

# Parent/Student Handbook

2023-2024

## Clovis Online School

*Accredited by the Western Association of Schools & Colleges*



**CLOVIS ONLINE  
SCHOOL**

*Rigorous, Flexible, Student-Centered Learning*

**Clovis Online School**

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

**A direct charter of Clovis Unified School District**

*Accredited by the Western Association of Schools and Colleges (WASC)*

*Approved by the National Collegiate Athletic Association (NCAA)*

*College Preparatory Coursework Approved by the UC and CSU Systems*

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## **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 comprised of 38 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 K-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 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  
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**

<b>Students</b>	<b>Employees</b>	<b>Community</b>
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	
	<b>Schools and Facilities</b>	
	World Class	
	Community-centered	
	Kids deserve the best	
	Community accessible	

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 ONLINE SCHOOL**

### **Mission Statement**

Clovis Online School is committed to providing 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 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.”

### **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

## **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 10 million students, and that number is increasing each year)
- 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 fingerprints left with students in online education.
- 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, daily.

## **GENERAL INFORMATION**

### **Important Academic Dates for 2023-2024**

First day of school – Monday August 21<sup>st</sup> , 2023

Last day of 1<sup>st</sup> semester – Thursday, December 21<sup>st</sup> , 2023

First day of 2<sup>nd</sup> semester – Tuesday, January 9<sup>th</sup> , 2024

Last day of school and end of 2<sup>nd</sup> Semester – Friday, June 7<sup>th</sup>, 2024

Last Academic day for Seniors (White Card Day) – Wednesday May 22<sup>nd</sup> , 2024 @ 12:00pm

### **Holidays – (No School), Office, CAPA, & labs closed, teachers not on Campus**

Sept 4 - Labor Day

Nov 10 - Veterans Day

Nov 20 - 24 - Thanksgiving Break

Dec 22 - Jan 5 - Winter Break

Jan 8 - Teacher In-Service Day - No School

Jan 15 - Martin Luther King Day

Feb 12 - Lincoln's Birthday

Feb 19 - Washington's Birthday

Mar 25- April 1- Spring Break

May 27 - Memorial Day

### **Important Dates for Seniors**

Mandatory Senior Meeting (only attend 1) March 11, 2024 6:00 pm or March 15, 2024 3:00 pm located at the Professional Development Center 1680 David E. Cook Way, Clovis CA

Last Academic day for Seniors (White Card Day) – Wednesday, May 22<sup>st</sup>, 2024 @ 12:00pm

Graduation Practice (Mandatory) – Thursday, June 30<sup>th</sup> , 2024 @ 8:45 am at Reyburn Intermediate and June 31<sup>st</sup>, @ 7:30 am at Lamonica Stadium

Graduation Ceremony – Friday May 31<sup>st</sup>, 2024 @ 7:30pm

## **Office Hours**

The Main Office and Counseling Center are open as follows: (MASKS ARE OPTIONAL ON CAMPUS & STATUS MAY CHANGE DEPENDING ON DHS)

Monday -Thursday (except holidays and breaks) - 8:00am to 4:00 pm

Fridays - 8:00am – 4:00 pm.

During the summer the main office is open M-Th 7:45-4:00 (closed Fridays)

\*Please note that hours and days of operation will vary the week of July 4<sup>th</sup>, so you may wish to call prior to coming to the office that week.

## **Visitors/Guests on Campus –**

In compliance with District Policy, ALL people entering the campus that are NOT Clovis Online students must check in at the main office prior to visiting classrooms or teachers. This includes parents and guardians.

## **Health Office**

A School Nurse is available to COS Students. All accidents that occur should be reported immediately to the office.

## **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 7<sup>th</sup> 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 at 327-1877 for more information.

## **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 off campus 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).

## Medications at School

- 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.
  - **More information can be obtained by calling our health office at 327-1877**

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## Lost and Found

Found articles should be turned in to the administrative office. You may retrieve lost items from the main office during regular office hours.

**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. **REPLACEMENT ID CARDS WILL COST \$10.00 (FIRST ID CARD IS FREE).**

## Student and Visitor Parking

All students and visitors must park their automobiles in the designated area. The two (2) designated 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 not allowed for 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.

## Bicycles on Campus

Bicycle racks are located between C1 and the Enterprise classroom. Locks are **not** provided and must be brought by the student. Clovis Online is not responsible for the students

bicycle or other property while on this campus.

