

Reagan Educational Center  
Reyburn Intermediate School  
Clovis East High School



**STUDENT-PARENT  
HANDBOOK  
2021-2022**

**WOLFPACK MEANS FAMILY**

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**Eimear O'Farrell, Ed.D.**

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**Norm Anderson**

Deputy Superintendent

**Robyn Castillo, Ed.D.**

Associate Superintendent

Instructional Services

**Barry Jager**

Associate Superintendent

Human Resources & Employee Relations

**Maiya Yang**

General Legal Counsel

**Steve France**

Assistant Superintendent

Educational Services

**Kevin Kerney**

Assistant Superintendent

Buchanan Area

**Denver Stairs**

Assistant Superintendent

Facility Services

**Darin Tockey**

Assistant Superintendent

Clovis North Area

**Corrine Folmer, Ed.D.**

Associate Superintendent

School Leadership

**Michael Johnston**

Associate Superintendent

Administrative Services

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Assistant Superintendent

Clovis Area

**Marc Hammack, Ed.D.**

Assistant Superintendent

Clovis West Area

**Susan Rutledge**

Assistant Superintendent

Business Services

**Jennifer Thomas**

Assistant Superintendent

Clovis East Area

**Erin Waer**

Assistant Superintendent

Curriculum, Instruction, and  
Accountability

**2021-2022 C.U.S.D. GOVERNING BOARD**

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**Susan K. Hatmaker, Board Vice-President**

**Tiffany Stoker Madsen, Board Clerk**

**Hugh Awtrey, Member**

**David DeFrank, Member**

**Yolanda Moore, Member**

**Elizabeth “Betsy” Sandoval, Member**

An Affirmative Action/Equal Opportunity Employer

**Notice of Nondiscrimination**

This School District/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.

## **IMPORTANT DATES**

**\*Further details can be obtained on the Reagan Educational Center website.**

August 2nd - August 6th	REC Online Registration
August 9th	Reyburn: 7 <sup>th</sup> Grade Orientation
August 16 <sup>th</sup>	1 <sup>st</sup> Day of School
August 24th	REC - Welcome Back to Campus Family Night
September 6th	Labor Day – No School
September 11th	“The Howl” Foundation Dinner
September 24 <sup>th</sup>	Six Week Grading Period
October 1st	Clovis East Homecoming
October 28 <sup>th</sup>	CUSD SPED Harvest Festival Dance
November 5 <sup>th</sup>	Twelve Week Grading Period
November 11 <sup>th</sup>	Veteran’s Day Holiday – No School
November 22nd – November 26 <sup>th</sup>	Thanksgiving Break – No School
December 1st	Asian Student Success Conference
December 4th	Clovis East: Winter Formal
December 17th	Semester Ends
December 13 <sup>th</sup> - December 17th	Semester Finals
December 20th – January 3rd	Winter Break – No School
January 17 <sup>th</sup>	Martin Luther King Day – No School
February 14 <sup>th</sup>	Lincoln’s Birthday – No School
February 15 <sup>th</sup>	Clovis East: Senior Parent Night
February 18th	Six Week Grading Period
February 21st	Washington’s Birthday – No School
February 26th	Clovis East: Sadie Hawkins Dance
March 10 <sup>th</sup>	Latino Student Success Conference
April 8 <sup>th</sup>	Twelve Week Grading Period
April 11 <sup>th</sup> – April 18 <sup>th</sup>	Spring Break
May 14 <sup>th</sup>	Clovis East: Junior/Senior Prom
May 26	2022 Graduation
May 30 <sup>th</sup>	Memorial Day Holiday – No School

**REAGAN EDUCATIONAL CENTER HIGH SCHOOL**

**REAGAN EDUCATIONAL CENTER VISION STATEMENT**

Reagan Educational Center, continues to build on a long-held Clovis Unified tradition—the Spartanian concept of “Mind, Body, and Spirit.” This concept shapes the vision of the center, which states that every student will be given an opportunity to maximize his/her potential in the areas of mind, body, and spirit.

**REAGAN EDUCATIONAL CENTER MISSION STATEMENT**

The mission of Reagan Educational Center is to graduate students who possess the background knowledge, academic skills, and technological expertise they will need to become lifelong learners, productive workers, and civic-minded community members. We also believe participation in school activities builds stronger relationships, improves self-esteem, and develops the skills students need to prepare them to meet future challenges in college and the workforce.

**WHERE TO GO FOR INFORMATION**

**Class of 2022**

Advisors: Joshua Adams  
Leticia Valencia

**Class of 2023**

Advisors: Stacy Beiden  
Muggs Marquez

**Class of 2024**

Advisors: Shelley Lane  
Amanda Morris

**Class of 2025**

Advisors: Stacia Josephson  
Shawn McAvoy

**Counselors**

Jonithan Johnson (Head Counselor)  
327-4504  
Michael Avants – 327-4502  
Joe Flint – 327-4140  
Raxl Fontenot - 327-4094  
Kim Hamilton – 327-4052  
Lada Xiong – 327-4151  
Sylvia Lopez – 327-4152  
Cynthia Salery – 327-4507  
Shur Lee – 327-4145

**Special Education**

Reyburn: Allison Gage  
Clovis East: Lisa McPhetridge

**Section 504**

Reyburn: Jennifer Leslie  
Clovis East: Heather Randall/ Joyce  
Patterson

**Reagan Educational Center • Reyburn: 327-4500 Clovis East:  
327-4000**

- Attendance ..... RYB: 327-4653; CE: 327-4028
- Activities Information.....RYB: 327-4500; CE: 327-4318
- Athletic Information..... RYB: 327-4788; CE: 327-4790
- Bus Schedules/Receptionist..... RYB: 327-4500; CE: 327-4000
- Club Information/Activities Office.....CE: 327-4318
- Dance Passes/Deputy Principal’s Office.....327-4011
- Financial Obligations/Financial Clerk..... RYB: 327-4641; CE: 327-4013
- First Aid/School Nurse.....RYB: 327-4677; CE: 327-4018
- Free Lunches/Food Service..... RYB: 327-4736; CE: 327-4383
- Foundation/Michelle Fernside.....327-4019
- Lost & Found/Receptionist..... RYB: 327-4500; CE: 327-4000
- New Students/Registrar.....RYB: 327-4653; CE: 327-4022
- Psychological Services..... RYB: 327-4626; CE: 327-4056

SAT/ACT Testing Information/Sylvia Lopez.....	CE: 327-4152
Scholarship Information.....	CE:327-4142
Student ID Cards/Activities Office.....	327-4318
School Insurance/Athletic Office.....	RYB: 327-4788; CE: 327-4790
Student Government/Activities Office.....	CE: 327-4318
Student Parking Permits/Activities Office.....	CE: 327-4318
Transcripts/Registrar.....	RYB: 327-4653; CE: 327-4022
Work Permits.....	CE: 327-4142
Zangle Information/Data Processor.....	RYB: 327-4641; CE: 327-4023

**ATTENDANCE**

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he/she be in school as many days as possible.

Since September 1998, SB727 has been in effect, which changes how schools receive funding for attendance. **School funding is now based on actual attendance of students and funding will no longer be given for excused absences.** The new law is intended to increase student attendance.

For both educational and financial reasons, we need your help in making sure your child has good attendance. There are times when it is necessary for a child to miss school. For example, we do not recommend that a child come to school if he or she is ill or could spread his or her illness to others. **We need your help in minimizing all other absences.**

Please note that **parents are required to clear absences.** Parents must clear absences within 5 days of the student’s absence, otherwise the absence will remain “uncleared” and be considered a truancy. **All-day absences should be cleared within 24 hours of the occurrence to avoid a potential truancy.** Under the law, schools must continue to track all absences and report them to the state.

Our procedure is a period by period attendance check, which is posted by each individual teacher. Each day, we know the period or periods that a student has missed. When a student is absent, students and parents should adhere to the following procedure.

1. All absences can be cleared by telephone, email, or in person. **Notes will not be accepted.** Absences may be cleared only by parents or guardians.
  - a. Emails can be sent to our Clovis East attendance office at [emmarojas@cusd.com](mailto:emmarojas@cusd.com) or
  - b. Reyburn attendance office at [sarahomata@cusd.com](mailto:sarahomata@cusd.com)
  
2. To accommodate the needs of the entire student body, telephone calls will be handled as follows:
  - a. Parents may call the Attendance Office between the hours of 7:15 a.m. and 4:15 p.m. and speak directly to one of the attendance clerks at 327-4653 for Reyburn and 327-4028 for Clovis East.
  - b. Parents may leave a message on the attendance recorder between the hours of 4:15 p.m. and 7:15 a.m. The recorder number is 327-4100 for Clovis East and for Reyburn, 327-4653.
  - c. **A Spanish-speaking** interpreter is available to assist in any matters regarding attendance.
  - d. A school message machine calls home twice daily on any student missing one or more classes.

3. **Students must obtain permission prior to leaving campus during the school day.**
  - a. **Failure to obtain an off-campus pass prior to leaving may result in a truancy. Students who are truant will be referred to student services for disciplinary action. After School Detention, Saturday School and/or non-privilege may be the result of truanies.**
  - b. **It is the student's responsibility to pick up his/her off campus pass for a pre-arranged appointment. We do not send a reminder or deliver passes to class.**
4. Students arriving at school more than 30 minutes late to a class will be marked as a truancy- tardy with the county SARB board. A teacher may refer a student for disciplinary action. A student arriving to class late with an excused pass from the attendance office is not considered tardy. A student who arrives to class late without a pass from the attendance office is considered tardy or truant.
5. In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited to the first and last 5 minutes of class.
6. **We do not accept deliveries of balloons, flowers, and other non-school related items (drinks, food etc.) for students.** These items are considered a distraction to the learning process and should not be on campus.
7. The Attendance Office will not accept any messages or articles from non-parents or legal guardians.

