, credit recovery, and career and technical courses.

Edgenuity courses, which provide personalized rich-media instruction, are aligned with State Standards. It includes subject-area-relevant tasks and activities, formative and summative assessments, and automatic feedback. Students learn narrative, argumentative, and analytical writing, and are shown practical examples of how the material is used in real life. Edgenuity features multimedia that includes animations, graphics and images, simulations, and labs; eNotes, which lets students take notes and questions in a digital notebook; a glossary of new vocabulary for each lesson; and is compatible with tablets.

Edgenuity includes a variety of tools such as CloseReader, which allows students to zoom in on text, answer comprehension questions, and read or listen to commentary. The platform also provides audio and translation tools for students with hearing problems and new English learners. An eWriting tool helps guide students with the writing process from pre-writing to the final draft. Edgenuity also includes a periodic table, graphic organizers, and calculators.

For more information, visit www.edgenuity.com

Attendance Accounting

Daily contact with the teacher is critical to success at Clovis Online School: in person, by telephone, by e-mail, by video discussion, etc. Assignments are completed independently at home on computer owned by student/family. Labs are available on campus for additional help with any subject. Attendance is generated by students logging on daily and completing assignments in accordance with their pacing guide in the Edgenuity Program.

Frequency of Appointments

Students and parent/guardian will meet with their supervising teacher for a minimum of one hour every two (2) weeks. Appointment times are set for the entire semester at the first meeting. A teacher may provide additional time if needed. A student may also be required to attend a lab to complete a course of study. The lab schedule is available for the entire school year.

Since teacher/student and parent/guardian meetings are only once a month, it is requested that all other personal appointments be scheduled on a different day – conflicts with other appointments will not be accepted as a valid reason for missing a scheduled teacher/student meeting.

All students are required to leave the campus no later than 15 minutes after the completion of their scheduled meeting with their teacher or lab session.

Missing an Appointment

Missing an appointment is a violation of the written Master Agreement and may lead to the student being dropped from Clovis Online School.

If an illness or emergency occurs, it is the responsibility of the student to contact their teacher before the appointment time. Remember that each teacher is on a set schedule and doesn't always have the flexibility to reschedule.

The Master Agreement Contract

Failure to meet the requirements outlined in the master agreement contract may result in the student being dropped from Clovis Online School

Clovis Online School guidelines require a detailed agreement between the individual student, parent/guardian, teacher, and school administrator. This agreement, or contract, will be completed during the student's orientation meeting with the counselor. Working together, they design an agreement that will meet the learning needs of the student and satisfy state and school district requirements for credit and graduation. This agreement is not activated until the student, parent/guardian, teacher, and school administrator properly sign it. **No attendance or credits can be awarded without these signatures and dates.**

The Master Agreement includes:

- The manner, frequency, date, time, and place for submitting a pupil's assignments and for reporting his or her progress
- The title and statement of the major objectives of the course of study covered by the agreement
- The specific resources, including materials and personnel, which will be used during the time of the Master Agreement
- The method used to evaluate the pupil's work
- A statement that the maximum length of time allowed between the assignment of work and the time the work can be turned in shall be one ADA month (four (4) weeks) except when special or extenuating circumstances justify a longer time with prior approval
- The duration of each Master Agreement is limited to one semester
- A statement of the number of course credits Grades 9-12, or hours for Grades 7-8
- A statement that independent study is an optional alternative in which no pupil may be required to participate and that classroom instruction has been offered as an option
- The signature and date of the student, student's parent/guardian, and certificated employee of the district who has been designated as having responsibility for providing assistance to the pupils

Labs

Clovis Online has mandatory labs to accompany Science courses, which are required to earn full credit (Biology and Chemistry).

Lost and Found

Found articles should be turned in to the Administrative office.

Student & Parent/Guardian Involvement

We believe students enrolled at Clovis Online School are entitled to participate in a variety of student activities. We encourage students to become involved with their school by participating in one or more of the following activities:

- Community Health Fair
- Community Service Projects
- Field and Study Trips
- Healthy Start Collaborative
- Teen Parent Council
- Red Ribbon Week
- Parent/Family Education Program
- Student Leadership
- Advisory Committees
 - Student Advisory
 - LCAP
 - WASC

Student I.D. Cards

You will have your picture taken and be given an I.D. card when you meet with your teacher for the first appointment. **All Clovis Online School students are required to provide, on demand, to any school staff member or law enforcement agent, a current student identification card.** This requirement is based upon our desire to provide a safe-school environment free of non-students. Students are required to comply with a request for identification without question.