## **Loitering and Campus Access**

Students may only be on campus on school days, during school hours for the following reasons:

Teacher or Counseling  
appointments Computer Lab  
Usage  
Attendance at Biology, Chemistry or  
Physics Labs Student Leadership Class or  
Meetings  
Testing or Exams  
Scheduled Student  
Events  
Any Teacher, Counselor or Administration Approved Activities or Events

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 (this is inside a classroom, office or lab). 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

- Student and faculty parking lots (unless going to or from vehicle)
- Bicycle racks (unless placing or retrieving bike)
- ANY Surrounding Clovis Unified School District, campuses, facilities and offices
- Fenced area by T1-T2-T3-T4-T5-T6

## **Lunchtime Policy** (only applies when a student is on our campus)

Students are not permitted to be on campus (unless teacher, counselor or administration has approved) during lunch from 11:30-12:30. Students are NOT to be loitering in the outdoor areas of campus or on CUSD property at any time during the day, including the lunch hour. Clovis Online is not a traditional campus and we do not have the staff to supervise (and keep safe) students in the outside areas of campus. Students who break this policy will be reminded of the policy and may be asked to leave campus or may even be barred from coming onto campus for any reason without prior approval if they continue to break the policy or if they cause any issues while on campus.

## **Computer Lab (Math Lab) –**

Students in need of help may access the computer/math lab. The math lab is located in C1 on the WEST side of campus (until the computer lab D5 is complete). Please ask your teacher for a current lab schedule. The lab teacher is provided a lunch hour each day and students MAY NOT remain in lab and MAY NOT be on campus during this lunch period (see policy above).

Students who attend the computer lab must be in dress code and follow all CUSD behavior rules and expectations while on campus and in the lab. Failure to follow this policy may result in the student being asked to leave, being barred from utilizing the computer lab in the future or for major issues student may face removal from Clovis Online.

### **CAPA (PE Facility) –**

A CUSD teacher will be onsite at our state-of-the-art Facility two sessions each school day, providing first rate physical education to our students. Students who attend at least two sessions per month will satisfy their PE requirement in its totality (each session attended will remove 1 unit from the Online PE Course & students will still need to complete their fitness logs). Students who attend two sessions each month **AND** complete the online portion of PE will receive a letter grade of an A, instead of a pass/fail grade. See your teacher for more details.

### **Guest Passes (Dance Passes) for Other Schools**

Clovis Online School students may wish to attend another school's event. If the other school permits this, they often request an event guest pass to be completed by the guest's school. Any COS student requesting a guest pass must request their counselor's approval a **minimum** of **1 business day** prior to needing the pass returned to them. Guest passes will be issued to school activities under the following conditions:

- COS student requesting guest pass **must** be in at least 9<sup>th</sup> grade at time of event.
- COS student requesting pass **must** be in good academic standing as determined by counselor or administration
- COS student requesting guest pass **must not** be on academic probation
- COS student requesting guest pass **must not** be on a stipulated suspension or expulsion order, or undergoing disciplinary proceedings from **ANY** other school or district
- COS student requesting guest pass **must** have their current school ID card

### **Work Permits- Please call 327-4400 to make an appointment to obtain your work permit.**

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 Main 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 revoked, or hours allowed will be reduced when a student has poor attendance or is not doing satisfactory work or progress in ANY of their courses.**

### **Informal/Formal Complaint Process**

It is the policy of Clovis Unified School District to develop and publish complaint procedures for the prompt and equitable resolution of complaints of students, employees, parents, and the public regarding district personnel, practices, and policies (see CUSD board policy: Student and Parent Rights and Responsibilities No. 1312.1). If you have questions or concerns about a CUSD employee or program, please contact the administration. The Learning Director or Counselor will initially discuss your concern(s) regarding any program, personnel, practices, or policy. You may also submit your concern

informally of on the formal complaint form available in the office (see CUSD board policy: Student and Parent Rights and Responsibilities No. 1312.3).

## **ACADEMIC POLICIES**

### **Appointments –**

All COS students must attend MANDATORY appointments with their teacher while enrolled. A minimum of two appointments per month are required.

Students who are not doing well academically, are not logging into the Edgenuity system regularly, or are falling behind in progress towards graduation may be required to attend more face-to-face meetings than the minimum. Frequent virtual appointments may also be required (in addition to face-to-face appointments) using google hangouts at the teacher's discretion.

### **Missing an Appointment (virtual or in person)**

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.

### **Mandatory Events on Site (testing, science labs, etc.)**

The following are **mandatory**, on-campus events for ALL Clovis Online Students

- California State Testing (also known as SBAC or CAASPP Testing (grades 7, 8, 11 only)
- Physical Fitness Testing (may be held at our gym, CAPA)
- Monthly appointments
- Biology, Chemistry and Physics Labs (only if enrolled in one of these courses)
- Senior Information Night (only if in grade 12)

A list of these activities and events will be provided to all students at orientation or by teacher during the first week of school. Dates for most events will be provided at that time but official SBAC and PE testing schedules will be sent out closer to the actual dates.