## **ATTENDANCE REGULATIONS AND PROCEDURES**

### 1. Authorized Absence:

- a. Parents should clear any absence within 24 hours. Absences uncleared after 24 hours may be considered a truancy. Uncleared/unverified absences or truancy will result in appropriate disciplinary action, including but not limited to After School Detention and/or Saturday School being assigned.
- b. State Law requires all students to attend school daily. Acceptable excuses which allow work to be made up include the following:
  1. Legitimate illness
  2. Medical appointment
  3. Court appearance
  4. Bereavement
  5. School-related activity
- c. If a student's **anticipated** absence is going to last for five or more days (i.e. personal travel), the principal may authorize placing the student on Independent Study for the duration of the absence. The parent **must** contact the attendance office **at least five (5) days prior** to the anticipated absence to complete an Independent Study Contract. All arrangements and paperwork are to be completed prior to the absence. All coursework assigned as per the contract is to be returned to the attendance office upon the student's return to school.

### 2. Absences Due to Suspension:

A student who has been suspended from school may, **at teacher discretion**, be allowed to complete all assignments and other work missed during the suspension,



including tests. Upon satisfactory completion of assignments or other work, the student shall be given full appropriate credit.

3. Unauthorized Absence and/or Truancy:

A student whose absences are not cleared, unauthorized, considered truanancies, or not due to suspension may not be allowed to complete assignments, tests, or other class work missed due to the absence.

### **STUDENT MAKE-UP POLICY FOR ABSENCES**

1. Not all educational activities can be duplicated; therefore, excessive absences may result in a grade reduction or failing grade.
2. It is the student's responsibility to make up work missed due to absences and is to be determined by the individual teacher.
3. Students will be given time to make-up work for authorized absences that is equivalent to the number of days missed (e.g., a two-day absence requires make-up work for two missed class meetings).
4. Students are expected to complete on time any classwork they were assigned prior to their absence.
5. Students signing an Independent Study contract for absences greater than 5 days must turn in all work upon return. If work is not completed, consequences will be assigned until work is completed.

## **ACADEMIC POLICIES AND PRACTICES**

### **COLLEGE PREPARATORY COURSE (P)**

Any course designated by a "P" is a college preparatory course that satisfies one of the criteria established by the University of California system in its (a-g) college entrance requirements.

### **COURSES REPEATED**

A few designated courses are repeatable for credit. All other courses can be taken for credit only once.

### **PROCESS FOR REPEATING A COURSE TO IMPROVE A GRADE**

A student may petition to substitute a grade by repeating a course, with the following understanding and conditions:

1. Original grade earned was less than a "C".
2. The site principal, or designee, must grant approval on a petition form. Approval to repeat a course must be obtained from the student's counselor prior to enrollment in the course.
3. Only courses taken in the Clovis Unified School District (original or repeated) can be considered on this petition.
4. A student may substitute a grade only once for a particular course, and for only one previous attempt.
5. The petition will be denied if the student has taken additional coursework in the same department (since the original attempt) where the original course is listed as a prerequisite for the additional course work (e.g., a semester of Math 1 could not be repeated once a student has begun work in Math 2). Any special circumstance must be noted and approved.
6. The original attempt will remain on the student's transcript, with the letter grade and the credits changed to zero.
7. A student who substitutes a grade by repeating a course **will not** qualify for the Valedictorian Award.

### **GRADE CHANGE POLICY**

1. A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. **A student's grade may not be changed after six (6) weeks from the**

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one year early) must petition for prior administrative approval. A petition for early graduation may be obtained in the Counseling Center. A conference with the student and parent/guardian will be held to review expectations and timelines. It is the student's responsibility to meet all deadlines for senior graduation. Early graduates will not be allowed to participate in the graduation ceremony, nor in the end of the year senior activities.

**CHEATING/PLAGIARISM**

1. Any student determined to be cheating or plagiarizing on any test or assignment, will receive a zero for that test or assignment, and the student's grade will be affected accordingly. Parent contact will be made by the teacher. Plagiarizing also includes the use of internet materials without appropriate citation.
2. A conduct referral will be submitted to the Student Services Center immediately. Disciplinary action will be taken as deemed appropriate.

**STUDENT GRADE REPORTING**

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

**September 24, 2021**  
**November 5, 2021**  
**December 17, 2021**  
**February 18, 2022**  
**April 8, 2022**  
**June 3, 2022**

#### **WITHDRAWAL FAILURE (WF)**

A student may initiate the dropping of a class, without penalty, until the end of the fourth week of each semester. After that date, withdrawal will result in a "**WF**" grade on the student's transcript. All students enrolled in advanced placement (AP) courses must adhere to the policies outlined in their AP Agreement.

#### **ACADEMIC PROBATION**

Students who fail two or more classes in a semester are placed on academic probation for the following semester, during which time they are expected to improve their grades. Students who continue a pattern of failure, and fail two or more classes in subsequent semesters, are not making adequate progress toward graduation. Such students may be recommended for transfer to an alternative educational program. Students exhibiting declining grades may be subject to Academic Probation restrictions from co-curricular and other school privileges.

#### **NON-GRADUATION STATUS**

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

#### **INFORMAL/FORMAL COMPLAINT PROCESS**

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

If you have a question or concerns about a CUSD employee or program, please contact the administration. The Learning Director or Counselor will initially discuss your concern(s) regarding any program, personnel, practices, or policy. You may also submit your concern in writing on the informal or formal complaint form available in the office (see CUSD: Student and Parent Rights and Responsibilities No. 9208).

#### **COLLEGE CLASSES**

Juniors and seniors are allowed to enroll in either a community college or CSU college class, provided the student is earning a minimum 3.0 GPA, and prior administrative approval is granted. College classes will count for credits earned in college.

With **prior** approval of the school principal, 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** a core high school class. The high school principal and the Associate Superintendent of Secondary Education must approve exceptions to the regulation.

### **ACADEMIC RECOGNITION AND SPECIAL PROGRAMS**

#### **HONOR ROLL**

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

Principal's Honor Roll	G.P.A. of 4.0
High Honors	G.P.A. of 3.76-3.99
Honor Roll	G.P.A. of 3.25-3.75

#### **GRADUATION HONORS**

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

1. Valedictorian(s) and Salutatorian(s)

2. Graduates of Academic Distinction

#### **VALEDICTORIAN AND SALUTATORIAN AWARD**

The Valedictorian Award will be given to all graduates who earn straight A's in their first seven semesters. If no student in the graduating class has all A's, the Valedictorian Award will be awarded to the student(s) who has the highest unweighted grade point average for his/her first seven semesters. The Salutatorian Award will be given to the graduating twelfth grade student(s) who has earned all A's and one B in seven semesters. A student who substitutes a grade by repeating a course **will not** qualify for the Salutatorian or Valedictorian Award.

#### **GRADUATES OF ACADEMIC DISTINCTION**

- Maintain a minimum CSU weighted GPA of 4.15 over **five semesters (10<sup>th</sup>, 11<sup>th</sup>, and first semester of 12<sup>th</sup> grade)**
- Complete at least five Advanced Placement classes in the high school years.

#### **STUDENTS WHO WILL BE RECOGNIZED AT THE END OF THEIR SENIOR YEAR**

1. **National Honor Society-** Students who have been inducted into the National Honor Society (NHS) based on their demonstration of exemplary scholarship, service, leadership, and character, will wear a medallion at their graduation ceremony. **Membership in NHS is extended to students through the following process:**
  - a. Any student in grades 10, 11 or 12, who has a minimum, un-weighted GPA of 3.5, may download an NHS application from the Clovis East High School website, beginning the first week in December.
  - b. Completed applications must be turned in to the NHS advisor by the Friday before first semester finals. **No late applications will be accepted.**
  - c. A distinguished faculty council first scores each application according to an identifiable degree of each applicant's achievement, involvement, and participation in the areas of scholarship, service, leadership and character.
  - d. A list of proposed applicants will be given to the Clovis East Staff who may cite evidence for objection. The NHS committee at Clovis East HS reserves the right to make the final decision.
  - e. New applicants will be notified of their status on or before March 1.
  - f. Any violation of the Clovis East Zero Tolerance policy, or clear evidence given concerning a student's inappropriate academic character, will result in dismissal from NHS, and the student's name will be removed from the NHS register.
2. **C.S.F. Life Members-** (See California Scholarship Federation)
3. **Principal's Medallion-** The Principal's Medallion award will be given to all students who earned an overall unweighted grade point average between 3.85 and 4.0 through their first seven semesters. All classes taken in high school, beginning with the ninth grade will be included.
4. **State Seal of Biliteracy-** (See State Seal of Biliteracy)
5. **Advanced Academics Academy-** To qualify for the Advanced Academics Academy (AAA), students must take two or more honors or advanced placement courses each of their 4 years at Clovis East, while maintaining a minimum 3.5 GPA. Advanced Academics Academy members are signified by wearing a navy-blue cord at graduation.
6. **Military Recognition** - Students who will be joining a branch of the armed forces following graduation.

#### **CALIFORNIA SCHOLARSHIP FEDERATION (LIFE MEMBERS)**

The California Scholarship Federation (CSF) is a state honor society, which requires its members to take college preparatory classes, and, at the same time, maintain an extremely high grade point average, while also performing 45 hours of community service. Members benefit by opportunities to visit major colleges and universities each school year. Eligibility is based on criteria described on the application form, which form is available from the CSF advisor. At graduation, those seniors who have been in CSF for four semesters from their sophomore, junior, and senior years (one must be from the senior year) are declared CSF Life Members. These life members receive the gold stamp of CSF on their diploma, which is recognized by most colleges and universities throughout the nation. These students receive special recognition at graduation commencement, and at the annual CSF banquet. Membership dues must be paid when signing up each semester. Report cards and dues should be brought to the CSF Advisor to confirm grades and classes are approved by the California Scholarship Federation. This registration process takes place during the **first three weeks of each semester**. Freshmen may choose to register **if** they meet the grade requirements, but freshman grades do not count toward life membership.