Student Parking

All students must park their automobiles in the designated area. The two (2) lots are adjacent to the Clovis Online Campus (to the immediate east) and directly across David E. Cook Way (to the immediate south). The parking area is “off limits” to student loitering. By entering this area, the person in charge of any vehicle consents to a search of the entire vehicle and its contents without cause by school officials or police officers. Students are not to park in reserved staff parking areas or neighboring lots. Any student in violation of any vehicle code will be cited. Clovis Online School/Clovis Unified School District is not responsible for loss or damage.

Tips for Online Communication

The point of discussion assignments is for the student to actually discuss his/her understanding of a particular topic. Online learning is especially powerful when students engage one another in discussions about the content of their courses – how you understand a topic may differ from how your peers understand the same topic. This variation in interpretation and understanding depends on personal context, and when it is shared, everyone learns more about the content than simply reading and studying alone.

At Clovis Online School, students have a variety of ways to communicate with teachers and fellow students:

- In Person
- E-mail/Course Mail
- Video Conferencing
- Phone Call

Withholding of Pupil Grades, Diplomas, &/or Transcripts

Section 48904 (b)(1) of the California Education Code provides that any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto...

State-Mandated Testing

All students are required to attend and take State-Mandated tests. Opting out of testing is NOT an option at Clovis Online School. Failure to participate in scheduled, State-Mandated testing may result in the student's removal from Clovis Online School. Please contact your child's counselor with any questions. You may visit the www.clovisonlineschool.com for testing dates.

Physical Fitness Testing

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

Character Counts!

Every day society pays a heavy price for unethical choices of its members. With the stakes higher now than ever, we need to come to our ethical senses and make decisions according to such basic principles as trustworthiness, respect, responsibility, fairness, caring and citizenship – values the Josephson Institute of Ethics has dubbed the “Six Pillars of Character.”



Clovis Unified School District and Clovis Online School have adopted this as a district-wide program. The “Pillars of Character” provide objective criteria to guide student choices. The standard of conduct that arises out of the six core ethical values constitute the ground rules of ethics and therefore of ethical decision-making. So being trustworthy is not enough – we must also be caring. Adhering to the letter of the law is not enough – we must accept responsibility for our inaction. In short, systematically using the Six Pillars can dramatically improve the ethical quality of our decisions, and thus our character.

Harassment

If a student is being harassed or the victim of threatening behavior, it is important that it is immediately reported to the teacher who will work with the administrator to handle the situation. Harassment comes in many forms including spam (unsolicited e-mails not pertaining to the course), bullying, threatening communications, offensive communications or any other kind of communication that makes the recipient feel uncomfortable. The student’s teacher, counselor or other Clovis Online School staff has the discretion to report and take action on disrespectfulness from the student. The student should be prepared to write a statement. Students who engage in harassment, bullying, or threatening behavior will be immediately dropped from Clovis Online School.

Hate-Motivated Behavior

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

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

significant disruption on the school campus. Students who engage in hate-motivated acts will be immediately dropped from Clovis Online School.

Human Dignity Policy

The staff at Clovis Online School recognizes that we are a multi-racial, multi-ethnic school district and believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of our school community is promoted.

In accordance with this aim, this school will not tolerate behavior by students or staff that insults, degrades, or stereotypes any race, gender, handicap, physical condition, ethnic group, or religion.

Sexual Harassment

A safe school environment is free of sexual harassment as defined in Section 212.5 of the California Education Code. Acts of sexual harassment may be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment and have a negative impact upon the victim's academic performance. Students who engage in sexual harassment will be immediately dropped from Clovis Online School.

