

# **Parent-Student Handbook**

**2019-2020**



**C. Todd Clark Intermediate School**

**902 Fifth Street  
Clovis, CA 93612  
(559) 327-1500**

**<http://clark.cusd.com>**

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Notice of Nondiscrimination**

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programs and activities as required by Title VI, Title IX,  
and Section 504**

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## PRINCIPAL'S MESSAGE

August 2019

Dear Clark Parents and Guardians,

On behalf of the faculty and staff, welcome to Clark Intermediate School. We are proud to welcome you and your student as members of our educational community.

The Clark educational team is dedicated to creating an environment where student learning is maximized, personal character development is emphasized with a focus on personal responsibility in conjunction with empathy for others, physical fitness is a daily practice and being the best that you can be in Mind, Body and Spirit is the credo of all Chieftains. The goal of the two years at Clark Intermediate is to produce lifelong learners who are ready for the increased challenges at Clovis High School and the ability to be prepared for a variety of post-secondary opportunities.

This handbook was prepared as a reference to basic information concerning the operation of our school. Both students and parents are urged to read this handbook and keep it as a guide for future reference during your time at Clark.

Student and parent input is welcome. We regard parents and guardians as well as teachers, support staff, and administration as members of the educational team with the shared goal of producing a well-rounded Sparthenian. We encourage you to contact your student's teachers, learning director, guidance instructional specialist, counselor or my office regarding questions or concerns.

Respectfully,

*Teresa Barber*

Teresa Barber  
Principal

## MISSION STATEMENT

C. Todd Clark Intermediate School will provide all students with an environment where student learning is maximized, personal character development is emphasized with a focus on personal responsibility in conjunction with empathy for others, physical fitness is a daily practice, and being the best that you can be in Mind, Body and Spirit is the credo of all Chieftains.

## BELIEF SYSTEM

**It is the belief of the Clark Intermediate School Staff that:**

- All students have infinite worth; each has the right to a quality education that cannot be compromised.
- Successful learning occurs in an environment that fosters a strong work ethic, discipline, perseverance, and the willingness to accept new challenges.
- We believe that people, not programs that make the difference.
- The enhancement of character, values, and self-worth are an integral part of the education process.
- All people in our diverse community are worthy of dignity and respect.
- All students are capable of learning and reaching their full potential.
- High expectations promote greater achievement.
- Co-curricular programs are critical to the development of mind, body, and spirit and connect a student to their school.
- Collaborative planning is the best strategy for problem solving.
- We believe that parents play a crucial role in their student's education.

## SCHOOL OBJECTIVES

**Clark Intermediate School will:**

- Meet or exceed academic standards as measured by national, state or district assessments.
- Meet or exceed physical fitness standards as measured by national, state or district assessments.
- Assist all students in participating in at least one co-curricular activity.
- Maintain a positive and safe school climate as assessed by the Clark Intermediate community.
- Maintain and improve an instructional program that helps students acquire the basic skills in reading, writing, mathematics, science, and social science.
- Create an academic atmosphere that fosters intellectual growth and critical thinking.
- Encourage students to establish self-discipline, routines of responsibility and task accomplishment, which promotes a positive self-concept.
- Maximize the intellectual, emotional, and social development of each student.
- Recognize and promote Character Counts and multicultural diversity.

# 2019 – 2020 SCHOOL CALENDAR

**First Day of School** ----- **August 19, 2019**  
**Back-to-School Night** ----- September 5, 2019  
**Last Day of School** (minimum day)----- **June 5, 2020**

## HOLIDAYS

(School will be closed these days)

Labor Day ----- September 2, 2019  
Veterans Day ----- November 11, 2019  
Thanksgiving Break ----- November 25 – 29, 2019  
Winter Break ----- December 23, 2019 – January 3, 2020  
Martin Luther King Day ----- January 20, 2020  
Lincoln's Birthday----- February 10, 2020  
Washington's Birthday ----- February 17, 2020  
Spring Break ----- April 6, 2020 – April 13, 2020  
Memorial Day ----- May 25, 2020

## PROGRESS REPORTS & REPORT CARD

(Grading Periods)

1<sup>st</sup> Semester – 6 week Progress Report ----- September 27, 2019  
1<sup>st</sup> Semester – 12 week Progress Report ----- November 8, 2019  
End of 1<sup>st</sup> Semester – **REPORT CARD** ----- December 20, 2019  
2<sup>nd</sup> Semester – 6 week Progress Report ----- February 21, 2020  
2<sup>nd</sup> Semester – 12 week Progress Report ----- April 17, 2020  
End of 2<sup>nd</sup> Semester – **REPORT CARD** ----- June 5, 2020

## SCHOOL MEETINGS

Parent Teacher Club (PTC)----- TBA (Quarterly)  
School Assessment Review Team (SART) ----- TBA (Quarterly)  
School Site Council (SSC)----- TBA (Quarterly)  
English Learner Advisory Committee (ELAC) ----- TBA (Quarterly)  
Intercultural & Diversity Advisory Council (IDAC)----- TBA (Quarterly)

\*\*\*Please see website for specific dates and locations.

# CLOVIS UNIFIED SCHOOL DISTRICT ADMINISTRATION

## Clovis Unified School District Governing Board

Susan K. Hatmaker- Board Member  
Ginny L. Hovsepian- Board Member  
Tiffany Stoker Madsen- Board Member  
Brian D. Heryford- Board President  
Steven G. Fogg- Board Clerk  
Christopher Casado- Board Vice President

## Clovis Unified School District Administration

Eimear O'Farrell, Ed.D., Superintendent  
Don Ulrich, Ed. D., Deputy Superintendent  
Scott Dille, Ed. D., Assistant Superintendent, Clovis Area  
Norm Anderson, Associate Superintendent, School Leadership  
Barry Jager, Associate Superintendent, Human Resources  
Steve France, Assistant Superintendent, Educational Services  
Denver Stairs, Assistant Superintendent, Facility Services  
Michael Johnston, Assistant Superintendent, Administrative Services

## C. Todd Clark Intermediate School Site Administration

### Principal

Teresa Barber

### Learning Director

Mallory Dodderer - 7<sup>th</sup> grade

### Learning Director

Baljit Gill - 8<sup>th</sup> grade

### Guidance Instructional Specialist

Robert Hochberg -8<sup>th</sup> Grade

Shane Pearson- 7<sup>th</sup> Grade

### Academic Counselor

Alison Rangel – 7<sup>th</sup> grade

### Academic Counselor

Estevan Reyes – 8<sup>th</sup> grade

### Athletic Director

Bobby Mammen

### Activities Director

Kristin Perkins

## BELL SCHEDULE

<b>Regular Bell Schedule</b>	
Monday, Tuesday, Friday	
0 PE	6:47 – 7:30 am
1	7:35 – 8:31 am
2	8:36 – 9:31 am
<b>Break</b>	9:31 – 9:45 am
3	9:50 – 10:44 am
4	10:49 – 11:44 am
<b>5 Lunch</b>	11:44 – 12:25 pm
6	12:30 – 1:25 pm
7	1:30 – 2:25 pm