#### **STATE SEAL OF BILITERACY**

The State Seal of Biliteracy provides recognition to high school students who have demonstrated proficiency in speaking, reading, and writing, in one or more languages in addition to English. Per EC Section 51461(a), to qualify for the SSB, high school graduates must meet all of the following criteria:

- a. Complete all English language arts requirements for graduation with an overall grade point average of 2.0 or above in those classes.
- b. Pass the California Assessment of Student Performance and Progress for English language arts, administered in grade eleven, at or above the “standard met” achievement level.
- c. Achieve proficiency in one or more languages in addition to English, demonstrated through one of the following methods:
  - a. Pass a foreign language Advanced Placement (AP) examination with a score of 3 or higher.
  - b. Successfully completed a four-year high school course of study in a foreign (world) language with an overall grade point average of 3.0 or above in that course of study, and oral proficiency in the language comparable to that required to pass an AP examination.
  - c. Pass the Scholastic Assessment Test II Foreign Language Examination with a score of 600 or higher.

#### **CLASS RANK**

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

#### **ADVANCED PLACEMENT (A.P.) PROGRAM**

Clovis East School offers A.P. courses that are recommended by the College Board. These challenging, stimulating advanced classes involve students in college-level course content and learning experiences. When compared to other high school courses, A.P. classes often take more time, require more work and give greater opportunity for individual growth and accomplishment.

In May of each year, A.P. examinations are taken and scored on a 5-point scale to determine if advanced standing in college is warranted. Most major colleges and universities recognize scores of 3, 4, or 5 for college credit. Three to four units of college credit may be earned per semester for each exam passed. The amount of credit varies by institution. Students who are enrolled in A.P. classes during the spring semester and decide to take A.P. exams, are required to pay the exam fees on November 1st.

The A.P. Program is one of the finest preparatory experiences a high school can offer for college and university bound students. Most A.P. students acquire good study skills and do extremely well throughout their college careers. Some of our nation’s finest universities prefer to admit A.P. students over students lacking A.P. experience.

During the school year, the following A.P. courses will be offered at Clovis East School: Biology, Calculus AB and BC, Chemistry, English Language and Composition, English Literature and Composition, Environmental Science, European History, French, United States Government, Spanish Language, Statistics, Physics, Psychology, Computer Science, Music Theory, United States History and World History. Each A.P. course requires a specific prerequisite course of study. These prerequisites need to be included in the development of any four-year plan culminating in the A.P. experience. A specific course description and the prerequisites for each of the A.P. offerings are described in the CUSD course description booklet available from each college office or counselor.

Advanced Placement classes culminate in a national exam at the end of the course and all students in these classes are expected to take the exams.

#### **A.P. EXAMS FEES**

The College Board charged \$99.00 per A.P. exam during the 2019-20 school year. The College Board reserves the right to change the test fees each year. Clovis East High School recommends that every college-bound student strongly consider participating in at least one A.P. class. Fees will be due by November 1st. Students needing to set up a payment plan should contact the A.P. Coordinator in September.

#### **DUAL ENROLLMENT**

Clovis Unified School District, in partnership with the State Center Community College District, is offering high school students the opportunity to earn college credit while taking certain high school courses offered in the CTE/ROP classes and require parent permission for enrollment as well as GPA criteria (determined by partner college). Currently, Clovis East offers dual enrollment in Careers in Education, Careers in Child Development, Fire Technology, Allied Health & Wellness, and Agricultural Sciences

Dual Enrollment College Courses are:

- FREE to students
- Conveniently offered on the high school campus
- Accelerated path to and through college, saving time and money
- Expand Career Tech Pathway or college readiness course offerings

For more information, please contact your student’s teacher or CTE counselor.

#### **UNITRACK**

Fresno State has offered a Unitrack program with Clovis East High School. The Uni-track Program at California State University, Fresno allows dual enrollment for high school students, who can earn college credit while enrolled in an approved Uni-track course. Students can request a Fresno State transcript upon completion of the coursework. High School and ROP teachers are eligible to apply to participate in the Uni-track program. There are minimal student fees for these Uni-track courses. Classes participating in this program currently include Allied Health & Medical Wellness. If your student is enrolled in this class, he/she can become Unitrack students. See the classroom instructor to sign up.

### **DUAL ENROLLMENT**

The Clovis Community College High School Enrichment program offers students in the 10th, 11th, and 12th grades an opportunity to enroll in college courses and receive college credit. Exceptions to this policy are outlined in the High School Enrichment application. Students must meet all the necessary prerequisites for any course in which they wish to enroll. Students are able to register from Clovis East during the open enrollment period. There are several benefits to completing a dual enrollment course including the ability to earn college credit while still in High School without college tuition costs. Approval from the high school principal, a high school counselor, and a parent ARE REQUIRED. Any students who are interested must begin the process with their high school counselor. Currently, Clovis East offers dual enrollment opportunities in CDE Animal Science, Art History of Floral Design, and Agricultural Mechanics & Engineering.

## **COUNSELING SERVICES**

Counseling services are available to all students at the Reagan Educational Center. Students are encouraged to seek individual assistance through counseling, when they feel it is necessary; ask the counseling secretary, located in the Counseling Offices, for an appointment. Students should make an appointment to seek academic counseling and guidance any time there is a need. The counseling staff maintains an “open door policy” for those students in need of personal counseling on an emergency basis. The general objective of the Counseling Department is to provide services that enable students to make independent and intelligent life decisions. Students should seek counseling advice concerning the following areas:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Academic intervention/counseling</li> <li>2. Graduation information</li> <li>3. Selection of high school courses</li> <li>4. Test administration and interpretation</li> <li>5. Scholarship and Grant information</li> <li>6. Registration policies</li> </ol> | <ol style="list-style-type: none"> <li>7. Grades and grade point average</li> <li>8. Vocational and career guidance</li> <li>9. Personal/social counseling</li> <li>10. Transcripts (interpretation)</li> <li>11. College information</li> <li>12. Student Assessment Program</li> </ol> |
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Conferences are held, with students, regarding policies and procedures in relation to the academic program at the Reagan Educational Center. Your familiarity with these areas will help make your years at the Reagan Educational Center more profitable.

### **YEARLY COUNSELING GOALS**

- 1. Seventh Grade**
  - a. Pre-registration for 8th grade
  - b. One-on-one registration for classes
  - c. Establishment of a six-year educational and career plan
- 2. Eighth Grade**
  - a. Pre-registration for high school, which will include freshman parent orientation;
  - b. One-on-one registration for classes and summer session.
- 3. Ninth Grade**
  - a. The establishment of a four-year educational and career plan;
  - b. An academic counseling session is conducted;
  - c. PSAT will be available;
  - d. One-on-one registration for classes and summer session.
- 4. Tenth Grade**
  - a. The student will update their personalized four-year educational/career plan, with the assistance of the Guidance and Learning Specialist.
  - b. All tenth grade students will take the PSAT.
  - c. One-on-one registration for classes and summer session.
- 5. Eleventh Grade**
  - a. Career education program;
    1. Educational/career path plan update;
    2. Any testing that is necessary for identification of interests or aptitudes (ASVAB);
  - b. Students will be informed of their progress toward graduation w/Junior status report;
  - c. Students will be given the following:

1. PSAT/PLAN, ACT, SAT reasoning tests, SAT subject area tests, ASVAB testing information;
  2. The opportunity to meet with college representatives;
  3. NCAA eligibility conference;
  - d. Student and parent contact regarding results of state and district competencies.
- 6. Twelfth Grade**
- a. A senior conference, which includes a graduation requirement updated senior report;
  - b. A parent notification conference will occur when a student is deficient in a class required for graduation;
  - c. Seniors will be given:
    1. Information and registration forms for ACT, SAT reasoning & SAT subject area tests;
    2. Scholarship and financial aid information;
    3. Assistance in filling out applications for scholarships and college admission;
    4. Financial aid workshop for parents and students.
- 7. Services for All Students at All Grade Levels**
- a. Registration, scheduling and program adjustments;
  - b. Parents can request weekly progress reports as well as access Parent Connect through Q-web.
  - c. The Counseling Department will have announcements and other news in the Timberline publication, which will be mailed home 3 times per school-year.

### **GRANTS AND SCHOLARSHIP INFORMATION**

Grants and scholarship information is available to seniors through their counselor, and college referral services. The Counseling Offices will make seniors aware of Cal Grant and Federal Grant deadlines, as well as application deadlines. (FAFSA). All scholarships are posted on the Reagan Educational Center website under "Counseling," as well as posted on our scholarship board in the Counseling Offices, in addition, counselors are available to guide students in the direction of possible scholarship opportunities.

The Counseling Offices advertises local scholarships, and some statewide and nationwide scholarship opportunities. Applications are made available through the Counseling Offices. Seniors are encouraged to stop by the Counseling Offices to find out more information.

The Counseling Offices also highly encourages the use of Fast Web. Fast Web is a large database of hundreds of thousands of scholarships. It is capable of matching a student's profile with available scholarships. Fast Web is located on the internet at [www.fastweb.com](http://www.fastweb.com), and is appropriate for use by all high school students, regardless of grade or grade point average. In addition, the Counseling Offices recommends [meritaid.com](http://meritaid.com) and [icanaffordcollege.com](http://icanaffordcollege.com).

### **TRANSCRIPTS**

Seniors may receive official transcripts during their senior year. Non-students will receive two **free** official transcripts upon request. After two free transcripts, a \$2.00 charge will be applied for every transcript requested thereafter. "Official" transcripts may only be requested and given through the Registrar's office. An "unofficial" transcript may be requested and received from the Counseling Offices.