Clovis Online School Conduct Violations

Classroom violations that will be referred to the office for appropriate disciplinary action include:

- Defiance
- Threats toward teacher or students
- Leaving the class without permission
- Vandalism of school property
- Fighting or threatening to fight
- Profanity directed at the teacher
- Under the influence of a controlled substance
- Possession of a controlled substance
- Possession of a weapon
- Use or possession of tobacco
- Cheating/Forgery
- Plagiarism
- Dress Code violations
- Any situation the teacher judges to be potentially dangerous

Consequences for a school conduct violation referral:

- Work permit may be revoked
- Teacher-parent/guardian-student conference
- Behavior Contract
- Student dropped from Clovis Online School
 - Home school notified for reenrollment

Parent and Student Rights and Responsibilities

Clovis Unified School District Governing Board Policy No. 2101

The laws of the State of California and the Policy of the Governing Board recognize the rights of students to exercise the practice of freedom of expression. The following District rules are established to ensure this right is granted to all students. The Parent and Student Rights and Responsibilities handbook can be accessed at <http://www.cusd.com/parents/rights.htm>

1. The principal of each school shall designate a person, (learning director, or other certificated staff member) to review materials and exercise administrative responsibilities as required by this policy. The name of the designated person shall be suitably posted and his or her decision shall be final in regards to the prohibitions named in this policy. However, any student may appeal a decision concerning this policy to the deputy principal who shall render a decision of the appeal. The appeal shall be based solely on the standards as established in the applicable law and/or ordinance. Failure to observe these rules can result in confiscation of the material, curtailment of the privilege, or when necessary, disciplinary action, including suspension.
2. The designated local school administrator shall develop administrative rules and regulations to implement the Board Policy and District Regulations in conjunction with standard government representatives. In case of a disagreement, the decision of the designated administrator shall be final.
3. The Governing Board of the Clovis Unified School District, in support of the aims of public education, believes that the behavior of the students attending public school shall reflect standards of good citizenship demanded of members of a democratic society. The use of self-discipline (responsibility for one's own actions) is one of the ultimate goals of education. The Governing Board believes, also, that while education is the right of American youth, it is not an absolute right. It is qualified first by eligibility, that is, should the student fail to perform those duties required of him upon attendance in public school, he might then be excluded from the school.
4. Students are expected to observe high standards of conduct, respect for property of others and comply with the regulations of the school.
5. Each student is a representative of the school wherever he may be; our student body prides itself on good sportsmanship, good morals and good manners at all times.

Formal Complaints

Clovis Unified School District Governing Board Policy No. 9207 located in the Parent and Student Rights and Responsibilities Handbook

<http://www.cusd.com/parents/rights.htm>

Prohibited Items:

Bottles, Cans, etc.

Open bottles, cans, containers, and squeeze bottles are not to be brought on campus and will be confiscated.

Electronic Devices

Students may NOT read/send text messages or receive calls during their scheduled meeting with the teacher.

Students may NOT read/send text messages or receive calls while in computer lab (P8) or during any type of testing

Students using cell phones when not permitted (see above) on campus will be subject to the following consequences:

- 1st Offense – Discussion with teacher and parent/guardian contact
- 2nd Offense – Referral to Learning Director for a parent/guardian/student conference
- 3rd Offense – Student may be dropped from Clovis Online School

This policy includes text messaging, picture, internet, etc. Cell phone should be off and only used before and after teacher appointments or in the designated areas. To maintain the integrity of curriculum and tests, cell phones are not allowed to be used in the classroom for any reason. Visibility of an electronic device is unacceptable and will be considered cheating. An exception shall be made by Clovis Online School administration in the event a student's device is essential for the student's health or safety (Education Code 48901.5).

NOTE: Cell phones or any electronic devices brought to school are the student's responsibility. The school will not be responsible for investigating the loss or theft of electronic devices and other prohibited devices.

Graffiti Paraphernalia

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

Laser Pens

A student may not possess a laser pen on campus for any purpose. Laser pens are not appropriate for school use.

Personal Property

Safeguard and protect your personal belongings. Students are asked to leave valuable and/or sentimental items at home. Clovis Online School/Clovis Unified School District is not responsible for loss or damage.

Tobacco/Electronic Cigarettes

Students may not be in possession of any tobacco or electronic cigarette (vaping) products, including smokeless tobacco, or smoke on or around campus or any other campus in the Clovis Unified School District during school hours or during activities of a particular school. Consequences for use or possession of tobacco will be at the discretion of the school.

Clovis Online School Prohibited Behavior

Gang-Related Activities

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

A student may be dropped from Clovis Online School if it is determined that they participated in any of the following prohibited behaviors while on school grounds or the grounds of another school district &/or going to or coming from a school sponsored activity or under the supervision of school staff, which constitutes a violation of Section 48900, Section 48900.2, Section 48900.3, or Section 48900.4 of the California Education Code.