<b>Wednesday EVEN</b>	
LATE START	
0 PE	(does not meet)
2	7:55 – 9:49 am
<b>Break</b>	9:49 – 9:58 am
4	10:03 – 11:55 am
<b>Lunch</b>	11:55 – 12:30 pm
6	12:35 – 2:25 pm

<b>Thursday ODD</b>	
LATE START	
0 PE	6:47 – 7:30 am
1	7:55 – 9:49 am
<b>Break</b>	9:49 – 9:58 am
3	10:03 – 11:55 am
<b>Lunch</b>	11:55 – 12:30 pm
7	12:35 – 2:25 pm

## ACADEMIC COURSEWORK

### REQUIRED COURSES OF INSTRUCTION

7th Grade	8th Grade
Academic Block (AB) Language	Academic Block (AB) Language
Academic Block (AB) History	Academic Block (AB) History
Math 7	Math 8
PE	PE
Science 7	Science 8
Elective or Seminar	Elective or Seminar

# ACADEMIC COURSEWORK DESCRIPTIONS

*Note: Please refer to course description catalog for explanation of all classes offered at Clark*

## **ACADEMIC BLOCK**

In this course students develop literacy skills to support development in areas of reading, writing, speaking, and listening. Students will develop reading strategies that they will be required to apply during independent and classroom reading. The course content expects students to read and analyze texts that represent diverse world cultures in the grades 6-8 text complexity band. Students will also develop writing skills in the three modes of writing suggested in the Common Core Learning Standards – informative, argumentative, and narrative.

## **MATHEMATICS**

Math 7 will focus on four critical areas as defined by the California Mathematics Framework: (1) Students will develop an understanding of proportional relationships, including percentages, and apply this to real world and mathematical problems. (2) Students will develop an understanding of operations with rational numbers and work with expressions and linear equations. They will work toward fluently solving two-step equations of the form  $px+q=r$  and  $p(x+q)=r$ . (3) Students will solve problems that involve scale drawings and informal geometric constructions and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume. (4) Students will draw inferences about populations based on samples. Advanced Math 7 is a course designed for the student with a special interest in math. Students must meet prerequisite course criteria to be enrolled in the course, as well as participate in additional class requirements. Please refer to specific class syllabi for detailed class requirements.

In Math 8, instructional time will focus on three critical areas: (1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem (Common Core, Pg. 59). Advanced Math 8 is a course designed for the student with a special interest in math. Students must meet prerequisite course criteria to be enrolled in the course, as well as participate in additional class requirements. Please refer to specific class syllabi for detailed class requirements.

## **SCIENCE**

The Science 7/ Honors Science 7 courses at Clark Intermediate School covers content from the integrated version of the Next Generation Science Standards for California Public Schools (CA NGSS) for grade 7. The topics covered consist of Chemistry, Ecosystems, Natural Resources/Geology, Earth History, and Human Impact. Integrated throughout the course will be Engineering and many of the Common Core State Standards. To successfully complete the course objectives, we will use a variety of instructional methods including group discussion, lab experiments, videos, group work, and technology. Honors Science 7 is a course is designed for the student with a special interest in science. This class is a more in-depth approach to science. Group discussions, lab experiments, scientific writing, and individual and group projects will be utilized in the learning process. Student must meet prerequisite course criteria to be enrolled in the course, as well as participate in additional class requirements, outside of the class period. Please refer to specific class syllabi for detailed class specifics and requirements.

The Science 8/ Honors Science 8 courses at Clark Intermediate School covers content from the integrated version of the Next Generation Science Standards for California Public Schools (CA NGSS) for grade 8. The topics covered consist of Heredity, Biological Evolution, Earth and Human Activity, Motion and Stability: Forces and Interactions, Energy, and Waves and Their Applications in Technologies for



Information Transfer. Integrated throughout the course will be Engineering and many of the Common Core State Standards. To successfully complete the course objectives, we will use a variety of instructional methods including group discussion, lab experiments, videos, group work, and technology. Honors Science 8 is a course is designed for the student with a special interest in science. This class is a more in-depth approach to science. Group discussions, lab experiments, scientific writing, and individual and group projects will be utilized in the learning process. Student must meet prerequisite course criteria to be enrolled in the course, as well as participate in additional class requirements, outside of the class period. Please refer to specific class syllabi for detailed class specifics and requirements.

**PHYSICAL FITNESS**

This P.E. curriculum class provides direct instruction in the areas of aquatics, combative sports, dance, gymnastics, individual sports units, outdoor education, team sports, and wellness.

**ADVANCED COURSEWORK**

**Mathematics**

Advanced Math 7  
Advanced Math 8

**Science**

Honors Science 7  
Honors Science 8

**Electives\*\***

Advanced Art  
Advanced Drama  
Spanish 1

\*\* Pre-requisites required

*Note: Please refer to course description catalog for explanation of all classes.*

**ELECTIVE COURSEWORK**

**General Electives**

Art/Drawing  
AVID (Advancement Via Individual Determination) \*\*  
Collaborative Mentoring \*\*  
Computer Applications  
Robotics\*\*  
Exploring Technology  
Film Studies  
Introduction to Spanish

Broadcasting  
Leadership \*\*  
Teen Living  
Drama 1  
Introduction to Education/ CTE\*\*  
Tutoring (Teachers Assistant)  
Woodworking  
Yearbook \*\*

\*\*Application and/or Teacher Permission Required

**Performing Art Electives**

Drama  
Choir

Band  
Marching Band

### **Recommended (Intervention) Electives**

Academic Seminar

*Note: Please refer to course description catalog for explanation of all classes.*

## **REGISTRATION**

### **REGISTRATION PROCEDURES**

7<sup>th</sup> grade registration takes place in the spring (prior to fall attendance)

- All incoming 7<sup>th</sup> graders register for their classes in their 6<sup>th</sup> grade class
- Students who are new to CUSD will be able to register with their academic counselor

8<sup>th</sup> grade registration takes place in the spring (prior to fall attendance)

- All incoming 8<sup>th</sup> graders register for their classes in their 7<sup>th</sup> grade Science class
- Students who are new to CUSD will be able to register with their academic counselor

**Students MUST have these immunizations in order to register/attend 7<sup>th</sup> grade:**

- **Tetanus, Diphtheria, Pertussis (Tdap)** — 1 dose  
(Whooping cough (pertussis) booster usually given at ages 11 and up)
- **Measles-containing vaccine (MMR)** — 2 doses  
(Usually given at 12 months of age and 4-6 years of age)

The registrar will process new students at Clark Intermediate School. All students are scheduled by the Academic Counselors into the appropriate coursework classes. Students select one elective class of their choice depending upon availability. Students in need of an elective after initial registration in the spring should report to the Team Office to discuss elective options.