### **PSYCHOLOGICAL COUNSELING SERVICES**

Psychologists are available at the Reagan Educational Center to provide direct services to students and staff, regarding situations involving drugs, alcohol, emotional/social issues, and academic difficulties. Services include short-term student counseling, psycho-educational assessment, suicide crisis intervention, group facilitation, and program modifications serving to link students with outside agencies. Students are referred to the school psychologist by parents, teachers, counselors, or administrators. Students may refer themselves by contacting their counselor, Student Services Center, or by directly contacting the school psychologist.

### **SOCIAL/EMOTIONAL SUPPORT SERVICES**

1. **Peer Counseling-** The primary goal of our Peer Counseling Program is to develop a system for delivering help to young people who do not, for one reason or another, seek assistance from traditional sources. Students may be referred for peer counseling by teachers, CSI counselors, counselors, the school psychologist and/or other administrators, and parents. They may also refer themselves for peer counseling services by going to room 655 for Clovis East and room 105 for Reyburn. Referrals are kept confidential. Students may also contact their counselor for assistance. Student Peer Counselors involved in the program will receive a semester of training before being certified as a peer counselor. With this program, we hope to provide a positive atmosphere for our student body.
2. **Comprehensive Youth Services (CYS)-** Students and families may be referred by the Transition team to our on-site CYS mental health therapist for counseling in the Yosemite Office. Students may also contact their counselor and teachers for assistance.
3. **Community Resource Center-** The Clovis East Area Community Resource Center is located in the Yosemite Office which offers a variety of services to students and families. Services offered: resource library, CYS therapeutic services for family and students, computer access, Parent Academy, Assistance with Cal-Fresh, Medi-CAL, translations in Hmong and Spanish, food bank, and clothes closet.

#### 4. **CSI – Clovis Support and Intervention**

Often students experience personal or family challenges, situations and circumstances that may be beyond their control and affect them in adverse ways. CSI Educational Support Groups are available to support any students who are experiencing personal challenges, crises and problems that are affecting their full potential in academic/personal success or concentration. The Clovis Support and Intervention program aims to identify struggling students and connect them with services available to help them in their school community. These Educational Support groups facilitate students connecting with two adult staff and a small group of their peers with similar life challenges on a weekly basis for eight sessions. Some of these groups may include topics of general Teen Support, Grief and Loss, Divorce/Families in Transition, Anger Management, Bullying, Motivation, Family Illness, Drug and Alcohol Issues, and Pregnant and Parenting Teens. Students gain improved listening skills, communication skills and coping skills. These support groups are confidential and meet during the school day and students are expected to make up the work missed for that class and work with the teacher to stay caught up.

This confidential service that is provided by the CSI Program through trained and certified staff, is based on the educational premise that : Students who receive help and support to deal with pressing personal concerns will be better able to focus their remaining energy more efficiently on their schoolwork and important tasks of developing academically, socially, and emotionally.

Students can be referred by parents, teachers, coaches, counselors, administrators' or any other staff who are seeking help and support for students, through an online referral process or CSI Student Referral Forms located in the front office.

#### 5. **S.T.A.R.- Student Transition and Re-entry**

When a student is taken to a support facility because there are concerns regarding their safety or the safety of others, it is important for the parents and the school to work together to create a plan to help the student transition back to a supportive school environment. If your child has been placed in a care facility for evaluation, please contact the school and speak with the principal, learning director or academic counselor. Keep the school informed on the situation with your child. Your school will help you clear absences and provide academic support as needed. **Before Your Child Returns to School:** A S.T.A.R. meeting will be held with the parent(s)/guardian(s) and student to discuss and plan how best to provide academic support, what to do when your child feels stress or anxiety on campus, coordinate medications as needed, identify resources to support the student on and off campus, and to identify any other needs. **Follow Up:** When the student returns, communication between the S.T.A.R. Team (which may consist of academic and school health professionals), the parent(s)/guardian(s) and the student will continue and changes to the plan will be made as needed. Follow up meetings will be planned as needed.

#### **CAREER AND COUNSELING SERVICES**

Career and Counseling Services provide a variety of resources to students. Various military recruiters are scheduled to meet with interested students throughout the school-year. Students also have the opportunity to meet with representatives from a variety of colleges and universities throughout the state and country. The majority of the visits are scheduled in the early fall. Students seeking a job can refer to the Career Offices bulletin board, located in the Counseling Center. The following career resources are available in the Career Offices, located in the Counseling Center: career books (including occupational outlook handbooks and career encyclopedias), and The SAT and the ACT are also coordinated through Counseling and Career Services and posted on our CEHS website.

### **TEST DATES FOR THE 2021-22 SCHOOL YEAR**

**SAT I Test Dates (Anticipated) – Website: [www.collegeboard.com](http://www.collegeboard.com)  
Registration will open July, 2021**

#### **TEST DATES**

August 28, 2021  
October 2, 2021  
November 6, 2021  
December 4, 2021  
March 12, 2022  
May 7, 2022  
June 4, 2022



Test dates for the 2021-2022 school year have not been determined for the ACT as of yet.  
Please check the website for more information.

## STUDENT CONDUCT

The Reagan Educational Center prides itself in high expectations for student conduct. A well-disciplined, neat, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities.

In this section of the Handbook, you will find a discussion of your rights and responsibilities as a member of the Reagan Educational Center. If questions concerning these areas arise, contact the Student Services Office for clarification (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

### **SCHOOL DISTRICT AUTHORITY AND JURISDICTION**

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation.
2. During lunch periods when a student is allowed access off campus.
3. While a student is in attendance at any school-related activity, regardless of the time or location.
4. For any school-related misconduct, regardless of time or location.
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
6. When criminal mischief is committed on or off school property during the school day.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the school district.

### **GENERAL CONDUCT VIOLATIONS**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe Education Code violations.

### **MISTREATMENT OF OTHERS**

Students shall not:

- Use profanity or vulgar language or make obscene gestures
- Engage in fighting
- Threaten a CUSD student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment
- Engage in bullying, harassment, or making hit lists of CUSD students, employees or volunteers
- Engage in conduct which constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee or volunteer
- Engage in inappropriate or indecent exposure of private body parts
- Participate in hazing
- Cause an individual to act through the use of or threat of force (coercion)
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person)
- Engage in inappropriate verbal, physical or sexual conduct toward another person, including a CUSD student, employee or volunteer

### **PROPERTY OFFENSES**

Students shall not:

- Damage or vandalize property owned by others
- Deface or damage school property --- including but not limited to: textbooks, technology and electronic resources, lockers, furniture, and other equipment ----with graffiti or by other means
- Steal from students, staff or the school

**POSSESSION OF PROHIBITED ITEMS**

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic devices
- A razor, box cutter, or any other object used in a way that threatens or inflicts bodily harm to another person
- A “look-alike” weapon
- Knife or any other object similar to a knife
- An air gun or BB gun
- Ammunition
- A stun gun
- Pocket knife or any small knife
- Mace or pepper spray
- Pornographic material
- Tobacco products, including electronic cigarettes or vapor pens
- Matches or a lighter

**ILLEGAL PRESCRIPTION, AND OVER-THE-COUNTER DRUGS**

Students shall not:

- Possess or sell marijuana or any drug at any time
- Possess, use, give or sell paraphernalia related to any prohibited substance
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband
- Abuse a student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event
- Have or take prescription drugs or over-the-counter drugs at school other than provided by the district policy

**HUMAN DIGNITY POLICY**

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

In accordance with this aim, this school **will not tolerate** behavior by anyone which insults, degrades, or stereotypes any race, gender, disability, physical condition, ethnic group, religion or sexual orientation.

**STUDENT’S RIGHTS AND RESPONSIBILITIES POLICY**

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

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

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

1. Students shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter subject to the following specific limitations:
  - a. Time of distribution shall be limited to the hours before school begins, during the lunch hour, and after school is dismissed.
  - b. The manner of distribution shall be such that:
    1. Coercion may not be used to induce students to accept the printed matter or sign petitions.

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an absolute right. It is qualified first by eligibility; that is, should a student fail to perform those duties which are required of him/her upon attendance in public school, he/she may then be excluded from the school.

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

Each student is representative of the school wherever he/she may be, regardless of the environment. Our student body prides itself on good sportsmanship, good morals, and good manners at all times. **For the complete text of the Administrative Regulations (2105) refer to CUSD: Student and Parent Rights and Responsibilities.**

#### **IDENTIFICATION CARDS**

All students **MUST** carry their Identification (ID) card **at all times**. Students will receive their first card free of charge. Replacement cards will cost \$10.00 and will be issued immediately in the Activities Office for Clovis East students, and the Reyburn main office for RIS students. ID cards are used for identification of students during the school day, checking out materials/textbooks from the library, receiving campus lunch, getting into all

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straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Clothing that exposes bare midriffs or cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.

6. Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. Bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites. Straps must be fastened at all times.

7. Leggings will be allowed if the over garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.

8. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while

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Student Responsibility Center (SRC).

Repeat offenders will face disciplinary action.

**CLASSROOM CONDUCT POLICY**

Students' responsibilities are:

- To come to class on time, to be prepared to work, to have the necessary classroom tools, to complete homework assignments, and to work productively during the entire class period.

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in Health/Science courses in 7th, 8th, or 9th grades.

**B. INTERVENTION**

1. School site personnel are trained to identify symptoms which may indicate use of alcohol, tobacco and other drugs. Site personnel are responsible for intervening and reporting suspected alcohol, tobacco and other drug use by immediately notifying the principal or designee.
2. In severe cases, if the parents/guardians or the school medical personnel are not immediately available, an ambulance will be called to transport the student to a hospital. Parents/guardians will be notified of this action and are responsible for the expenses incurred.
3. See Student Assistance Program for more information regarding intervention.

**C. RECOVERING STUDENT SUPPORT**

1. The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol, tobacco and other drugs. The District provides ongoing school activities and counseling that enhance recovery.