Students who DO NOT attend their scheduled SBAC or PE testing may be placed on academic probation, lose access to Edgenuity, or they may be dropped if they do not participate. If you need a special accommodation with one of these tests, please speak with your counselor.

### **Attendance**

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. Students with poor attendance may be placed on academic probation or dropped from Clovis Online School. Students **must** log in by noon each day.

## Credits

Progress towards graduation is measured in credits. Each semester of a course is valued at 5 credits. Students have only successfully completed that semester when they have earned all 5 credits with a grade of “D” or higher. Some courses are only 1 semester long (worth 5 credits) but most are two semesters in length (worth 10 credits). Students at Clovis Online earn credits based upon how much of a course they complete. It is possible to earn a portion of the credits in a class. If only a portion is earned a student may be required to complete the class in another semester, change courses, complete summer school etc. so as to finish the required 5 or 10 credits.

A minimum of 230 credits is required for graduation from Clovis Online School. However, these credits must be earned in specific subject areas (English, Math, PE, etc.) in varying amounts. Your counselor will develop a 4-year plan with you when you enroll that will help guide course selection for your time at Clovis Online. More information is in the Academic Counseling section of this handbook.

The following credits indicate grade-level classification:

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

Credits can ONLY be earned by completing work in a course. No credits are given for appointments, computer labs. However, ROP/CTE and our on-site leadership class do provide credit opportunities in a classroom setting. These off-site courses are extremely limited in space. See your counselor for details.

[\(also see Graduation Requirements on Page 24\)](#)

## Maximum Credits Allowed

A normal student course load is 30 credits per semester (60 per year). If a student is credit deficient or is requesting more than 30 credits in one semester, the counselor has discretion to assign up to 45 credits per semester. If a student is requesting or is needing to complete more than 45 credits they need to work with their counselor to petition COS administration for approval.

## Forced Withdrawal from COS

A student may be withdrawn from Clovis Online if there is significant lack of progress and/or a lack of communication from the parent/guardian. COS staff will make every attempt to work with the family prior to a student being withdrawn but if the student/family does not attend meetings, stops progressing in courses or stops communicating with the school, a student may be withdrawn.

Anytime a student is withdrawn from Clovis Online the student’s home/resident school and district will be notified, so as to help the student transition back to another school setting.

[\(also see Academic Removal on page 19\)](#)

## **Early Graduation Requests**

Students that wish to graduate 1 semester or 1 year early must work with their counselors to set up a plan that then must be submitted for approval by COS administration. Under no circumstances will students be allowed to graduate more than 1 year early from Clovis Online School.

Students that petition to graduate early will be required to be on track or ahead of schedule to graduate already, must have proven to be academically successful, must have good attendance, no missed appointments. Before a petition is approved a student must have attended for at least 1 semester so that an academic history at COS has been established.

An early graduation petition that has been approved may be revoked at any time by COS administration if the student begins to struggle, misses appointments or labs, does not attend required events/testing etc. The parent or guardian that signed the plan (as well as the student) may also ask to revoke the petition at any time and the student will be returned to the original graduation timeline. If a petition is revoked by COS or student/parent a new petition would be required to be submitted and approved if the student wishes to then graduate early. [\[also see Graduation Requirements on Page 24\]](#)

## **Master Agreements (MA's)**

**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 school year
- 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

## Grading Criteria

Progress report cards are issued to students every six (6) weeks and are available in parent connect. **END of semester grades become part of a student's permanent transcript.** 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.

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

## Science Labs -

Clovis Online requires that all students taking college preparatory (P) Chemistry, Physics, or Biology must attend mandatory wet labs with hands-on experience to meet college entrance requirements. Clovis Online considers the lab process a critical component of any laboratory science course because it brings the scientific process to life. If a student fails to attend all required labs the student will not be able to get better than a "D" grade in the course. *Note - Many colleges/universities do not accept a grade of D or lower as a college prep class in the sciences.*

## 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](http://www.clovisonlineschool.com) for testing dates (testing calendar is updated in the spring).

## 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.  
ALL STUDENTS ARE REQUIRED TO ATTEND PE TESTING IN THE SPRING. STUDENTS

WHO DO NOT ATTEND THIS TESTING MAY BE REMOVED FROM COS FOR FAILURE TO MEET THIS REQUIREMENT.