### **PLEASE NOTE:**

**No schedule changes are allowed during the first two weeks of each semester.** Schedule changes require the approval of the Learning Director. Schedule *conflicts* (i.e. student has two math classes) will be adjusted by the Academic Counselors and/or Learning Director.

## **ADDITIONAL SCHOOL SERVICES**

### **SCHOOL PSYCHOLOGIST -- *Patrishia Orr, School Psychologist***

The school psychologist provides services at Clark five days a week. She works with both special education students and general education students in various capacities. The school psychologist is actively involved in the

Student Study Team process, the Section 504 process, as well as many facets of the Individualized Education Program process. Specific services provided by the school psychologist include; crisis counseling, short-term individual counseling, student support groups, and consulting with both staff and parents on a variety of issues which may impact a student's education.

### **STUDENT STUDY TEAM (SST) – *Intervention Team***

The Student Study Team (SST) is a collaborative effort by faculty and staff to address the needs of the students at Clark Intermediate School. The Student Study Team consists of the school nurse, school psychologist, GIS, Academic Counselor, and Learning Director. The Student Study Team is a very important part of the educational program at Clark to meet the needs of struggling students.

To access the services of the SST, parents, teachers or administrators may contact any of the team members or complete a referral via the SST Form (available on Google Docs through school psychologist office or Team Office). The referral will be forwarded to the SST coordinator who will set up the SST meeting.

The goal of the Clark SST is to provide a support system and assist all students with academic, behavior, and/or personal issues. The emphasis of Clark's SST is to work together with the student, parents/guardian, and staff to develop a plan to support student success.

### **SECTION 504 – *Shane Pearson & Linda Brobst, 7<sup>th</sup> grade coordinators; Casey Tirapelle, 8<sup>th</sup> grade coordinator***

If you suspect that your child has a disability (learning disabilities, dyslexia, chronic health problems, attention deficit/hyperactivity disorder, etc.) which may substantially limit his/her learning, you may request that your child be evaluated under Section 504 of the Rehabilitation Act (1973). A qualified educational team will evaluate your child to determine if he/she qualifies as a disabled individual. Qualified students will have an individualized 504 Plan developed by an educational team that will include the school site 504 Coordinator, your child's teacher(s), other support personnel as needed, and you, the parent. This plan will be reviewed annually and will address appropriate interventions to assist your student's educational program. For transfer students with current Individualized 504 Plans, an educational team will review the plan to determine whether to continue it until the next annual review or to schedule a meeting to recommend revisions to the plan. For more information contact your student's teacher, the school site 504 Coordinator, or the District 504 Coordinator at 327-9000, ext. 79385.

### **SPECIAL EDUCATION – *Cari Loete, Learning Director & Kendra Simon, Department Chairperson***

The Special Education Program is designed to meet the educational needs of students who qualify for special education services. The Special Education program serves students through a consultation model, a collaboration model in the general education classroom, or through direct instruction focusing on basic academic, vocational, and developmental skills. General education elective and P.E. classes are offered to all special education students. An IEP (Individualized Educational Plan) developed by a team, including parents, governs the placement and services of identified students.

### **ENGLISH LANGUAGE LEARNERS EDUCATION – *Mallory Dodderer, Learning Director***

Students identified as being English Language Learners (ELL) are provided instruction in an English Language Development Seminar class until they become fluent English proficient. The ELD Seminar class will be scheduled in place of their elective. Students who are mainstreamed are monitored to ensure that their academic and language skills continue to develop.

## LANGUAGE SPEECH SPECIALIST – *Amanda Caress, Speech & Language Specialist*

Our speech/language specialist is on campus one day a week. Services include providing diagnostic tests and speech therapy services for students with identified with speech/language difficulties. The Speech & Language Specialist supports the Student Study Team (SST) as needed. This staff member also assists the general and special education staff for all students with their individual needs.



### **CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2019-2020 SCHOOL YEAR**

## *"Children Are Our Most Precious Resource"*

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

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

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

- School Site Council (SSC)**
- English Learner Advisory Committee (ELAC)**
- District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- District Learner Advisory Committee (DELAC)**
- District Migrant Education Parent Advisory Committee (DMEPAC)**
- District Indian Education Parent Advisory Committee (IPAC)**
- School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**
- Local Control Accountability Plan Public Forums (LCAP)**

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level, parent committees provide input into each of the site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you, or go to: <http://www.cusd.com/supplementalservices>. These two school committees meet on a quarterly basis. The committees are comprised of administration, staff and parents. Students are also involved at the intermediate and secondary level.

Listed below are several parent committees that assist with categorical programs and funding. For more information, please call your school or go to: <http://www.cusd.com/supplementalservices>.

**School Site Council (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. It 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):** The entirety of the SSC acts as the SAC. The

SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities provide to students who are disadvantaged, English learners, foster youth and/or at-risk. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

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

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

**Local Control Accountability Plan (LCAP) Forums:** CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

***The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's SPSA and at the committee meetings.***

### **Rationale**

General District funds provide support for the District's base/core curriculum program. Some children have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Children, such as those described above, require supplemental services and materials not generally provided through the base/core curriculum program. The needs of our children are identified and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

### **Philosophy**

All CUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

### **Categorical Program Descriptions**

- 1. 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.
- 2. 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.
- 3. Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs. This reservation requirement is not formula driven.
- 4. Title I, Part C (Migrant Education Program):** A federal-funded program focused on providing services for migratory students and their families.
- 5. 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.
- 6. Title III (Language Instruction for English learners(ELs) and Immigrants):** A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.

7. **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 your child's school or the CUSD Department of Supplemental Services @ 327.9086, additional information may be found at <http://www.cusd.com/supplementalservices>.

## MEDICAL INFORMATION & NURSING SERVICES

**Nurse:** Sheryl Elliott, R.N. (email: [sherylelliott@cusd.com](mailto:sherylelliott@cusd.com))

**Health Assistant:** Shannon Mauzy (email: [shannonmauzy@cusd.com](mailto:shannonmauzy@cusd.com))

### HEALTH OFFICE LOCATION/AVAILABILITY

- The Health Office is located in the Main Administration Building.
- The Health Office is open Monday –Friday 7:10am -3:00pm (occasionally the office may be closed).
- All students coming to the Health Office must have a pass and sign in. Students may come to the Health Office at break and lunch time without a pass.
- Students leaving the school campus must be signed out in the main office by an authorized person on their student authorization list in our computer system.
- The Health Services Assistant and/or the school secretary may cover the office when the School Nurse is out of the office.

### EMERGENCY CONTACT INFORMATION (IMPORTANT)

- **Emergency contact information must be updated with current home, work and cell numbers.**
- Please provide names and updated phone number of relatives or friends to call if we cannot reach the parent/guardian.
- When traveling out of town, please make sure someone on the Emergency Contact list may be reached.
- A **PARENT OR LEGAL GUARDIAN** must sign by electronic signature in PARENT CONNECT the authorization allowing the school to seek emergency treatment (if the parent or guarding is not available). This signature also allows the school to give information to emergency medical services and teachers. Any questions or concerns please call the school nurse at 327-1577.