#### **D. ENFORCEMENT/DISCIPLINE**

1. When any student illegally uses, possesses, or is under the influence of alcohol or other drugs at school or while under school jurisdiction, the District's suspension procedures (A.R. 2102 and 2106) will be implemented. In addition, the following actions **will** be taken:
  - a. Law enforcement contact will be made.
  - b. Referral to an appropriate community counseling program may be provided.
  - c. The student will be suspended and referred to Student Services and Student Attendance with a consideration for recommendation of expulsion.
2. When there is reasonable cause to believe that a student has actually sold or provided alcohol or other drugs or drug paraphernalia on or about the school premises, or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities will decide whether they, or the school, will notify the parent/guardian. The principal or designee will follow expulsion procedures (A.R. 2102 and 2106).
3. School authorities may search students and school properties for the possession of alcohol, tobacco and other drugs as long as such searches are conducted in accordance with the law, Board Policy, and administrative regulations.

#### **PHYSICAL EDUCATION LOCKER ROOM POLICY**

##### **Expectations:**

1. On time and in the correct P.E. attire
2. Active participation and effort during class
3. Attention to personal hygiene procedures
4. Physical performance testing
5. Only one pair of shorts may be worn at a time

**Absence Policy:** Physical Education is a class that is participation and performance-based. Consistent attendance is extremely important, and excessive absences will adversely affect a student's grade.

**Make-ups:** One make-up clears one non-dress or absence. A total of 10 points can be earned back during a six-week unit. A total of 30 points can be made up per semester.

**Physical Education Attire:** Reyburn and Clovis East physical education attire will be available at registration and after the first day of school. The cost of Clovis East PE shorts & T-shirt is \$25, payable in the Activities Office. Please contact your physical education teacher with any questions and/or concerns.

To ensure the security of the personal possessions of Reagan Educational Center students and to protect school property, the following rules will be strictly enforced:

1. Combination locks will be available at a cost of \$6.00.
  - a. Students are provided with lockers to be used during their P.E. period only.
2. Students are responsible for all articles in their lockers, and are to keep them locked at all times. **The school is not responsible for lost or stolen articles from a P.E. locker.** All lockers must be cleaned out by the first day of P.E. finals. Anything left in the lockers will be donated to charity.
3. Students are warned:
  - a. Not to leave their possessions unsecured at any time.
  - b. Not to let their combinations be known to anyone.
  - c. To be careful that they are not observed while using their combination.
  - d. To check that the lock is secured by rolling the tumbler and pulling down.
  - e. Not to leave money or other valuables in the locker.
  - f. Any thefts that occur in P.E. must be reported to their teacher **immediately**.
4. Any lock left on an unassigned locker will be cut off.
5. Students are not allowed in the locker room at any time unless they are under the direct supervision of a teacher.
  - a. Disciplinary action will be taken against any student:
    1. Found unattended inside the locker room.
    2. Vandalizing school or personal property in the locker room area.

#### **ISSUES REGARDING THEFT**

***The Reagan Education Center will not investigate the loss or theft of items that are restricted from the campus (i.e., skateboards, scooters, etc...).***



## **ACADEMIC STANDARDS FOR CO-CURRICULAR AND EXTRA-CURRICULAR PARTICIPATION**

The Governing Board has established the following standards for eligibility to participate in co-curricular and extra-curricular activities. Each school site is directed to develop a plan to provide monitoring and assistance to individual students in order to satisfy these standards.

The adoption of this policy concurrently satisfies the requirements of the California Education Code (Section 35160.5) and the California Interscholastic Federation (Bylaw 205).

### **CO-CURRICULAR AND EXTRA-CURRICULAR ELIGIBILITY**

1. The Clovis Unified School District requires all participants in co-curricular and/or extra-curricular activities to maintain a 2.0 or better G.P.A. in the previous 6-week grading period. All participants must be making satisfactory progress towards graduation. If a participant falls below these requirements, he/she may retain eligibility by attending three (3) hours of study table per week. If a student does not meet the eligibility criteria for two consecutive 6-week grading periods, he/she will automatically be ineligible to participate during the next 6-week grading period.
  
3. Clovis East High School Study Table:
  - a. Study Table will be offered and required for all students in co-curricular and extracurricular activities who do not meet eligibility requirements. Check with the Activities and Athletic Offices for times and the location of one's Study Table.
  - b. Study obligations:
    1. Students are responsible for providing transportation.
    2. Get assignments from teacher(s).
    3. Must be on time.
    4. Bring necessary materials to class.
    5. Complete assigned work to the satisfaction of the Study Table teacher.
    6. No disruptive behavior will be tolerated.
    7. Complete a three-week grade check with teachers.
    8. Students are required to attend all study sessions for each grading period until they have removed themselves from co-curricular probation.

### **GRADE POINT AVERAGE (G.P.A.) REQUIREMENT**

During the prior grading period, a student must earn at least an overall G.P.A. of 2.0 and pass a minimum of four classes in order to participate in the current grading period.

A student who fails to achieve at least a 2.0 grade point average may be placed on probation for the current grading period provided the student complies with the school's tutorial assistance program (Study Table). A student whose G.P.A. falls below a 2.0 for two consecutive grading periods, shall be ineligible. A student who does not achieve at least a 2.0 grade point average during the probationary period shall not be allowed to participate in extracurricular and co-curricular activities in the subsequent grading period.

### **PROGRESS TOWARDS GRADUATION REQUIREMENTS**

Please contact your counselor due to the change of required graduation credits. Each grade level has a different credit requirement for graduation due to the transition to a six period schedule.

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

### **RECLASSIFICATION STATUS**

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

### **SCHOOL'S TUTORIAL ASSISTANCE PROGRAM (STUDY TABLE)**

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

### **SUMMER SCHOOL**

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

### **ELIGIBILITY REPORT**

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

#### **INTERMEDIATE TO HIGH SCHOOL**

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

#### **TRANSFER STUDENTS**

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

1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed. The plan is to be submitted to the CUSD District Office for approval.
2. The student must attend a weekly study table.
3. The student must circulate a progress report every two weeks. The report must show passing grades in all classes, for an additional two weeks' probation with at least a 2.0 grade point average.
4. If conditions 2 and 3 above are satisfied, the sequence of two-week probationary periods can be granted through the twelve months of the educational plan.

### **STUDENT ACTIVITIES**

"INVOLVEMENT" is a key word at the Reagan Educational Center. We offer many opportunities to students to become involved in co-curricular activities.

This section of the handbook will provide you with the information necessary to take advantage of our activity and athletic programs. Activities at the Reagan Educational Center include opportunities such as: club programs, class activities, dances, student government, drama productions, athletics, music, special days and weeks, assemblies and rallies.

#### **REASONS TO PARTICIPATE IN STUDENT GOVERNMENT AND SCHOOL ACTIVITIES**

1. Develop new friendships.
2. Makes school more interesting.
3. Something worthwhile to do in leisure time.
4. Causes students to be more tolerant of the opinions and wishes of others.
5. Teaches students how to win and lose in a sportsmanlike manner.
6. Gives students a voice in school affairs.
7. Causes students to become more willing to accept criticism from others.
8. Develops poise and social contacts.
9. Results in friendlier relations with teachers.
10. Creates greater interest in regular school activities.
11. Increases self-confidence.
12. Provides an opportunity to learn the proper channels to follow in order to change rules.

#### **STUDENT GOVERNMENT**

The government of the Reagan Educational Center student body consists of a Student Council, consisting of the thirteen elected/appointed Associated Student Body officers, plus the class officers. The Student Council meets at least twice a month, at which time business is transacted and student body activities are discussed.

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

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

#### **STUDENT CLUBS**

The Reagan Educational Center offers a wide variety of clubs and organizations for students to choose from. The majority of our clubs are offered for 7th - 12th grade students at Clovis East and Reyburn Intermediate.

"As part of its educational mission for students, Clovis Unified School District allows both curriculum and non-curriculum related student clubs to meet at school during non-instructional hours (e.g., before classes

begin, during lunch period, club schedule, after classes end). The Governing Board believes that curriculum and non-curriculum-related student organizations can have an important place in students' lives. Besides extending and reinforcing the instructional program, such groups can give students practice in democratic self-government and civil social discourse, as well as providing social, intellectual, and recreational opportunities.

Non-curriculum-related student clubs and the viewpoints and speech expressed at meetings of such clubs do not necessarily reflect the views of the Clovis Unified School District or the Board of Education.

If eligible under applicable District eligibility standards, your student will have the opportunity to join one or more such clubs and to attend and participate in the meetings of any club that he or she joins. However, you have the right to inform the school in writing of any particular student club in which you do not wish your student to participate. Consent to participate will be presumed without written notice to the contrary.” (Policy 2505)

If there are any organizations that you do not wish your child to be involved with, please see the Reagan Educational Center website to download the form and return it at registration, or mail/drop off your request to the Clovis East High School Activities Office, 2940 Leonard, Clovis, CA 93619. Please feel free to contact the Activities Office at 327-4318 if you have any questions.