### **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 will be available in parent connect. The twelve-week progress report will serve as a deficiency notice to parents and will be available in parent connect. **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.

### **Report Cards**

Report cards are issued and available in parent connect. **Semester grades become part of a student's permanent transcript.**

### **Advanced Placement Courses**

Clovis Online has a variety of Advanced Placement (AP) courses available. These courses allow students to take a rigorous, college level course and earn high school credit. Students that successfully complete an AP course are eligible to take the AP exam in May. Students that pass this exam may earn college credits at many colleges and universities.

Students that take and pass AP or honors courses are also able to have their grade in the course reflect in their weighted GPA. For example, in most courses a grade of "A" is worth 4.0 points a "B" is worth 3.0 points, etc. In an honors or AP course a grade is worth one GPA point higher. For example, a grade of "A" is worth 5.0 points, a "B" is worth 4.0 points, etc.

Students that choose to take an AP exam may be required to attend mandatory study sessions, practice exams, as well as testing. These mandatory, on-site sessions will be included as part of a student's grade and are required regardless if a student will be taking the AP exam or not. A schedule of these required meetings will be provided by the AP teacher. **Additionally, AP students may be dropped from an AP course if they are not current with their coursework.**

Students wishing to take an AP course are encouraged to speak with their counselor. Students may be required to meet a minimum academic standard, and/or prerequisites prior to being approved to enroll in an AP course.

### **Honors Courses (HP)**

Clovis Online offers a limited selection of honors courses in English, Biology and Chemistry. These courses are challenging and will help prepare students for the rigor of Advanced Placement or college courses.

Students that take and pass AP or honors courses are also able to have their grade in the course reflect in their weighted GPA. For example, in most courses a grade of "A" is worth 4.0 points a "B" is worth 3.0 points, etc. In an honors or AP course a grade is worth one GPA point higher. For example, a grade of "A" is worth 5.0 points, a "B" is worth 4.0 points, etc.

Students wishing to take an honors level course are encouraged to speak with their counselor. Students may be required to meet a minimum academic standard, and/or prerequisites prior to being approved to enroll in an honors level course.

### **College Prep Courses (P)**

Any course designated by a “P” in the course handbook or on a student’s transcripts is a college preparatory course that satisfies one of the criteria established by the University of California system in its (A-G) college entrance requirements. These courses are also recognized as college prep by the CSU college system and by many private institutions. Courses that are classified with a “P” code may be located in the District’s Course Description Catalog available on our school website or from the counseling center.

College Prep Courses (P) are designed to prepare a student for a 4-year university. These courses require a grade of “C” or higher to be counted as college prep. These courses will fulfill high school graduation requirements just as a non “P” level course will. A student must complete a full complement of “P” level courses in order to be considered to have complete the A-G requirements. Requirements for each university may differ so please speak with a counselor about the specific university you are interested in attending to plan out your schedule.

### **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 at 12:00pm (noon) on 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. A senior who has not earned a minimum of 230 credits AND completed all graduation requirements by White Card Day **WILL NOT** be eligible to walk in the graduation ceremony. ([also see Important Dates for Seniors on page 8](#))

### **Valedictorian Award**

This is awarded to a graduate or graduates 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. Students that earn this award will be recognized at the graduation ceremony and will earn the right to wear gold cords over their robe at the graduation ceremony.

### **Salutatorian Award**

This is awarded to a graduate or graduates with the 2<sup>nd</sup> 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. Students that earn this award will be recognized at the graduation ceremony and will earn the right to wear gold cords over their robe at the graduation ceremony.

### **Graduates of Distinction**

A graduate who scores well enough on their state-mandated testing during 11<sup>th</sup> grade will earn a special seal on their diploma and will be recognized during the graduation ceremony. Their name will also be submitted to local newspapers as “Graduates of Distinction.”

## **Repeating Courses**

If you fail (receive an “F”) a course, you may be required to repeat the course or a similar course for a higher grade and credits (zero credits are given for an “F”). If you received a grade of “D” and wish to try for a higher grade you may petition to do so. Only a few designated courses are repeatable for higher grades. All other courses can be taken for credit only once. If you receive a “D” in a course and you repeat the course, you are repeating the course for a higher grade; you will not receive *additional* credit. If a student achieved a grade of “C” or higher they will not be allowed to repeat a course for a higher grade. Repeating a course requires counselor and administrative approval. Speak to your counselor for more information.