### FIRST AID, ILLNESS AND INJURIES

- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- Injuries which occur at home should be cared for at home however, the school nurse is always happy to consult with parents regarding health problems or injuries.

- If a child is to be excused from P. E. for more than a 3-day period, a written note from a doctor is required. This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.
- Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated in the use of the device.
- After an extended illness or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
  - 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: Student must be fever free for 24 hours without the use of fever reducers before returning to school.
  - e. Initiation of antibiotics within the past 24 hours.

### **CONTAGIOUS DISEASE POLICY**

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

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

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

All students entering CUSD must meet all current California Immunizations requirements for school. Required Immunizations for Intermediate School:

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, DT, Tdap or Td)** - 5 doses  
(4 doses OK if last dose was given on or after 4<sup>nd</sup> birthday. 3 doses OK if one was given on or after 7<sup>th</sup> birthday.)  
For 7<sup>th</sup> -12<sup>th</sup> graders, at least 1 dose of pertussis -containing vaccine is required on or after 7<sup>th</sup> birthday.
- **Polio (OPV or IPV)** - 4 doses  
(3 doses OK if one was given on or after 4<sup>nd</sup> birthday)
- **Hepatitis B** – 3 doses
- **Measles, Mumps and Rubella (MMR)** - 2 doses  
(Both given on or after 1<sup>st</sup> birthday)
- **Varicella (chicken pox)** – 2 doses
- **Tetanus, Diphtheria and Pertussis (Tdap)** – 1 dose at 7<sup>th</sup> grade or out-of-state transfer admission at 8<sup>th</sup> – 12<sup>th</sup> grades  
(1 dose on or after the 7<sup>th</sup> birthday)

Tuberculosis Screening (Mantoux/PPD) is required for all students entering school in CUSD if they are from out of the country or have been out of the country for the past 3 months.

## **MEDICATIONS**

- **ALL** medications (even over the counter medications including Tylenol, Advil, Ibuprofen, Midol, etc) must be accompanied by a physician's written statement and checked in through the health office. **Students allowed to carry an inhaler and EPIPENS must have written authorization from a physician.** The California Education Code Section 49423 and Clovis Unified School District require the 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 available on the CUSD website under Parents, Forms, Health Forms, 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.

**Medication 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 8<sup>th</sup> grade students, students new to the district and other selected 7<sup>th</sup> grade students will be screened as needed. Parents/Guardians may exempt their child from screenings by submitting a written request to the school nurse.

## **SPECIAL HEALTH NEEDS**

If your child has special needs (diabetes, asthma, seizure disorder, severe allergies, bee sting, food, etc.) chronic illness or physical limitations, please contact the School Nurse. 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 a 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 students successful. In talking with physicians who are successful with asthma management, if the inhaler is used properly before P.E. most student should be able to perform normally. There are certain times of the year that self-paced P.E. is indicated.



# LIBRARY MEDIA CENTER

## **LMC Hours:**

Monday through Thursday                      7:10 AM – 4:00 PM  
Friday                                                      7:10 AM – 4:00 PM

Students must present a hall pass signed by their teacher to be admitted into the LMC during the class time. Students should have an academic purpose for being in the LMC and a productive atmosphere should prevail so that scheduled classes and others who are working will not be disturbed.

## **Library Media Center Collection and Services**

1. A credentialed Teacher/Librarian and a Library Technician assist students and staff.
2. The Teacher/Librarian collaborates with classroom teachers to integrate research skills with the content of the class. Classes are booked on a flexible schedule to ensure students have access to resources at point of need.
3. The total collection at Clark Intermediate School exceeds 16,000 items. Although the majority of the collection is curriculum driven, a large number of leisure reading materials are available.
4. Technology is available for student use which includes, but is not limited to:
  - Computers networked to a printer for work processing, multimedia presentations, spreadsheets, and databases.
  - Internet access including subscriptions for accessing books, magazines, newspaper articles, pictures, and text of speeches online.
  - Wireless Internet access.

## **Library Materials Selection**

1. It is the purpose of the District to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow the review of learning resources through established procedures. The goals and selection procedure are listed in CUSD Board Policy No. 3303.
2. Teachers, students and parents are encouraged to suggest materials for purchase with library funds.

## **Library Media Center Rules**

1. Students must sign the Internet Use Agreement as stated in Board Policy No. 7205.
2. Students must present their Clark Intermediate School identification card in order to check out library materials or textbooks.
3. Students must have a hall pass to be admitted to the LMC during class time.
4. Materials are checked out for a two-week period.
  - Students may have three items out at a time, except with special permission.
  - Books may be renewed.
  - Students will be charged \$.10 per day per item for overdue materials. (Students are not charged for holidays, weekends, or verified excused absences.)
  - Students with overdue materials or fines will be denied checkout privileges until their obligations are cleared.
5. Students must pay for lost or stolen materials.
6. Students are responsible for the care of materials checked out to them.

## **Textbook Procedure**

- Students are responsible for their originally assigned textbooks. Students should write their name in the front of their books. Books should be covered at all times.
- Students must present a Clark I.D. card in order to check out a textbook.
- Teachers will bring students to the LMC to check out textbooks at the beginning of the school semester/year.

## **Textbook Check-In Procedure**

- Students must personally return textbooks at the circulation desk. (The book drop is for library books only.) By returning textbooks personally, students receive immediate feedback regarding the book's barcode, verifying that they have returned the same book they checked out.
- Students must return the book with the same barcode issued to them. This will avoid being placed on the obligation list.
- Any damages to textbooks will result in a fine.

### **Procedure for Transfer Students or Students Who Drop**

Students who transfer from one class to another after the start of the semester and students who are withdrawing from school must obtain textbook clearance through the LMC and their Learning Director.

### **Procedure for Lost, Stolen, or Damaged Textbooks**

Students must pay for lost, stolen, or damaged textbooks in the LMC. The payment is recorded in the LMC database. If the book is found, the student should bring the book to the LMC. Refunds are mailed to the patron address on record at the district office. If the lost book is returned to the LMC by someone other than the student who checked it out and paid for it, the library staff will notify the student and a refund will be made.

Information about all aspects of our school can be found at our website. Recommended research links and an online catalog for resources in Clark's LMC are included.

## **STUDENT ACTIVITIES**

Every opportunity is afforded students at Clark Intermediate School to become involved in curricular/co-curricular activities. Students must maintain a minimum G.P.A. of 2.0 or greater, be cleared of any school financial obligations, and have no discipline restrictions in order to participate. This section of the handbook will provide the reader with the information necessary to take advantage of the school's varied activities.