**REAGAN EDUCATIONAL CENTER DIVERSITY EDUCATIONAL COUNCIL (REC DEC)**

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

**REAGAN EDUCATIONAL CENTER SPECIAL ASSIGNMENTS**

**DEPARTMENT REPRESENTATIVES**

AB.....	Patty Manghera/Sara Higgins & Mica Tan
Agriculture.....	Jennifer Knight
English.....	Sheng Vu, Jason Roche, Jaime Arredondo, Carol Vande Kerkhoff
English Learners.....	Hollie Stanford
Fine Arts.....	David Guaglianone
Foreign Language.....	Javier Avila
Leadership.....	Sarah Burress
Library Media Center.....	Andrea Phillips
Mathematics.....	Jeri Olson
Physical Education.....	Jim Farmer & Lauren Lopez
Science.....	Kristi Whittaker
Social Science.....	Cameron Fong
Special Education.....	Lisa McPhetridge & Allison Gage
Classified Services.....	Loree Sisterson

**CO-CURRICULAR ASSIGNMENTS**

AAA.....	Jaime Arredondo
Academic Decathlon.....	Renee Nonini and Eric Tweedie
Activities Director.....	RYB: Kaitlin Kruser; CE: Sarah Burress
Athletic Director.....	RYB: Jeff Suglian; CE: Cassandra Capshaw
AFJROTC/Cadets.....	Patrick Latour and Walter Miller
AVID.....	Patricia Manghera and Bria O'Brien
Band Director.....	Antonio M. Mellone
Percussion Director.....	Levi Dougherty
Color Guard.....	Antonio M. Mellone
Choir Director.....	Cameron Clamo
Dance Repertory.....	Vanessa Gonzalez
Drama.....	RYB: Caren Silva-Burgess; CE: Heather Randall

Educators Rising .....	Shelley Lane
Forensics/Debate .....	Janis Ziese
Functional Life Skills .....	Casey Ryska
History Day.....	Cameron Fong
Journalism.....	RYB: Caren Silva-Burgess
Orchestra.....	Ali Gilroy-Golden
Peer Counseling.....	RYB: Amy Kilburn; CE: Derrick Davis
Pep & Cheer Director .....	Amber Ford
Science Fair.....	RYB: Shelby Little and Ashley Mushegan; CE: Morgan Olko
Science Olympiad.....	Laura West and Ashley Mushegan
Yearbook.....	RYB: Kelly Parra; CE:Emily Mackenzie

**CO-CURRICULAR ADVISORS**

#BeKindBeATWolf.....	Sarah Burress
Addressing Civil Issues (ACI).....	Sheng Vu
Ally Club.....	Ana Vega-Raya
Anime Club .....	TBD
Anti-Bully Walk + 5K .....	Derrick Davis
Asian Club .....	TBD
Basketball Club.....	Austin Sebra
BSU .....	Cynthia Salary
Bollywood Dance Club.....	Janine Sodersten
Book Club .....	Sheng Vu
Chess Club.....	Austin Sebra
Class of 2022 .....	Joshua Adams & Leticia Valencia
Class of 2023.....	Stacy Beiden & Muggs Marquez
Class of 2024.....	Shelley Lane & Amanda Morris
Class of 2025 .....	Stacia Josephson & Shawn McAvoyn
Creative Writing Club.....	Jaime Arredondo
CSF.....	Sheryl Dedekian & Jenny Herrick
Daisy Chain/Ushers.....	Mayra Meza
Destination Imagination .....	Caren Silva-Burgess
Dungeons & Dragons.....	Melissa Demler
Educators Rising Club.....	Shelley Lane
Engineering Club.....	Jeri Olson
Environmental Club.....	Laura West
eSports Club .....	TBD
Fashion Club/FIDM.....	Ana Vega-Raya & Mayra Meza
FBLA.....	Sabrina Mills
Fellowship of Christian Athletes.....	RYB: Jake Howard & Logan Hopkins; CE: Adrian Wiggins
FFA .....	Aireal Covey
Filipino Club .....	Danny Vasquez
Fishing Club.....	Jeff Manfredo
Folklorico .....	Vanessa Gonzalez
Foreign Exchange/New Student Club .....	Larry Vasquez
French Club.....	TBD
Gardening Club.....	Muggs Marquez
GSA .....	Kristi Bolin
High School Democrats of America.....	Jason Roche
Interact .....	TBD
Karaoke Club .....	Larry Vasquez
Key Club .....	Andrea Phillips
K-Pop Club.....	Eddie Morgan
Latino Club .....	Javier Avila
Math Team.....	Gabe teNyenhuis
Mock Trial.....	Janis Ziese
National Honor Society .....	Jeri Olson & Joelle Mathews
Navy Nation.....	Sarah Burress
Photo Club.....	Kristi Bolin
Pre-Collegiate Club.....	Jason Roche
Punjabi Club.....	Larry Vasquez
Red Cross Youth Club.....	Kelly Eichmann
Robotics.....	RYB: Joyce Morris; CE: Jacob Gingold
SAAC.....	Leticia Valencia
Science & Art Club.....	Alison Gaede
Sikh Honors and Service Society.....	TBD

Speech and Debate.....	Janis Ziese
Student Government.....	Sarah Burress
Student Senate.....	Sarah Burress
S.W.A.T.....	Jenny Herrick
TLC Club.....	TBD
T-Wolf T.E.A.M.....	Melissa Margullis
VAPA Club.....	Vanessa Gonzalez
Wallflower Club.....	Derrick Davis
Yoga Club.....	TBD

## DIRECTORS OF SPORT and ATHLETIC OFFICE

<u>Sport</u>	<u>Director</u>	<u>REC Phone</u>
Pep and Cheer	Amber Ford	327-4606
Football	Ryan Reynolds	327-4160
8th Grade Football	Marshall Gregory	327-4153
7th Grade Football	Benny Martinez	327-4500
Girls Volleyball	Kaycee King	327-4790
Boys Water Polo	TBD	327-4790
Girls Water Polo	Emily Shapland	327-4049
Cross Country	Jim Farmer	327-4162
Girls Golf	Alison Noonkester	327-4790
Girls Tennis	Natty Villareal	327-4790
Gymnastics	Kendra Olsen	327-4790
Boys Basketball	Adrian Wiggins	327-4163
Girls Basketball	Garrette Mantle	327-4790
Boys Soccer	Erik Farfan	327-4790
Girls Soccer	Tony Badella	327-4790
Wrestling	Josh Adams	327-4790
Baseball	Ryan Smith	327-4132
Softball	Sarah Santana	327-4790
Boys Golf	Garrette Mantle	327-4160
Swimming/Diving	Brian Sharar	327-4661
Tennis	Phil King	327-4737
Track and Field	Jim Farmer	327-4162
Boys Volleyball	Marcos Orro	327-4790
Girls Badminton	Janine Sodersten	327-4168
Athletic Director	Cassandra Capshew/Jeff Suglian	CE: 327-4789 RYB: 327-4788
Assistant Athletic Director	Shawn McAvoy	327-4790
Athletic Secretary	Leticia Valencia	327-4790
Athletic Trainer	Michael San Agustin	327-4303

### **POLICY ON CONFLICTING SCHOOL ACTIVITIES**

Student participation in activities is recognized to be an integral part of the total educational program. Occasionally a conflict in schedules may arise. In such cases, the following policy shall apply:

#### **Responsibility of the Students:**

1. To inform the coaches/advisors involved of any potential conflict as soon as possible.
2. The student should request that the coaches/advisors meet to rectify the conflict.

#### **Responsibility of the Coaches and Advisors:**

1. Coaches/advisors shall make their schedule of activities known to the students involved as soon as possible.
2. Involvement in both activities shall be encouraged.
3. Coaches/advisors shall make the students fully aware of their obligation to themselves and to the other students involved and will make every attempt to resolve potential conflicts.

**Note:** Any conflicts unresolved will be decided by the appropriate administrator.

### **POLICY ON STUDENT FUNDRAISING ACTIVITIES**

All student fundraising activities must be associated with a Reagan Educational Center Club or Organization and must have prior approval from the Student Activities Office and CUSD Governing Board.

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day following a school contest. attend all classes the

**CO-CURRICULAR ACADEMIC ELIGIBILITY**

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

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

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

#### **EQUIPMENT**

We accept responsibility for all equipment/uniforms issued and will provide for their proper care, storage, and return. Failure to return equipment/uniforms in the condition they were given you, will result in suspension from all activities until it is returned, paid for, or other arrangements are made.

#### **DROPPING FROM A TEAM**

We agree to let the coach/advisor know if our son/daughter is considering dropping from an athletic team or co-curricular program. Dropping without the consent of the coach/advisor and Athletic Director will result in suspension from all co-curricular teams/activities. Reinstatement in other co-curricular activities, or joining another team/activity, (same season or other seasons) requires an appeal to the Athletic Board/Co-Curricular Advisor.

#### **CLEARANCE**

We agree to provide the correct information on the following forms as requested:

- Date of birth of the student (sports);
- Provide the results of an annual physical examination/health screening;
- Provide verification of insurance;
- Provide a signed residence questionnaire (sports);
- Provide signed informed consent for (sports);
- Provide a signed informed consent for football;
- Provide a signed C.U.S.D. Code of Ethics;
- Provide a signed C.I.F. Code of Ethics (sports);
- Provide a signed dress code, if the coach uses a stricter dress code than C.U.S.D.

#### **BEHAVIOR**

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

#### **A. CONDUCT THAT IS NOT ACCEPTABLE:**

1. Possession/use of illegal drugs;
2. Possession/alcoholic beverages;
3. Possession of weapons;
4. Fighting (battery)/repeated mutual combat
5. Possession/Use of tobacco;
6. Violation of a law in the community;
7. Defiance of adult authority or the breaking of rules established by the coach/advisor or school;
8. Use of profanity or vulgar language;
9. Taunting of another student;
10. Misuse of equipment/uniform;
11. Unsportsmanlike conduct;
12. Wearing uniform incorrectly;
13. Negative behavior toward an official (either spoken or a physical reaction);
14. Attendance at a party or activity where alcohol or other controlled substances are illegally used.

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

#### **ATHLETIC/ACTIVITIES BOARD**

1. The board will be composed of a minimum of three people per case.
  - a. Deputy Principal;
  - b. Athletic Director or Student Activities Director;
  - c. Counselor/Learning Director.

The coach/advisor of the student may not be a board member for the case but may attend. The board will hear a case within five (5) school days of a request (unless extended by mutual consent), and inform the student of its decision as soon as possible. Any board meeting will be restricted to the board members, school officials, the student, and parents (any exception must be cleared through the Deputy Principal's office).