## **Academic Warning**

A student who is currently experiencing attendance concerns or is not making satisfactory progress in their courses may be placed on an Academic Warning Status by their teacher. This status will be communicated home and will list the specific set of remedies, interventions and conditions that the student needs to follow in order to show improvement. Students on Academic Warning *may* not be issued guest or dance passes to other school’s events.

## **Academic Probation**

If a student who was already placed on “Academic Warning” continues to show lack of improvement in attendance and/or course progress may be placed on academic probation by the counselor or administration. This will require a meeting with the counselor, teacher, student and parent/guardian on-site at Clovis Online School. The document will detail the exact issues that need to be remedied and will list specific requirements for the student to complete.

Students who are on Academic Probation **will not** be eligible to receive guest or dance passes to other school’s events. Additionally, students on Academic Probation **will not** be issued a work permit or will have existing permits revoked.

## **Academic Removal**

If a student is not showing satisfactory progress towards a high school diploma they may be removed from Clovis Online School. Clovis Online does not take the process of removing a student lightly and we will work closely with parents/guardians and will work to implement as many solutions/interventions as possible prior to taking this step.

A student may also be withdrawn from Clovis Online if there is significant lack of progress and/or a lack of communication from the parent/guardian. COS staff will make every attempt to work with the family prior to a student being withdrawn but if the student/family does not attend meetings or stops communicating with the school, a student may be withdrawn.

Anytime a student is withdrawn from Clovis Online the student’s home/resident school and district will be notified so as to help the student transition back to another school setting.

## **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 assignments 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, the teacher will notify the student's counselor 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. If the student continues to show a lack of academic integrity or if the initial violation was egregious, the counselor may choose to impose additional disciplinary action and will notify the student/home of this discipline. **Clovis Online School reserves the right to remove the student from the course or the school for a plagiarism, cheating or any academic integrity violation.**

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

**"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.

**"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 can't make a valid judgment about numbers you used.

## ACADEMIC COUNSELING

### **Counseling Center –**

The counseling center is located on the center of our campus, just off David E Cook Way.

The Main Office and Counseling Center are open as follows:

Monday - Friday (except holidays and breaks) – 8:00am to 4:00 pm

### **Academic Counseling**

The COS counseling team will allow for walk-in appointments when available. However, they are often in other appointments, orientations, and meetings. As a result, you may be asked to schedule an appointment. Please call your counselor directly to schedule with an appointment. Parents/guardians and/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. Counselors are available to discuss:

Selection of high school courses	Transcripts/Graduation information
College admissions requirements	Vocational & career guidance
Test interpretation and	Personal counseling
Scholarship information	Program changes
Scholarships and grants	Grades and/or credits
Registration policies	Individual learning Plans (4-year plans)
Social/Emotional Services	

### **Orientation/Intake**

A counselor at Clovis Online School will meet with each student and their parent/guardian when they first enroll to complete an intake and orientation. This meeting often includes an academic review of transcripts, development of a long-term academic plan (4-year plan), and the development of a course schedule for the current academic semester. The counselor will then create an Edgenuity account (for both parent and student), give an Edgenuity overview, and brief training of the online learning system. The counselor will often provide information about courses, progress towards graduation, and A-G requirement progress (if applicable). The counselor may also help the student/family explore the many different types of social and emotional services that Clovis Online is able to offer as well. Finally, the counselor will complete the enrollment process and get the student started in a few courses. After the orientation the counselor will work with the teacher to set up an initial monthly meeting with the new student and family. The availability of the teaching staff varies from day to day and often the first meeting with a teacher may take place at a later date.

### **4-Year Plan**

Every high school student that arrives to COS will have a long-term academic plan developed for them known as a 4-year plan. This plan will take into account all four years of a student's high school to create a plan towards graduation. This plan is a "living document" and will be updated each year by the counseling staff and student to make sure that it is still accurate and reflecting current progress towards graduation.

## **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
  - a) To include educational/career plan update
  - b) 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:
  - a) PSAT/NMSQT, ACT, and SAT testing information
  - b) The opportunity to meet with college representatives
  - c) 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) A copy of the College and Scholarship Handbook, which includes final testing options, Scholarship and financial aid information
  - b) Assistance in filling out applications for scholarships and college admission
  - c) Vocational counseling is available to all seniors
- See your counselor for the Senior handout

## College Pathways

Each counselor is well versed in student college entrance and application processes. If a 4 or 2-year college or university is in your plans, please be sure to attend a college night, FAFSA workshop, and/or community college workshop to help you prepare. Students wishing to attend a 4-year university may need a different set of courses than students wishing to attend a private school or a community college. Be sure to speak with your counselor as soon as possible so that they are scheduling the correct courses to help you achieve your goals.