Loitering in public places or on a Clovis Unified School District campus

While enrolled at Clovis Online School students are expected to be under the supervision of a parent/guardian completing assigned work during school hours. Students are not to be on any Clovis Unified School District campus during the hours of 8 a.m. – 5 p.m. The Clovis Police Department and Clovis Unified School District will enforce this policy. Loitering at any public facility during the hours of 8 a.m. – 3 p.m. is not permitted. If student is found to be in violation of this policy, the local authorities will contact Clovis Online School. These restrictions apply to all areas served by Clovis Online School. Student will be dropped from Clovis Online School if found to be in violation of this policy.

Off-Limit Areas

School officials are responsible for the safety and conduct of pupils while at school. In order to fulfill this supervision responsibility, students are required to remain in supervised areas during school hours. All other areas are off-limits. Students will be subject to search and disciplinary action if found loitering in an off-limit area. Areas where loitering is prohibited include:

Off-Limit Areas (cont'd)

- Student and faculty parking lot
- Bicycle racks
- Surrounding Clovis Unified School District facilities and offices
- Fenced area P4-P5-P6
- All areas serviced by Clovis Online School

Profanity

The use of profanity is considered unacceptable and will not be tolerated. Extreme use of profanity or repeated use will result in appropriate discipline.

Student Relationships

During the time the students are in school they should use good judgment in relationships. Holding hands may be permitted but the following behavior will not be permitted:

- Excessive public display of affection
- Any other act which is not in good taste

If students persist in this manner they will be reported to the Administration. Parent/guardian will then be notified of the situation with consequences issued, including being dropped from Clovis Online School.

Vandalizing School Property

California Education Code 16074 states, "Any pupil who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension or expulsion, and the parent/guardian shall be liable to a school district for all property belonging to the school district, loaned to the pupil, and not returned upon demand of employee of the district authorized to make the demand."

The teacher in each class checks out all books and workbooks to the student. It is the student's responsibility to care for these materials and return them to the teacher in satisfactory condition. A fine will be assessed if the condition of the returned materials shows more than average wear. Lost books must be paid for or arrangements made to pay for them before another book will be issued. Transcripts and records may be withheld as long as outstanding obligations remain unpaid.

Use of school equipment without teacher permission is prohibited. Damage to equipment caused by unauthorized use will result in disciplinary action (California Education Code, Section 48900).

Zero Tolerance

The Governing Board of the Clovis Unified School District hereby declares the schools operated by the Clovis Unified School District to have a ***Zero Tolerance Policy*** on:

- sexual battery
- battery
- possession of a firearm
- possession of a knife
- possession of a dangerous object
- possession of explosive devices
- participating in gang-motivated intimidation
- possession of controlled substances
- sale of controlled substances
- vandalism where damage exceeds \$100
- repeated mutual combat
- robbery or extortion
- assault on or threatening of school staff
- hate motivated behavior constituting a statutory violation

Any student who is found in violation of the above shall be taken into custody and shall immediately be dropped from Clovis Online School.

California Education Code 48900

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a Certificated school employee, which is concurred in by the Principal or the designee of the Principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch. 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Clovis Unified School District Governing Board Policy No. 2102, G5

- G5.1 Committed verbal abuse of a supervisor, teacher, administrator, or other school personnel.
- G5.2 Engaged in disruptive behavior on the campus, in the classroom, at a student body activity, on a school bus, at a school bus stop, at a club or other supervised school activity.
- G5.3 Engaged in gambling.
- G5.4 Engaged in hazing or malicious defamation of other pupils or of district personnel.
- G5.5 Engaged in immoral behavior, or was in possession of or possessed for sale any pornographic materials.
- G5.6 Left school during the school day without permission of school authorities or was in a restricted area on campus.
- G5.7 Violated any governmental statute, ordinance, and/or regulation.
- G5.8 Committed an act in violation of the Dress Code, Closed Campus, or any other Clovis Unified School District Governing Board Policy and/or school regulation.
- G5.9 Engaged in hate-motivated behavior.
- G5.10 Engaged in a gang-related activity or emulated gang-related activity.
- G5.11 Provoked, challenged, or engaged in unlawful fighting.
- G5.12 Possessed or used an electronic signaling device.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266C, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding, for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

California Education Code 48900.2

Engaged in Sexual Harassment sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating or hostile educational environment

California Education Code 48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 33032.5

California Education Code 48900.4

Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to create an intimidating or hostile educational environment.