### **Being involved in co-curricular activities can be very beneficial to your students' success.**

- Develop new friendships.
- Earn Block C and Leadership points
- Teaches students to be more tolerant of opinions and wishes of others.
- Teaches students how to win and lose in a sportsmanlike manner.
- Gives students a voice in school affairs.
- Develops poise, refines social skills, and promotes effective communication.
- Establishes relationships among students, teachers and administrators.
- Creates greater interest in regular school activities.
- Increases self-confidence

### **Student Government**

The government of the Clark Intermediate Student Body is comprised of a Student Council, consisting of six elected Student Body Officers: President, Vice President, Secretary, Treasurer, and Activities Commissioner. The Student Council meets regularly to transact business and discuss student body activities.

### **Student Body Elections**

Clark Intermediate will hold elections at the beginning of the year for incoming 7<sup>th</sup> grade students for the current school year and at the end of the year for future 8<sup>th</sup> and 9<sup>th</sup> grade students the following year. Guidelines for the campaign and election are as follows:

- Students must maintain a grade point average of at least 2.75 to be eligible.
- Students cannot have outstanding financial obligations.
- Students cannot have discipline issues.

- Students must pick up and complete an application, which will be signed by student, parent, and Learning Director. Applications will be available approximately two weeks prior to the election.
- Applications must be turned in to the Team Office or Activities Office no later than one week prior to the election.
- Each candidate will present a campaign speech via recorded video speech to the student body during an assembly. Speeches must be no longer than 2 minutes in length.
- The Activities Director, or designee, must approve all speeches no later than 3 days prior to the election. Please submit a typed version of your speech.
- All posters and signs must be appropriate and approved by the ASB advisor(s).

### **Student Organizations:**

All students are encouraged to join various student organizations on campus. Listed below are a few examples of student organizations at Clark:

- California Junior Scholastic Federation (CJSF)
- African American Student Union (AASU)
- Asian Student Union
- Fellowship of Christian Athletes (FCA)
- CHAMPS
- Diamond Girls
- Royals

### **Dance Rules and Regulations:**

- CURRENT school ID must be shown to buy a ticket and to attend the dance.
- Students must also be carrying at least a 2.0 GPA to attend to the dance. School dances are **only** for Clark Intermediate students. School identification is required for purchase of a ticket and entry to the dance.
- **Students must have a 2.0 GPA** as reflected on the most current progress/grading report to be eligible for the dance.
- Students who are on the "Non-Privilege" (suspension puts you on the Non-Privilege List), DNS list or "Obligation" list may not attend.
- A student who enters the dance is not permitted to leave until the dance is over, unless picked up by their parent/guardian at the front door.
- All dances will be from 6:00 PM to 8:00 PM.
- A student must be picked up within 15 minutes of the end of the dance. Students who are not picked up on time may be subject to loose future dance privileges.
- School dress code will be enforced.
- Students must be in attendance at school on the day of the dance in order to be eligible to attend.
- Students will not be allowed to enter the dance after 6:30 PM unless special arrangements were made ahead of time with the Learning Director.
- Inappropriate dancing will not be allowed.
- Tickets can **only** be purchased with cash. No checks will be accepted.

## ATHLETIC ACTIVITIES

**Athletic Director – Bobby Mammen (email: [bobbymammen@cusd.com](mailto:bobbymammen@cusd.com))**

The student body and staff of Clark Intermediate School take pride in being called the "Chieftains". This pride is reflected in our athletic program where excellence, participation, and sportsmanship are held in high regard. We invite all students to become a part of our wonderful sports programs.

**Sports:**

The following is a list of the seasons and sports offered at Clark Intermediate School:

<b>FALL SPORTS</b>	<b>WINTER SPORTS</b>	<b>SPRING SPORTS</b>
Football + Girls Volleyball *+ Girls Tennis *+ Girls Water Polo Boys Water Polo Boys Cross Country Girls Cross Country Girls Golf *	Boys Basketball *+ Girls Basketball *+ Boys Soccer * Girls Soccer * Wrestling + Gymnastics *	Boys & Girls Track Baseball *+ Softball *+ Boys Volleyball *+ Boys Swim/Dive Girls Swim/Dive Boys Tennis *+ Girls Badminton Boys Golf *
		
<p>* INDICATES CUT SPORTS</p>		<p>+ INDICATES JV TEAMS AVAILABLE</p>

**Fall Sports:** Practice begins August 12<sup>th</sup>

**Winter Sports:** Practice begins November 4<sup>th</sup>

**Spring Sports:** Practice begins February 3<sup>th</sup>

Interested students should contact the school's Athletic Director (327-1527) for further information and to obtain the necessary forms for athletic eligibility, code of ethics, physical, insurance and emergency procedures. These forms can be found in the 'Athletics' section of the Clark website. **A sports physical and these forms must be properly completed before a student may participate.**

**Code of Participation**

The Code of Participation applies to all students at Clark Intermediate School who represent the school in a co-curricular program. The code requires the student to make a commitment regarding grades, citizenship, training rules (no tobacco, alcohol or narcotics) and care of school uniforms and equipment. This commitment applies throughout a specific sport's/activity's season. The student is expected to participate in the activity in a positive manner. That is, the student is to show proper conduct, strive to learn and grow in his/her abilities or skills and contribute to the group effort to the best of his/her ability.

**Physical Examinations**

All students must be medically cleared by a physician, and submit the necessary documentation (sports physical examinations offered @ Clark in the Spring for \$20.00) prior to participation. Students must make arrangements through their family physician or a walk in clinic. Physicals are valid for one year from the "exam" date.

### Co-Curricular Eligibility

Students must maintain a 2.0 GPA ("C" average) to participate in co-curricular programs. Any student falling below a 2.0 GPA at the end of a grading period will be placed on academic probation for one grading period. Any student placed on the academic probation list for two consecutive grading periods will be ineligible to participate in any co-curricular program until the following grading period is completed. At this time, the student may become eligible if a 2.0 GPA is re-established. If a student accumulates 3 or more F's at a given grading period, they will be ruled ineligible until the next grading period

### Insurance

All students who participate in interscholastic athletics must have insurance coverage. The State of California requires that students have a \$1,500 accidental death coverage and \$1,500 accidental injury coverage. This may be carried privately by the student (or his/her family), or it may be obtained through a school-endorsed policy. Students whose parents have private insurance will be given a form to complete indicating the type of coverage. The insurance policy offered through our District range in cost from \$13.00 to \$36.00 for the "school only" plan and \$65.00 to \$163.00 for the "full time" plan. Brochures detailing each of these policies are available in the school office. *Rates are subject to change.*

## CLARK CODE OF ETHICS & PARTICIPATION

The following Code of Ethics and Code of Participation applies to all students who represent Clark Intermediate School. Students will be asked to make this commitment prior to the start of the season/activity and abide by the set conditions for the remainder of that season.