## CTE/ROP Courses

Career Technical Education (CTE) provides students with the academic and technical skills, knowledge and training necessary to succeed in future careers and to be a lifelong learner. CTE courses, programs and training focus on the technical and academic skills needed to attain and maintain high-skill, high-demand careers. A quality CTE experience offers opportunity for learning in Career Awareness, Career Exploration, and Career Readiness for students at a variety of grade levels. Clovis Unified offers 18 different pathways, with approximately 70 courses from the 15 career industry sectors. In addition to technical training and career foundations, these courses also offer a wide range of additional educational benefits, including critical thinking development, technical literacy, public speaking skills, leadership development, and planning/organizational skills. Qualifying courses and course instructors also offer dual enrollment college credits, industry certification, and internships for students. Students need to be prepared for any postsecondary education or training experience. (See CTE Section in CUSD Course Description booklet for more detailed information).

Clovis Online offers a wide variety of CTE courses through our online learning platform. Speak to your counselor for more information.

**Face to Face CTE courses are available on a VERY limited basis** to Clovis Online students that reside within the Clovis Unified District boundaries. These courses are located at other district sites and meet daily. Speak with your counselor to get more information or to apply to enroll in one of these courses. Please remember that applying to a CTE course does not guarantee a place in these face to face courses. The courses are *extremely* limited in enrollment and fill up rapidly.

## Application for Transfer (CUSD High Schools Only)

Students who wish to return to a CUSD comprehensive high school of their residence, 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.
- Behavior: Students must not have had any major discipline violations while attending COS.
- Prior Stipulations (if applicable): If a student was undergoing discipline proceedings prior to their enrollment at Clovis Online, they must have met all of the stipulations on their contract with the CUSD Student Services and School Attendance Department (SSSA) to be considered for transfer back to a comprehensive school site.

## Graduation Requirements

Below is a chart that shows the *minimum* course/subject requirement to graduate from Clovis Online School. These requirements are the same at all Clovis Unified high schools. Various courses can be used to complete the requirements and thus not all student course experiences will be the same.

Please note that the courses to complete these requirements for a diploma track and college track student will vary tremendously.

Required Subjects	Length of Time	Credits
English/Language Arts	4 Years	40
<b>Mathematics</b>	Minimum of 2 Years in High School to include:	20
	<ul style="list-style-type: none"> <li>• Math 1</li> <li>• Math 2</li> </ul>	
<b>Science</b>	2 Years of Science to include:	20
	<ul style="list-style-type: none"> <li>• 1 Year of Physical Science</li> <li>• 1 Year of Biological Science</li> </ul>	
<b>History/Social Science</b>	3 Years of History/Social Science to include:	30
	<ul style="list-style-type: none"> <li>• 1 Year of World History</li> <li>• 1 Year of United States History</li> <li>• 1 Semester of United States Government</li> <li>• 1 Semester of Economics</li> </ul>	
<b>Health</b>	1 Semester of Health	5
<b>Physical Education</b>	4 Years of Physical Education to include:	40
	<ul style="list-style-type: none"> <li>• 2 Years of Core PE</li> <li>• 2 Years of PE Elective (Grades 11/12 Only)</li> </ul>	
<b>Academic Breadth</b>	2 Years of Selected Combinations Listed Below:	20
	<ul style="list-style-type: none"> <li>• 2 Years of World Language</li> <li>• 2 Years of Visual/Performing Art</li> <li>• 2 Years of a CTE Course               <ul style="list-style-type: none"> <li>○ 2 Years of any Combination Above</li> </ul> </li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• 1 Year of any of the Above Plus:               <ul style="list-style-type: none"> <li>○ An additional year of Science (3<sup>rd</sup> Year)</li> <li>○ An Additional year of Math (3<sup>rd</sup> Year)</li> <li>○ 1 Year of English or Math Intervention</li> </ul> </li> </ul>	
<b>Electives</b>	Any Additional Courses to complete the 230 Credit Requirement	55
<b>TOTAL CREDITS</b>		<b>230</b>

## **Transcripts**

Student grades and credits earned are recorded at the completion of each semester on the official transcripts. These transcripts reflect all the academic progress towards graduation during a student's high school career. Transcripts may also reflect a student's progress at other Clovis Unified, California, or U.S. high schools. In order for another high school's courses, credits and grades to be included on COS transcripts (and towards graduation) the institution must be accredited by that applicable regions accrediting agency and COS must be provided an official copy of their transcripts. For example, in California the accrediting agency is the Western Association of Schools and Colleges (WASC). This agency accredits all colleges and high schools in much of the Western United States.