California Education Code 48900.7

In addition to the reasons specified in Sections 48900, 48900.2, 48900.3 and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

- (a) For the purpose of this section, "terroristic threat" shall include any statement, whether written or oral by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Dress Code

Clovis Online School Dress Code

We believe that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for both boys and girls. However, we recognize that students' mode of dress and grooming is a manifestation of their personal style and individual preference. We believe that students and parent/guardian can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness.

Clovis Unified School District Governing Board Policy No. 2105 states that "A consistent dress and grooming policy is necessary in order to maintain order, provide a safe school environment and promote discipline. Dress or grooming that draw undue attention detract from the educational process and are therefore unacceptable."

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

1. present a hazard to the health or safety of the student or to others in the school;
2. materially interfere with school work, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to school property; or
4. prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Student violations of these regulations are termed willful defiance of the valid authority of the school principal or designee, and the Board directs that the principal or designee may administer any appropriate disciplinary action to include removal from Clovis Online School.

Administrative Regulation 2105 states the following:

A. Apparel

- All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.
- Articles of clothing which display gang symbols, profanity or products or slogans promoting tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military, paramilitary, or camouflage attire will not be permitted.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes exotic clothing, exotic jewelry, exotic make-up, body piercing, etc.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Tank tops are not appropriate or acceptable. Shoulder straps on tops worn by students must not be less than two inches (2") in width, and any apparel determined by District personnel to be too revealing is not acceptable.

- 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.
- Mini-skirts and culottes are acceptable for students so long as they extend to a maximum of four inches (4") above the knee. Dress that exposes bare midriffs or cleavages is prohibited.
- The wearing of shorts will be permissible. Shorts are to be worn no shorter than six inches (6") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. All sportswear-type shorts, bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Board shorts are also unacceptable. Appropriate shorts may be worn for physical education activities and athletic practices.
- Straps must be fastened at all times.
- Leggings will be allowed if over garment reaches four inches (4") above the knee.
- 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 7-12, 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. For safety reasons, students in pre-school through Grade 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap. See Exhibit No. 2105 (2).

Excessively baggy pants 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.

- Oversized shirts that present a safety concern or reflect gang style are not acceptable.
- 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.

- No frayed clothing is acceptable (manufactured or otherwise).
- Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Athletic wear as well as fleece sweatpants are not acceptable, with or without a team/designer logo.
- Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.).

B. Grooming

- Hair which causes undue attention is not acceptable; i.e., unusual designs, colors, symbols, messages, Mohawks, or "tails," or unusual razor cuts. Complete razor shaving of the head is allowed. Partial razor shaving of the head may be only one inch (1") above the top of the ear.
- Bangs or other hairstyles must not obstruct nor interfere with vision.

C. Jewelry

Body piercing (eyebrows, nose, lips, tongue) is not acceptable. Ear piercings are acceptable

D. Shoes

"Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in Grades 7-12, 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."

Examples of Secondary Acceptable backless shoes:



Examples of Secondary Unacceptable backless shoes:



Support Services

Bilingual Education

Students identified as qualifying for bilingual services are assigned to a teacher who is BCLAD/LDS/CLAD/SDAIE/ELD certified. At Clovis Online School, the assigned teacher works with the site EL Coordinator to provide additional Edgenuity options. In addition, a Bilingual Instructional Assistant may work collaboratively with the teacher.

Nursing Services

A School Nurse is available on a part-time basis and is on call in case of an emergency or if a student becomes ill after he/she arrives on campus. All accidents that occur should be reported immediately to the office. The Nurse's Office is located on the Gateway High School campus and can be reached at 559.327.1877.

Parent/guardian – please note the following regarding the health and safety of students enrolled at Clovis Online School:

- **Contagious Disease Policy:** Clovis Unified School District follows California Education Code guidelines for students with infectious or contagious diseases. Clovis Online School 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 Clovis Unified School District: Student and Parent Rights and Responsibilities for policies and regulations).
- **Emergency Cards: Important!** Keep your child's emergency card updated with current home, cell, and work telephone numbers. Provide names and telephone numbers of relatives or friends who can be contacted in the event that a parent/guardian is unable to be reached. A parent/guardian must sign the "authorization for seeking emergency treatment" portion on the emergency card. This signature also allows the school to give information to emergency medical services and teachers.
Note: Complete both sides of the emergency card.
- **Immunizations:** All students entering Intermediate and High School must meet all current California Immunization requirements for schools – NO SHOTS, NO ADMITTANCE. **California Law – Pertussis Vaccine Booster was effective on 7/01/2011.** All students entering or advancing into Grades 7-12 are **required** to have proof of a Pertussis (Tdap booster) on or after their 7th birthday, **prior** to school entry in August 2011. However, those students where there is a question will be required to submit written proof from a physician, clinic, or Health Department. The Varicella vaccine, Hepatitis B vaccine (HBV) series and a second MMR are also **required**. If you need assistance, you can contact your physician, the Fresno County Health Department or the school nurse's office. NOTE: Clovis Unified has

immunization clinics monthly throughout the District. Call the school nurse for more information.

- **Medications:** If it becomes necessary for your child to take a prescription or over-the-counter medication at school, the California Education Code and the Clovis Unified School District Board Policy require that the school receive new each year:
 - **Written** prescription from the physician, including the name of the medication, dosage, and times to be taken
 - Medications must be clearly labeled and in the original container
 - All medications must be kept in the School Nurse's office
 - Students may **NOT** carry medications on campus. All medications must be clearly labeled and are to be kept in the Health Office in a locked cabinet.
 - The only exception to this policy is an inhaler.
 - All medications including inhalers, prescription meds, and over-the-counter meds are to be reviewed by the school nurse. A "Medication at School" form signed by the parent and physician must be presented to the school nurse for all medications to be administered at school and renewed each academic school year.

- **Screening Programs:** Hearing and Vision Screening for all Grade 10 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 1.

- **Special Health Needs:** If your student has special needs such as bee sting allergy, diabetes, asthma, seizure disorders, etc., please contact the school nurse as soon as possible at 559.327.1877

Resource Specialist Services (RSP)

The RSP teacher has certification in special education and learning disabilities. The Resource Specialist provides basic instruction in academic areas to students who have been certified as requiring such instruction. The teacher also plays an active role as a resource to teachers in designing and implementing teaching strategies for students with learning difficulties.

School Assessment Team

The Clovis Online School Assessment Team is an ongoing forum for parents/guardians to ask questions and voice concerns. The goal of this team is to make the best overall decisions for the school. This team is also partnered with the Healthy Start Collaborative.

Annual parent surveys and student surveys are completed to help evaluate our school and district. This survey is very important because it offers parents/guardians a chance to express opinions on how the school is doing and to offer suggestions on what areas the school should improve.

Education is most successful if it is a team effort between the home and the school. Parental involvement is crucial to a student's academic success. Parents/guardians who are interested in becoming involved in the School Assessment Team are invited to contact the school.

Section 504 Plan

If you suspect that your child has a disability (i.e. learning disabilities, dyslexia, chronic health problems, attention deficit/hyperactivity disorder, etc.), which may substantially limit his/her learning, you may request that your child be evaluated under Section 504 of the Rehabilitation Act (1973). A qualified educational team will evaluate your child to determine if he/she qualifies as a disabled individual. Qualified disabled students will have an Individualized 504 Plan developed by an educational team that will include the school site 504 coordinator, your child's teachers, other support personnel as needed, and you, the parent/guardian. This plan will be reviewed annually and will address appropriate interventions to assist your child's educational program. For transfer students with current Individualized 504 Plans, an educational team will review the plan to determine whether to continue it until the next annual review or to schedule a meeting to recommend revisions to the plan. For more information, contact your child's teacher, the school site 504 coordinator, the District's 504 Coordinator.

Student Supports (CSI)

Clovis Online School students have full access to the Healthy Start Center, transition center and staff, located on the adjacent Gateway campus. Our staff and district representatives along with a collaboration of community agencies and organizations will be providing needed services to our families and students directly on site. Services include assistance with Anger Management Groups, Drug Counseling, Teen Parent Services, and At-Risk Teen Groups.

These collaborative partners for the Healthy Start program include the following: Fresno County Health Services Agency – Mental Health and Community Health; Fresno County Department of Social Services – Cal Learn, Child Protective Services and Eligibility; Fresno County Probation Department; Clovis Police Department, Marjoree Mason Center, Clovis Youth Employment Service, Westcare Drug and Alcohol Treatment, Youth Leadership Institute, etc.