Any student falling below a 2.0 GPA at the end of a grading period will be placed on academic probation for one grading period. **Any student placed on the academic probation list for two consecutive grading periods will be ineligible to participate in any co-curricular program until they can reestablish a 2.0 GPA. Students who accumulate 3 or more Fs in a grading period become immediately ineligible and cannot be reviewed for eligibility until the next grading period.**

The participant is expected to abide by the practice, meeting, or rehearsal schedule established for the activity. Certain absences or tardies may be excused, as in classroom attendance. However, the participant has the obligation to clear these with the coach or advisor in charge of the activity.

### Code of Participation

The Code of Participation applies to all students at Clark Intermediate School who represent the school in a co-curricular program. The code requires the student to make a commitment regarding grades, citizenship, training rules (no tobacco, alcohol or narcotics) and care of school uniforms and equipment. This commitment applies throughout a specific sport's/activity's season. The student is expected to participate in the activity in a positive manner. That is, the student is to show proper conduct, strive to learn and grow in his/her abilities or skills and contribute to the group effort to the best of his/her ability.

### Team Regulations

- CUSD policy states that students must be in school half of the school day (3 periods not including lunch) to participate in an athletic event unless verified by the principal.
- In the event a student athlete is suspended, they will be placed on 10 day non privilege (minimum) from all co-curricular events in addition to the suspension. Students must attend an athletic hearing with their parent with the athletic director and school administration for a code of conduct meeting.
- **Code of Conduct Procedures:** The Code of Conduct Board will impose a minimum non-privilege time for all school activities of 10 school days - 20 school days for each student appearing before them. The student

who violated the Code of Conduct or Educational Code, resulting in the non-privilege consequence, is not to be allowed to practice during their first five days of non-privilege. Non-privilege excludes students from all student activities and events on or off the campus (i.e. rallies, dances, games, plays, etc.). The board may decide to permit the student to reduce up to half of this non-privilege period if the student completes a board rehabilitation plan or a work back option. Work back is defined as one hour of campus or community service equaling one day of non-privilege.

- **Absolutely no possession and/or use of tobacco, alcohol, narcotic, or dangerous drugs will be allowed. Students will be permanently removed from the school organization and subject to school disciplinary action.**

### **Uniforms and Equipment**

- The uniform must be returned within one week following participation of the last game or season event.
- It is the player's responsibility to return all uniforms and equipment issued to him/her at the end of participation, or is responsible for the payment of items not returned.
- All school uniforms and equipment must be returned or paid for before a student will be allowed to go out for another sport.

### **Grooming and Personal Appearance**

Each athlete must abide by the school Dress Code in order to participate. This includes all competitions, on or off campus regardless of the day of the week.

In sports, the student will acknowledge and submit the following items **prior to practice** with the team:

- Athletic Eligibility Packet
  - Blue Emergency Release Card
  - Signed Statement for Code of Ethics
  - Signature on Eligibility Card giving parental permission to participate and travel
  - Concussion form
  - Parent communication form
  - Health Screening form
- If a student quits or is discharged from a team or office without release from his/her coach, advisor, or athletic director, he/she may not join another team until the end of the season of the sport he/she has left.
- Unfortunately, in some sports, students may be "cut" due to facility or equipment limitations. In those cases, students are encouraged to participate in another sport.

**Students will not be able to participate in any practices (including try-outs) unless all forms are completed and turned in.** Forms are found in the athletic office or the Clark webpage under the athletic tab.

## **PERFORMING ARTS**

### **Performance Attendance Policy**

Performances are a very integral part of a Performing Arts program. Sometimes one major performance is the culmination of an entire quarter's work. Once work toward a performance has begun the members of those groups become mutually interdependent upon each other. An unexpected absence of one single performer could be unfavorable to the production or even stop the performance for all others. Performing arts students are expected to follow the code of ethics guidelines, as is the case with all other co-curricular activities.

## **CLARK PARENT CLUB**

The Clark Intermediate Parent Club (PTC) is an active organization, which assists and supports the school in its various endeavors. We encourage parent and guardian participation through membership and direct involvement.

The Clark Parent Club sponsors various student fundraisers throughout the school year. Everyone is encouraged to join to the Clark Parent Club. The Parent Club meets the third Tuesday of every month.

Parent Club Board Members 2019 - 2020

Co-President-----Tammy Maxwell & Karen Depew  
 Vice President----- Danielle Edwards  
 Secretary ----- Syreeta Martinez  
 Treasurer-----Wynona Byrom

Email: [clarkptc2018@gmail.com](mailto:clarkptc2018@gmail.com)

**S.A.R.T. COMMITTEE**

The School Advisory Review Team (SART) committee meets **quarterly** and reviews the school’s programs and activities, conducts school campus inspections, and assists in the annual parent survey distribution and collection. This committee is open to parents, grandparents, senior citizens, and local business people. People interested in participating on the SART Committee may call a school Learning Director or Principal at 327-1500. Reminders will be sent out quarterly with dates, time, and locations of the meetings.

**GRADING PROCEDURES**

This is a GENERAL guideline for the grading used at Clark Intermediate School. Percentage points can vary within a letter grade, from class to class. Please refer to the Teacher Syllabus for specifics.

<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>
<b>A</b>	<b>94-100</b>	<b>C</b>	<b>74-76</b>
<b>A-</b>	<b>90-93</b>	<b>C-</b>	<b>70-73</b>
<b>B+</b>	<b>87-89</b>	<b>D+</b>	<b>67-69</b>
<b>B</b>	<b>84-86</b>	<b>D</b>	<b>64-66</b>
<b>B-</b>	<b>80-83</b>	<b>D-</b>	<b>60-63</b>
<b>C+</b>	<b>77-79</b>	<b>F</b>	<b>59 &amp; below</b>

**Grade Point Average (GPA)**

A student's grade point average is determined by adding the total number of grade points earned divided by the number of classes. All students at Clark Intermediate School have a total of six classes. Grade points are assigned at six-week grading period including semester. Grade points are assigned as follows:

- A 4.0 points
- B 3.0 points
- C 2.0 points
- D 1.0 points
- F 0.0 points

\*\*\*\*Advanced Math: Students that are enrolled in Advanced Math 7/8 will received a weighted GPA, due to the advanced content of the curriculum.

**Grades & Grading Periods**

Progress Reports are issued to students four times a year. Report Cards are issued to students twice a year, at the end of each semester. Reports for the for 6-week and 12-week grading periods are progress reports. **All progress**

**reports and semester report cards will be mailed to parents.** Student and parents have access to grades at any time on Student/Parent Connect. If you do not have your log-on information, please contact the main office at Clark to get a password.

### **Academic Probation**

Any student falling below a 2.0 GPA on his/her report card will be placed on academic probation until the next marking period. Two consecutive grading periods of academic probation will result in academic ineligibility in all co-curricular programs with the student being placed on non-privilege until the next grading period.