To request official or unofficial transcripts from Clovis Online School please visit the counseling center during normal business hours or use [www.Parchment.com](http://www.Parchment.com) to order them for a nominal fee. We are unable to complete transcript requests over the phone for confidentiality reasons as we are not able to verify identity over the phone. To order them in person please be sure to have your student ID or a government issued ID with you. Please note that transcripts can be requested by a parent of a minor only (under 18 years of age). Once a student turns 18 they must request the transcripts themselves as they are legally considered an adult.

## **Social/Emotional Services**

Clovis Online counselors have been trained in many social/emotional counseling areas in addition to their academic roles. Clovis Online offers group sessions through the CUSD Clovis Support and Intervention (CSI). These sessions help students deal with a wide range of social/emotional issues so please work with your counselor if you feel your student may benefit from support.

In addition to our counseling team, Clovis Online has partnered with 3 other CUSD schools and is proud to offer services through our Transitions Team (also known as the Access Team). These services are housed at the Community Resource Center which is located at the back of Gateway High School (about 40 yards from the Clovis Online campus). The Community Resource Center coordinates various programs to serve all of Alternative Education including Clovis Online School, Gateway High School, Enterprise Alternative and Clovis Community Day School. The Transition Coordinator receives information on all students that are enrolling at any of the sites served and helps coordinate services for any student in need. Services that the transition team may be able to offer or will help the student/family access include group therapy, drug or alcohol counseling, anger management and other social/emotional services. Please work with your counselor if you feel your student may benefit from these services.

## **Suicide Prevention**

The Clovis Online counseling and administrative staff have received training on suicide prevention. COS counseling and administrative staff also have access to many Clovis Unified resources for a student in crisis. If there are any concerns for the health or safety of **any** student, please don't hesitate to call your child's counselor or the COS principal for more information/help. If you fear for your child's immediate safety it is recommended that you call 911 as soon as possible, as local law enforcement is well versed and trained to help. **The back of each student ID cards has the suicide prevention hotline numbers.**

## **Scholarships**

Seniors who are interested in applying for scholarships or financial aid are encouraged to see their counselor. Many colleges and organizations offer grants and scholarships. Clovis Online counselors have access to a database of many scholarship opportunities.

The Clovis Online counseling team also raises money each year to provide for scholarships for deserving COS seniors. Students must apply during the spring semester and recipients are announced at senior graduation practice. To date, several thousand dollars have been provided to many amazing COS graduating seniors.

## **Summer School**

Clovis Online School provides a free summer school for students each summer. To qualify for summer school a student must be credit deficient or have an impacted schedule. Early graduation requests are not a valid reason to enroll a student in summer school.

Qualifying students are limited to 10 credits (15 for incoming seniors) each summer. Course offerings are limited during the summer and focus on students trying to get caught up in progress towards graduation. Students in need of summer school are contacted in late May or early June by their teacher and/or counselor. For more information, please contact your counselor.

## **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 or the District's 504 Coordinator.

## **Student Study Team**

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.

## STUDENT POLICIES

### **Student Conduct**

Students will be held to the same conduct standards as any other Clovis Unified Student. All California Education codes apply in regard to student behavior, and discipline. Please remember that these rules apply not just when a student is on campus but may apply to conduct or behaviors off campus as well. Students are reminded that electronic communication and social media is a powerful tool but also provides for ease of opportunity for abusive, violating or even unlawful conduct.

### **Conduct Violations**

Below are examples of violations (this does not encompass all possible violations) that may be referred to the administration for appropriate disciplinary action:

- 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

Please note – while some of these violations may only be applicable when a student is on campus, many such as threats, profanity, plagiarism, etc. can be done through electronic communications such as email, text messages, social media, etc. If the violation happens on or off campus it will be dealt with swiftly and to the maximum extent provided for under California Education Code.

### **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.

### **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 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 are not limited to, criminal acts which are statutory violations, but include non-criminal acts such 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 subject to disciplinary actions including, but not limited to, suspension and/or removal from Clovis Online School.

## **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 subject to disciplinary actions including but not limited to, suspension and/or removal from Clovis Online School.

## **Electronic Device Policy (When on campus)**

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 or during any type of testing.

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

- 1<sup>st</sup> Offense – Discussion with teacher and parent/guardian contact
- 2<sup>nd</sup> Offense – Referral to Learning Director for a parent/guardian/student conference
- 3<sup>rd</sup> 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 (CA 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.

## **Prohibited Items**

### 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.

### 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, after school hours or during activities of a particular school. Consequences for use or possession of tobacco will be at the discretion of the school.