## **TRI RIVER ATHLETICS CONFERENCE – CODE OF ETHICS**

#### **STATEMENT OF PURPOSE**

To achieve the proper goals of athletics, the school and the public must be informed concerning the role of athletic education. School athletics are part of the education of each student, whether students are participants or spectators. We, in the Tri-River Athletic Conference, are in a position to utilize athletics as a part of the educational program by continuing to develop the responsibilities that belong to the league, the school, and the public. We encourage all students to learn the fundamentals of each game and to participate in each sport to the best of their abilities. We further encourage all students to learn and understand the rules of fair play and good sportsmanship, as well as the

rules of the game, so that they may enjoy athletics in the future, as well as the present, as good spectators. There is every reason to believe that inter-school athletics can aid in all efforts to stimulate and motivate the establishment of sound policies and wholesome practices for the member schools of Tri-River Athletic Conference.

The following is a **SPECTATOR CODE OF ETHICS** designed to help achieve our goals of athletic education:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times respect officials, coaches, and players, as guests in the community, and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Boing, stamping of feet, and disrespectful remarks should be avoided at all times.
5. Bells, whistles or noisemakers of any kind are not acceptable for athletic events.
6. During the free-throw in basketball games, there should be absolute silence regardless of which team is attempting the free-throw.
7. As adult behavior affects student behavior, spectators should encourage all people to observe the LEAGUE'S CODE OF ETHICS. Those who do not respond should be reported to the proper school authorities immediately. Violations may result in being removed from activity for an amount of time to be determined.

#### **Student Rooting Section**

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

1. All cheers, signs, etc. are to be positive in nature and supportive of our teams. Our expressions should not degrade the opposing school, players, or Pep/Cheer.
2. Attire in school colors is encouraged. Acceptable spirit items are those sold through the student store or recognized school organizations. Students must be in dress code unless pre-approved special spirit attire is granted e.g. painted face and hair color.
3. No items are to be thrown within the stands or toward the field/court.
4. Any sign must be cleared through the student activities director in advance, or administration on duty.
5. The rooting section, when established, will be restricted to those students who want to actively cheer and comply with the leadership of the cheerleaders. Students must conduct themselves in a positive and safe manner.
6. We expect Clovis East High School students to demonstrate positive sportsmanship and behavior at all times.
7. Violation of any of the above provisions may result in the violator being removed from the activity. The violator will be referred to his/her cluster office for appropriate disciplinary action (which may include losing the privilege of attending school-related activities).
8. Guests are not allowed to sit in designated "student only" rooting sections.

## **GENERAL STUDENT INFORMATION AND PROCEDURES**

#### **DISTRICT INTERNET AND E-MAIL RULES**

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

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

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

Briefly stated, the following are not permitted:

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

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



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**Students dancing in an indecent or extreme manner will not be allowed to remain at the dance. This includes the dance styles called “Grinding,” “Freaking,” “Twerking,” and “Yiking” which are extremely suggestive in nature and are not appropriate at a school dance.** All students and guests must submit a Dance Contract to the Activities Office at the beginning of the school year in order to purchase a bid or attend a dance.

**SCHOOL PROBATION/NON-PRIVILEGE STATUS**

School probation is a limitation placed on a student's participation in school activities, both during school hours and non-school hours.

Students who are enrolled and attending a school operated by the Clovis Unified School district, and who maintain proper attendance, proper academic achievement, and proper behavior, are entitled to participate in all school-sponsored activities.

School-sponsored activities include activities which are **open to the general public**, and those activities restricted to students in good standing in their school of attendance.

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

All CUSD grooming standards apply for **all students and their guests**, i.e., shaving and hairstyles. Beards are not allowed. The only body piercing jewelry allowed are earrings.

#### **CAMPUS VISITORS**

In compliance with Board Policy, students are not permitted to bring guests on campus during the school day. If clearance is needed, it must be approved at least 24 hours prior to the visit, by the Deputy Principal's Office. Unless there are extenuating circumstances, **Visitor's Passes will not be issued**. Small children or babies are not permitted as visitors unless specifically invited by, and under the supervision of the Child Development teacher.

#### **BICYCLES**

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

#### **STUDENT IDENTIFICATION**

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

#### **STUDENT STORE "PACK SHACK"**

The Student Store is located next to the MPR and is expected to open by October. Store hours will vary. The store is open to the student body, staff, and community, with various school spirit items, limited school supplies, gift items, Clovis East clothing, PE clothes, and snacks.

#### **FIRE DRILLS**

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

#### **BUS TRANSPORTATION AND RULES OF CONDUCT**

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

Home-to-school transportation is provided, at no charge, for students who attend Clovis schools, and who reside in the transportable zone as defined below.

#### **Transportable Zones**

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

#### **A. Requirements For Riding A School Bus**

1. Intermediate and High School Students must show a school ID card upon loading the bus.
2. Arrive at your bus stop five minutes before the scheduled departure time.
3. Wait for your bus in a safe place – well off the road.
4. Wait until the bus is completely stopped, enter your bus in an orderly manner, and take your seat immediately.
5. Be courteous to your school bus driver and fellow passengers.

All students shall board or exit the school bus only at the students' authorized bus stop. An "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted

only on a daily basis, when the student has a written statement bearing the parent's signature and signed by a school administrator. The written statement shall be forwarded to the bus driver. *(The Administrator's signature shall include the administrative title, the time and date signed. If there are any questions, the administration should contact the parents.)*

B. Posted Bus Rules of Conduct

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

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

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

\*\*\*Zero Tolerance-10-day suspension from the bus \*\*Level One-5 day suspension from the bus

\*Level Two-2 day suspension from the bus

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

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

E. Bus Discipline Procedures

1. Violation of the posted rules and regulations shall result in the loss of bus riding privileges. A student who rides the bus in the Clovis Unified School District, is disciplined in accordance with the statutes of the State of California and will be subject to disciplinary actions for violation of any of the Posted rules of Conduct for CUSD, as outlined in District Policy.
2. Disciplinarians shall normally apply progressive discipline procedures when the driver issues a "Notice of Unsatisfactory Conduct On or Near School Bus" referral as outlined: (see next page for referral forms)
  - a) The first referral and second referral the school site administrator issues appropriate discipline as outlined:
    - "Zero Tolerance" section = 10 day suspension from the bus
    - "Level One" section = 5 day suspension from the bus
    - "Level Two" section = 2 day suspension from the bus
  - b) The third referral: suspension from all CUSD buses for the remainder of the school year.
  - c) In cases where the disciplinarian determines that the student's behavior causes a danger to person or property, the student shall be immediately suspended from rider status.

District Policy AR8301 mandates that all field trips "be supervised by certificated teachers of the District and said teachers will accompany the students on the bus. The principal will determine the number of teachers for such supervision. Adult chaperones should be provided for every eight to ten students. **Only authorized**

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**BLIGATION**

**STUDENT BODY FINANCE OFFICE**

The finance office does not cash checks for students. Checks written to the school must be for the amount of purchase only and must indicate the student's name and student ID number. Returned checks are charged as an obligation to the student. **A service charge of \$25.00 is assessed on each returned check.** Commencing April 22nd and continuing through the end of the school year, no personal checks will be accepted. Cash, cashier's checks, and money orders will be the only acceptable form of payment.

Students with financial obligations will not be permitted to register until late registration. If obligations are not cleared prior to graduation, students will not be allowed to participate in the commencement exercises, and all records and diplomas may be held.

Financial obligations may be cleared, and debit receipts may be purchased **before school until 7:40 a.m., during the lunch period, and after school until 3:30 p.m.** Students are not permitted to come to the Finance Office during class time.

#### **STUDENT FABRICATION FEES**

Students produce projects in many of the elective courses at Clovis East High School. If the student intends to take the project home upon completion, the student should see the Student Body Finance Office to pay for the cost of the materials for student-produced projects. Students will receive a course syllabus, detailing the projects and their cost at the beginning of each semester.

## **DAMAGED OR LOST PROPERTY; PERSONAL INJURY AND FINANCIAL OBLIGATION**

#### **PARENTAL RESPONSIBILITY**

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

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

#### **AUTHORITY TO WITHHOLD GRADES, DIPLOMA, OR TRANSCRIPTS**

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

#### **PROCEDURE FOR WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

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

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

  - a. The date and place of the hearing.
  - b. A statement of the specific facts and charges upon which the proposed withholding is based.
  - c. A copy of the district regulation pertaining to withholding.
  - d. Notice that the pupil and parent/guardian may appear in person and/or be represented by counsel.

- e. Notice that the pupil and parent/guardian may, upon request, inspect and obtain copies of all documents to be used at the hearing.
  - f. A statement that the pupil has a right to confront and question witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses.
3. **Withholding Hearing Before Governing Board**  
 The pupil and parent guardian shall be entitled to a hearing to determine whether the pupil's grades, diploma, and/or transcript should be withheld. A withholding hearing shall be commenced within a reasonable time after the date withholding is recommended. A final decision as to whether the pupil's grades, diploma and/or transcript shall be withheld must be made within thirty-five (35) school days of the date withholding is recommended. In the event that compliance with the above time requirement is impracticable, the hearing may be delayed, for a good cause, up to five (5) additional school days. Alternatively, the hearing may be held sooner if the pupil and parent or guardian agree in writing to an accelerated hearing date.

## LIBRARY MEDIA CENTER

### **LIBRARY MEDIA CENTER ((LMC)**

The Library Media Offices is open daily from 7:15 a.m. until 4:00 p.m., Monday through Friday. Students must present a pass to be admitted into the library during class time. No passes are required before school, during lunch, or after school.