### **Academic Counseling**

Clark has Academic Counselors available for students and parents. The Academic Counselors are student advocates on campus who are able to help them with academic concerns, schedule issues, social & emotional support, college & career exploration, and high school readiness. Parents/guardians are welcome to contact them with any questions as well.

**7<sup>th</sup> grade Academic Counselor : *Alison Rangel* (email: [alisonrangel@cusd.com](mailto:alisonrangel@cusd.com))**

**8<sup>th</sup> grade Academic Counselor : *Estevan Reyes* (email: [estevanreyes@cusd.com](mailto:estevanreyes@cusd.com))**

## **ACADEMIC RECOGNITION**

The Honor Roll acknowledges the distinguished scholars at Clark Intermediate School. The requirements reflect not only the student's academic achievement, but his/her work ethic and citizenship as well.

### **Principal's Honor Roll**

For those students who earn all A's (4.0 GPA). A certificate is presented to the student during fall semester Academic Award Presentations.

### **High Honor Roll**

For those students who achieve at least a 3.5 GPA

### **Honor Roll**

For those students who achieve at least a 3.0 GPA.

### **Principals' Medallion Award**

The Clark Intermediate Principal's Medallion Award is presented to the eighth grade students at the Principal's Medallion Awards Banquet. The award is given to those students with a grade point average of 4.0 for the four (4) semesters of their seventh and eighth grade education.

### **California Junior Scholarship Federation**

CJSF and CSF (California Scholarship Federation) are honor societies recognized by companies and institutions, which award scholarships. Clark Intermediate has formed a chapter of California Junior Scholarship Federation (CJSF). CJSF is a service club where student application is required. To qualify, students must earn at least three A's and two B's in classes other than PE. Membership is based on semester grades. Qualifying grades must come from academic subjects only.

A notice to pick up application forms to join CJSF will be in the Daily Bulletin. The CJSF Constitution does not allow a student to be recruited. A student may not join after the deadline for application.

Scholarship requirements will be determined as follows:

- All grades earned for the semester must be "C" or better.
- Three (3) points are counted for an "A" and one (1) point is counted for a "B" grade.



Clark Intermediate students who qualify seeking the Lifetime CJSF designation apply for membership for three (3) semesters will be awarded the Honor Membership Pin at the Principals' Academic Awards at the end of the year.

### **Clark Block "C" Award**

The Block "C" Award is a special end of the year award for the "all-around" scholar. The award is a tribute to the students at Clark Intermediate School whose involvement reflects the spirit of the Clovis Sparthenian. It is one of the most prestigious awards a student may earn at Clark Intermediate School. This honor is available to 7<sup>th</sup> and 8<sup>th</sup> grade students and is awarded in June at the 2<sup>nd</sup> semester Academic Awards presentation.

The criteria for earning this award reflect a broad base of participation, academic achievement, and service. To earn the Block "C" Award a student must accrue points (see block C application form) in any combination of six distinct categories (based on and incorporated with the seven pillars of character):

- Curricular Requirements
- Academic Activities
- Athletics
- Performing and Fine Arts
- School Service and Leadership
- Attendance

Students who wish to earn the Block "C" Award should follow the procedures listed:

- Secure an application and verification form from the AB teacher in September of each year.
- Enter the points he/she has earned in each criteria as the year progresses.
- Secure appropriate verification signatures.
- Turn the application in to your Team Office by the specified date in May.

### **Student Recognition Luncheon**

Teachers will choose students to be recognized who exhibit exemplary effort and achievement in their classrooms. Honorees have the pleasure of public recognition while their parents are present. The luncheon is free to all parents of students honored. Notification informing parents of the date and time will be brought home by the student.

### **Sparthenian Recognition**

Sparthenians are selected from both the seventh and eighth grades by their Team teachers/Learning Directors. Attendance at the Exemplary Student Luncheon acknowledges Sparthenians for their contribution/involvement in the development of mind, body and spirit. Parents of Sparthenian Award winners are invited to the luncheon at no cost. The student will bring notification informing parents of the date and time home.

### **Chieftain Character Award**

Character Counts at Clark Intermediate! For the Chieftain Character award, teachers are asked to nominate a student who they feel best exemplifies Chieftain Character. Nominees should be students who have displayed characteristics of good character on an on-going basis. We want to honor those students who choose to be positive role models for their peers on the Clark campus. The winners are honored at the quarterly Chieftain Character luncheon.

<b>ATTENDANCE</b>
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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/her very best, it is important that he/she be in school regularly.

Our policy here at Clark Intermediate School is to provide the best possible educational experience for your student. One way to accomplish this is to closely monitor the attendance of our students. Individuals can quickly fall behind academically if absences or tardies occur frequently. When this occurs, valuable instruction time is lost and as a result the student suffers academically.

For educational 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. Whenever possible, parents are urged to schedule medical and dental appointments at times where academic instruction will not be interrupted.

### **Clearing Absences**

Please note that parents are still required to excuse absences each and every day their student is absent.

Authorized absences include:

- ◆ Legitimate illness
- ◆ Medical appointment
- ◆ Family Court appearance
- ◆ Bereavement

### **When a student is absent, students and parent should adhere to the following procedures:**

**ALL ABSENCES MUST BE CLEARED BY TELEPHONE. PARENT NOTES ARE NOT ACCEPTED.** Only parents or guardians may clear absence(s).

1. The parent/guardian needs to make a telephone call to the school at 327-1517 and leave a message on the attendance recorder or report the absences on the Clark website.  
The following information is required:
  - a. Student's name (please spell the last name)
  - b. Date of absence. (number of days)
  - c. Whether the absence is for the whole day or partial day.
  - d. Reason for absence.
  - e. Parent/guardian's name.
  - f. Relationship to student.
2. **If a student visits the doctor or dentist, written verification from the doctor should be provided to the attendance office.**
3. If a student is absent for three (3) consecutive days or more a doctor's verification of the absence should be provided to the attendance office upon the students' return to school.
4. Students with excessive absence will be referred to the School Attendance Review Board (SARB).

**PLEASE NOTE:** We now have an automated system that calls home daily between the hours of 6:00 PM to 8:00 PM for any student who has been marked absent by the teacher for one or more periods. When you receive this call, press "0", state your name, reason for the absence and what relation you are to the student being referenced. If you have any questions concerning absences, please call the attendance office at 327-1504.

### **State Law regarding Attendance**

State law requires that all children between the ages of six (6) and eighteen (18) be enrolled and attend school daily. Parents must clear all absences within 24 hours. Uncleared or unverified absences or truancy will result in appropriate disciplinary action.