### Alcohol or Controlled Substances

Students may not be in possession of (or under the influence of) alcohol or any type of controlled substance. Law Enforcement will be called for these violations.

### Dangerous Objects or Weapons

Students may not bring on to campus any item that could be dangerous to the health and safety of others. Weapons or explosives of any type are not permitted. Law Enforcement will be called for these violations.

## **Zero Tolerance Policy**

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 referred to Law Enforcement and may possibly be dropped from Clovis Online School.**

## **California Discipline Ed Code**

### **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. 5144, A7**

- a. Verbally abusing a supervisor, teacher, administrator, or other school personnel.
- b. Engaging 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.
- c. Engaging in gambling.
- d. Engaging in hazing or malicious defamation of other pupils or of District employees.
- e. Engaging in immoral behavior, including, but not limited to, possession or possession with intent to sell any pornographic materials.
- f. Leaving school without permission of school authority during the school day or entering a restricted area on campus.
- g. Violating any governmental statute, ordinance, and/or regulation.
- h. Committing an act in violation of the District's dress code, closed campus, or any

other District board policies, administrative regulations, and/or school rules.

- i. Engaging in hate-motivated behavior.
- j. Engaging in a gang-related activity, or emulating gang-related activity.
- k. Provoking, challenging, or engaging in unlawful fighting.
- l. Using a cell phone or other electronic device in an unauthorized manner or at an unauthorized time during the school day, while riding on a school bus, or at any time while students are under the supervision of District employees, unless essential to the health of the student. If an electronic device causes a disruption, it may be confiscated by a District employee.
- m. Intentionally falsifying or misrepresenting material information provided to a District employee or on District records or altering, defacing or destroying District records without proper authorization.
- n. Engaging in any form of communication that is obscene, libelous or slanderous.

**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 I 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.

(D) 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**

When a Clovis Online student is on campus, attends a CTE course at another site, attends a COS or CUSD sponsored event (including Graduation), the Clovis Unified Dress Code may apply. It is as follows:

#### Clovis Online School Dress Code

We believe that attention to appearance and a student's attitude toward self and school are related. Good grooming, and appropriateness of attire are a part of learning for all students. 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 parents/guardians can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness.

Clovis Unified School District Governing Board Policy No. 5132 states that "A consistent dress and grooming policy is necessary 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 schoolwork, 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 defiance of the direction and 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 5132 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 which promote tobacco, alcohol, drugs or sex; materially interfere with schoolwork; 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.

- Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing, and extreme make-up that disrupts the learning environment.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
- Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
- Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
- Straps on shoes and clothing must be fastened at all times.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
- Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, 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. 5132 (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. Pant hems must not be stapled or pinned.
- Sleepwear is not permissible.

- Oversized shirts that present a safety concern or reflect gang style are not acceptable.
- If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. 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.
- Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
- Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
- Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination, harassment of race, religion or sexual orientation.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.).

#### B. Grooming

- Hair shall be clean and neatly groomed.
- Hair, beard, or mustache styles which disrupt the learning environment are not acceptable, e.g. unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
- Bangs or other hairstyles must not obstruct nor interfere with vision.
- For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head consistent with rules established by the instructor.
- Tattoos, permanent or temporary, must be covered at all times.

#### C. Jewelry

Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, or tongue) is not acceptable. Jewelry, including piercing jewelry that disrupts the learning environment, is not allowed.

#### D. Exemptions

- Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of Board Policy No. 5132.
- A petition for an exemption from enforcement of a specified portion of Board Policy No. 5132 (see Exhibit No. 5132(1) – Petition for Waiver of Dress and Grooming Compliance) may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent of School Leadership within 30 calendar days of the denial.

## **Student and Parent Rights and Responsibilities**

### **Clovis Unified School District Governing Board Policy No. 5020.10**

The Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. The Student and Parent Rights and Responsibilities Handbook can be accessed at <https://www.cusd.com/StudentRightsResponsibilities.aspx>

In conformity with applicable law, the Board makes the following policy statement regarding student behavior:

- Students shall be respectful to teachers and others in authority and be kind and courteous to schoolmates. This shall include complying with the District's policies and administrative regulations and applicable laws.
- Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and cooperation with all members of the school community.
- Students will be encouraged to uphold the six pillars of CHARACTER COUNTS!: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided, will be given every opportunity to do so, provided the student meets their obligations.

The Board directs the Superintendent or designee to develop a functional and orderly procedure through which consideration of student problems and concerns can be addressed and resolved expeditiously and in the best interests of the involved parties.

APPENDIX

**Campus Map**