Our goal is to meet the many diverse needs of our school population. Students and families can be referred for assistance either through self-referral, parent/guardian, school staff, or an outside agency referral. The Healthy Start Collaborative assesses the primary problem through counseling services with school counselor or Healthy Start coordinator and then makes the appropriate referral. The student may be referred to an outside agency, placed in a SAP group on campus that deals with the primary problem, or referred to one of the collaborative partner agencies listed above. Some of the obstacles for success that students face includes: drugs, teen pregnancy, anger, depression, self-esteem, rebellion, lack of job and employability skills and family dysfunction.

Services will include individual and family counseling, support groups, parent and teen pregnancy education, vocational and job training, student/family health services, smoking cessation groups, etc.

All discussions with the Healthy Start Collaborative and the SAP Core Team are considered confidential except: in cases of abuse, to avert a clear and present danger to self or others, or to report that a crime involving injury or major property loss will or has been committed. In these cases, the situation must be reported.

If a student or parent/guardian needs any information, contact Denise Sandifer, Healthy Start Coordinator, at 559.327.1861.

Student Study Team (SST)

The Student Study Team process may be initiated by any faculty member. Once the Student Study Team referral is reviewed by the student's counselor, it will be the coordinator's responsibility to organize and facilitate the Student Study Team. Student Study Team members should include (but are not limited to) the student's teachers, school counselor, nurse, SAP counselor, school psychologist, and parent/guardian. Counselors will provide Student Study Team referrals upon request.

Should you, the parent/guardian, be concerned that your child is not making adequate progress academically or behaviorally in school, you may ask your child's teacher to refer your child to the school's Student Study Team (SST). The SST is composed of your child's teacher, other teachers, other staff as needed (such as the Language Speech Specialist, Resource Specialist, School Nurse, School Psychologist, a site administrator), and you, the parent/guardian.

The SST will review your child's educational progress including his or her learning strengths and needs as well as social/emotional development, and develop an appropriate plan to address concerns. This plan may include modifications in the classroom, behavior contracts, contracts addressing homework, communication between school and home, referral to other support services at the school or community agencies, etc. The plan is reviewed at regular intervals to determine if it is addressing the learning needs of your child. The plan may be updated and or revised as needed.

CLOVIS ONLINE SCHOOL

Emergency Procedures

The entire school safety plan is available for review in the office

Power Outage – This alert is used with a rolling blackout/power outage or other emergency

(No Alarm – Message sent via e-mail with subject of POWER OUTAGE)

- Proceed with normal classroom/office schedule
- If classroom is dark, open doors and/or move students to alternate location
- Utilize flash lights if available

Facility Alert – This alert is used when police or other law enforcement agencies have notified administrators that a potentially hazardous situation may reach a district facility. A facility alert is similar to a temporary lockdown; however, in this situation employees must be prepared to evacuate a room when prompted to do so.

(No Alarm – Message sent via e-mail with subject of FACILITY ALERT)

Used when there is time available to react to an emergency

- Report to classrooms immediately
- Take roll
- Continue normal classroom procedure with all students IN the room
- Students may only leave the room if accompanied by an ADULT
- Classroom doors remain unlocked unless directed otherwise
- Check e-mail frequently, wait for instruction

Evacuation of Building – Fire or other unsafe condition in room

(Fire alarm will sound)

- Use fire exit routes, escort class quietly and report to designated area
- Take roll and report any and all missing students
- Verbal instructions will be given to indicate when it is “All Clear” to return to classrooms

Lockdown – Armed or threatening intruder

(No Alarm – Message sent via e-mail with subject of LOCKDOWN or repeated blasts on Emergency Whistles)

- Seek immediate cover in nearest classroom/building (1 min. to clear campus)
- Immediately lockdown the classroom/building
- Assume the “duck, cover and hold” position, await instructions
- Turn off lights and stay low to the ground (prone position), away from any windows
- Everyone needs to remain quiet and wait for further instructions
- Verbal instructions will be given to indicate when it is “All Clear”

Earthquake Procedures

In the event of an earthquake or other natural disasters students and staff will need to seek immediate cover under furniture and assume the duck, cover, and hold position by taking the following actions:

- Drop to knees
- Hold leg of furniture until shaking stops
- Cover face with arms or hand
- Make body as small as possible
- Close eyes
- Continue in this position until cleared with an all call announcement or from emergency response teams.
- At the conclusion of an actual event students will evacuate the building.