### **GOALS**

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

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

### **LIBRARY MEDIA CENTER COLLECTION AND SERVICES**

1. Students are assisted by a credentialed Teacher Librarian and professionally-trained technical assistants. The Teacher Librarian is available to support student research and promote independent reading.
2. The total collection at the REC exceeds 22,000 print and non-print materials. Although the majority of the collection is curriculum-driven, a large number of free reading materials are available.
3. Technology is available for student use, which includes but is not limited to:
  - a. 34 student computer workstations
    - Electronic Catalog of Library resources
    - Electronic encyclopedias; 1100 magazine and newspaper subscriptions, and online databases.
  - b. Microsoft Office including Word, Excel, PowerPoint

### **LIBRARY MEDIA OFFICE RULES**

1. **Students must have their Student Body I.D. card to check out library materials and textbooks.**
2. **STUDENTS MUST HAVE A PASS TO BE ADMITTED TO THE LIBRARY DURING CLASS TIME.**
3. Library books are checked out for a two-week period.
  - a. Students may check out two books at a time.
  - b. Books may be renewed if they have not been requested by another patron.
4. Students with library obligations will be denied check-out privileges until their obligations are cleared.
  - a. **Students are encouraged to clear library obligations quickly.**
  - b. **Students who have not cleared fine obligations by the end of the school year must pay their obligation before they can pick up registration materials for the following school year.**
  - b. **Students are responsible for all materials they check out.**
5. Lost or damaged materials must be paid for by the student.
6. **No food, gum or drinks are allowed in the Library Media Center.**  
 Please remember: if you need help, see the Teacher Librarian or the Library Technician.

### **TEXTBOOK PROCEDURES**

1. **Students are TOTALLY responsible for textbooks checked out to them.**
  - a. **EACH STUDENT MUST PRESENT HIS/HER CEHS ID CARD TO CHECK OUT A TEXTBOOK.**
2. **STUDENTS MUST TURN IN THE TEXT BOOK THAT WAS ISSUED TO THEM**
3. Procedure for lost books:
  - a. Students must pay replacement cost for lost, damaged, or stolen books.
  - b. Students may check for lost books in the textbook room or library.
  - c. Student/parents will be charged for stolen or lost books, excessive wear and/or damage. (refer to "Damaged Books" below for specific charges.)

**DAMAGED BOOK CHARGES**

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

Fees for damage/loss:

- \$5.00 = willful damage to book barcodes
- \$25.00 = rebinding fee due to cover damage
- \$15.00 = water or liquid damage (book is still usable – no mold)
- FULL replacement cost of book if book is unusable (please see library staff for information regarding replacement options)

**PLEASE NOTE:** Any damages that exceed descriptions above will result in replacement cost of book.

**NURSE'S OFFICE**

**LOCATION**

The Clovis East Health Office is located in the Front Office on the Clovis East side and Reyburn Health Office is located in the Reyburn Front Office. **Parents must stop at the Receptionist's desk in the Main Office and proceed back to the Health Office to sign out their student if they are ill or injured.**

The Health Office is available to students and staff Monday - Friday from 7:30 am to 3:30 pm. A full time registered nurse and health assistant are available during the school day for all health care needs. Some of the services provided include the evaluation of illness and injuries, health assessments for vision, hearing, and the confidential management of all health related issues, medical records and emergency records. Please call if you have any questions or concerns.

**EMERGENCY INFORMATION (IMPORTANT)**

It is extremely important that parents/guardians keep emergency contact information updated with current home, work and cell numbers. Parents should also provide names and updated phone numbers of relatives or friends to call if we cannot reach the parent. If you are traveling out of town, please keep your child informed about your whereabouts and make sure someone on the child's emergency contact list can be reached.

**A PARENT OR LEGAL GUARDIAN** must sign the authorization every year allowing the school to seek emergency treatment (if parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns contact the School Nurse at 327-4018.

**FIRST AID AND ILLNESS**

If a student becomes ill or injured while at school he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. If the student needs to go home for an injury or illness the nurse or the assistant will contact the parent. Students will be released through the Health Office. The nurse is always happy to consult with parents regarding health problems, however please note that injuries which occur at home should be cared for at home.

If your child has ONE of the following, he/she should be kept at home:

- a) Illness with a fever of 100.0 or greater
- b) Illness that affects your child's ability to participate in class
- c) Vomiting and/or diarrhea
- d) Fever of 100.0 or greater within the last 24 hours
- e) Initiation of antibiotics within the past 24 hours

Upon return to school after any extended illness or communicable disease the student should follow up with the school nurse.

**CONTAGIOUS DISEASE POLICY:**

Clovis Unified School District follows California Education Code guidelines for students with infectious or contagious disease. Clovis East asks parents/guardians' cooperation in keeping these students out of school activities if there is reason to believe he/she has a contagious disease (see CUSD: Student and Parents Rights and Responsibilities for policies and regulations.)

**IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)**

All students entering Intermediate and High School must meet all current California Immunizations requirements for schools.

**MEDICATIONS:**

ALL medications (even over the counter medications including Tylenol, Advil, Midol, inhalers, etc.) must be accompanied by a physician's written statement and checked in through the health office. Students allowed to carry inhalers and EpiPens must have written authorization from a physician. The California Education Code Section 49423 and Clovis Unified School District require that prescription and over the counter medication to be taken during the school day must be presented with:

- (1) Written statement from the physician detailing the name of the medication, amount, method, and time schedules by which medication is to be taken.
- (2) Written statement from the parent or guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
- (3) Medication must be clearly labeled and sent to the school in the original container from the pharmacy.
- (4) Medication will be kept in the Health Office unless otherwise directed by the physician.

The "Medication at School" form is included in this handbook. Please review the policy very carefully. It is also available on the CUSD website under: Departments >Nursing>Medication at School form. Medication at School forms expire at the end of the school year unless otherwise indicated by the physician. NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET. The Health Office does not keep medication for general student use.

Medications for off-campus activities (field trips, out of town performances, Grad Night, etc.) require additional authorization. Please see nurse at least two weeks before the event.

**SCREENING PROGRAMS**

Hearing and Vision Screening (Ed Code 49452) will be conducted during the fall semester. ALL Clovis East 10<sup>th</sup> grade students, students new to Clovis Unified and other selected students will be screened. Parents/Guardian's may exempt their son/daughter from screening by submitting a written request to the nurse.

**SPECIAL HEALTH NEEDS**

If your child has special health needs, i.e. diabetes, asthma, seizure disorder, severe allergies (bees, food, etc.), chronic illness monitoring, or physical limitations please contact the school nurse. To better plan for your child's needs, please contact the school nurse BEFORE the first week of school. The Special Meals Request form is in the Registration Packet if your student needs meal accommodations at school due to medical diagnosis.

**A WORD ABOUT ASTHMA**

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

**PE POLICY FOR ASTHMA**

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

**SEIZURE DIAGNOSIS/SWIMMING**

It is district policy that students with a diagnosed seizure disorder must have written physician clearance to swim and a written parental/ guardian request to participate in any school swimming program. Forms are available in the nurse's office.

**PHYSICAL FITNESS TESTING**



Students who are unable to do some or all of the Physical Fitness Tests must present a written medical excuse from their physician to the nurse prior to the beginning of testing. Physician notes need to state which activities are to be waived.

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

All P.E. excuses from parents may be given directly to the P.E. teacher. The student reports to class, dresses out, but is not required to participate. All P.E. excuses from a doctor are given directly to the Nurse. The doctor's note will be kept on file in the nurse's office. The student will return to P.E. with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on P.E. medicals unless written permission is granted by the nurse or the physician.

Students with a short term medical excuse from a doctor will remain in their P.E. class so that attendance can be monitored unless their medical condition warrants other considerations as determined by the physician or the school nurse. They will be required to dress out but will not be required to participate in activities. Students who have a long term medical excuse, every attempt will be made to schedule them into another class. Students who desire to return to P.E. earlier than the original date provided by the physician will need written verification from the physician. All P.E. Medical excuses must be renewed each academic year.

**PHYSICAL FITNESS TESTING (Refer to P.E. Handbook)**

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

**PHYSICAL EDUCATION (P.E.) MEDICAL EXCUSE POLICY**

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

All physician excuses will be given to the school nurse before a student reports to his/her P.E. class. Parent excuses will be given directly to the P.E. teacher. A parent note is allowed for one day only, three times a semester. With a parent note, the student dresses out, reports to his/her P.E. class but is not required to participate. Under no circumstances are students given an extension on a P.E. medical excuse unless it is received (by the school nurse) in written form from the physician. If a student fails P.E. due to circumstances that are medically excused, it is the student's/parent's responsibility to submit a written statement from a physician excusing the student retroactively. This statement will be accepted for the current school year only.

**SHORT TERM** (4 weeks or less)

**Physician Excuse**

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

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

**LONG TERM** (greater than 4 weeks)

All long-term P.E. excuses **MUST** be in writing from a physician. The P.E. excuse will be given to the school nurse. The student will then be removed from his/her P.E. class and reassigned until released by his/her physician. The student's daily attendance is mandatory to their reassigned placement; attendance will be taken each day.

Students will be required to complete make-up work through our online Edgenuity course(E2020) for every week they are excused from P.E.

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

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

**District Advisory Committee (DAC)/School Advisory Committee (SAC):** If a district uses Economic Impact Aid (EIA) funds for State Compensatory Education programs, as Clovis does, it is required to have both a SAC)

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achievement, 2) provide enrichment opportunities that reinforce and complement the academic program, and 3) offer Family literacy and related educational development services.

- **After School Safety and Education Funds (ASES)** - This state funded and administered program provides three-year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.

- **Economic Impact Aide (EIA)** - A state-funded program to provide supplementary services to meet the needs of English Learners, students not meeting proficiency on the state tests, and socio-economically disadvantaged students.
- **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
- **Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families.
- **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals)** - A federal-funded program focused on teacher and principal training and recruitment programs.
- **Title III (Language Instruction for English Learners (ELs))** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and helping these students meet the same challenging State standards required **of all other students**.
- **Title VII (Indian Education Formula Grant)** - A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

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

If you have any questions, please call the CUSD Department of Special Projects @ 327.9086 or go to <https://www.cusd.com/SupplementalServices.aspx>.