### Tardy Policy

A student is tardy if he/she is not in the room when the tardy bell rings. Below is the policy/procedure that incorporates the following for each six-week reporting period:

- 1<sup>st</sup> violation:** Student's name added to monitoring list and reminded of importance of being on time.
- 2<sup>nd</sup> violation:** SRL to conference with student– violation noted
- 3<sup>rd</sup> violation:** Parents contacted, after school detention is assigned, talk from Counselor or LD
- 4<sup>th</sup> violation:** Parents contacted and referral to Learning Director or Team Office. (Saturday School may assigned). Follow up meeting with team LD or Counselor
- Additional offenses:** **Parent and Student Support Services notified. Student Support Services to initiate the SARB (Student Attendance Review Board) process.**

### Off-Campus Permits

*Students will only be released to authorized persons on the student's emergency card.*

Any student leaving campus during the school day must obtain permission prior to departure from campus. Parent, guardian, or authorized persons signing students must sign out in the main office. Failure to do this may result in truancy. Students who are truant will be referred to the GIS or Learning Director for disciplinary action. Saturday School, and non-privilege will be the result of truanancies.

It is the **student's responsibility to pick up their off-campus permits** for a prearranged appointment. We do not send a reminder or deliver passes to class.

Off-campus permits are issued in the front office. Permits will be issued only by consent of the parent/guardian of the **student in person**. **Notes or phone calls will not be allowed.**

Off-Campus Permits will only be issued for the following reasons:

- Illness verified by the nurse. At no time is a student to leave and go home without first clearing through the nurse and front office for an official off-campus permit.
- Appointment with the doctor or dentist. The signature of the doctor or dentist must be obtained at the time of the appointment.
- Death in the family or funeral attendance when verified by parent/guardian.

**To avoid the loss of valuable instruction time, students will not be called out of class until the parent arrives in the front office to sign the student out.** A written note is required for all appointments. The note must include the day and time the student is to be dismissed. This note must be turned in to the main office prior to the beginning of the school day in order to release students at the appropriate time.

**Students will be allowed to leave campus at lunch only if a parent reports to the office to pick them up. Parents must report to the office in person for pick up.** (Refer to Board Policy #2107)

**For safety reasons, parents dropping off lunch or food for students must leave it in the main office. Students are not allowed to meet parents or guardians in the parking lot for pick-up/drop off of food or items.**

### Absences Due to Suspension

A student who has been suspended from school shall be allowed to complete all assignments and other work missed during the suspension, including tests that can be reasonably provided. Upon satisfactory completion of assignments or other work, the student will be given full credit.

### **Unauthorized Absence and/or Truancy**

A student whose has un-cleared absences or in considered truant may **not** be allowed to complete assignments, tests, or other class work missed, due to the absence.

### **Work Completion Policy for Absences**

Not all educational activities can be duplicated. However, make up work is encouraged and is to be determined by the individual teacher.

- It is the student's responsibility to make up work missed due to absences.
- 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).
- Requests for homework should be made to the front office by 10:00 A.M. of the day of absence.

### **Extended Absences**

If you plan to take your child out of school for five (5) or more days (i.e. out of town trip), it is suggested to request an Independent Study Contract. This ensures that students will receive credit for the absence, teachers will provide the assignments, and your student is able to stay current with their classmates without falling behind. **PLEASE NOTE: The request for an Independent Study Contract MUST be submitted one week prior to the student's first date of absence.** (see below)

### **Independent Study**

To request an Independent Study Contract, the following guidelines need to be followed:

- Independent studies need to be made ***one week*** prior to departure. This gives the teachers notice to properly prepare the homework packet. If one week prior notice is not given, the Independent Study contract may not be fulfilled.
- The parent/guardian can contact the Student Services office to request the contract.
- This request can be by written notice or in person at the Student Services office.
- Student must be in good academic standing: 2.0 GPA and no discipline or attendance concerns. Exceptions or appeals for special circumstances may be reviewed.
- The student is given an Independent Study contract and folder with verbal and written instructions. All schoolwork is kept in the Independent Study folder.
- Upon return to school from Independent Study, the student returns the folder and schoolwork to the main office to obtain a grading cover sheet.
- The student takes schoolwork to teachers for grading and approval on the cover sheet.
- The student returns the cover sheet and graded work to the main office to get attendance credits.

### **Truancy Policy**

According to Education Code Section 48260, a pupil who is absent from school without valid excuse for three days in one school year or is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the district's Student Service and School Attendance (SSSA) office.

When the school designates a student as truant, the parents will be notified and advised of possible consequences. When designated as truant, the student involved will be referred to the Learning Director and becomes subject to consequences as identified in Education Code Section 48264.5

### **Saturday School Program (8:00 a.m. - 12:00 p.m.)**

- The Clovis Unified School district has adopted the Saturday School Program as an alternative disciplinary measure for students. The purpose of the program is to facilitate the disciplinary measure for students who have been truant, excessively tardy, or guilty of other suspend-able offenses. Furthermore, it allows students:
- To create a positive means of student discipline without loss of classroom instruction.
- To reinforce with parents the attitude that their child should be in school and that discipline can be positive and earn back unexcused absences.

- Students who fail to attend Saturday School will be placed in the opportunity class the following Monday and will be subjected to further consequences.

### **Code of Conduct**

The Code of Conduct Board will impose a minimum non-privilege time for all school activities of 10 school days or 14 calendar days (the lesser of the two options) for each student appearing before them. The student who violated the Code of Conduct or Educational Code, resulting in the 10 school day non-privilege consequence, is not to be allowed to practice during their first five days of non-privilege. Non-privilege excludes students from all student activities and events on or off the campus (i.e. rallies, dances, practices, games, and plays, etc.). The board may decide to permit the student to reduce up to half of this non-privilege period if the student completes a board rehabilitation plan or a “work back” option. “Work back” is defined as one hour of campus or community service equaling one day of non-privilege.

### **Visitor’s Policy**

Parents are invited to visit the school or classes. Visitations must be arranged at least 24 hours prior to a parent/guardian visit. Please call the Learning Director for an appointment. **Students may not bring non-Clark students on campus during the school day.** This restriction is due to space available at the school, insurance requirements, as well as legal liability. **Student activities are only for Clark students.**

**Volunteer Policy (8 or more hours in a school year)-** All persons that will be on a campus or working with Clark students for more than 8 hours in a school year will be required to have a valid negative TB skin test and fingerprinted with the district. These services will be performed at the cost of the individual, not the school site.

**IMPORTANT: Parents who are dropping off lunches or any other items must leave their car and go to the main office. Students will not be allowed to meet parents in the parking lot during lunch or break unless cleared by administration or the main office.**

### **Loitering**

Students are to be in their co-curricular activity or detention by 2:35 PM. Students who are loitering will be escorted to an after school lab, Team Office, or another supervised location until parents are notified and arrive to pick them up. Students are not to loiter across the street from Clark in the areas of the Civic Center and the Clovis Library. **All students must be off Clark campus by 2:45 pm.**

## **OBLIGATIONS**

**Students or parents are financially responsible for lost or stolen school materials or equipment.** Failure to clear obligations will result in restriction from activities and delayed registration for fall or spring courses at Clark Intermediate and possibly Clovis High School. Students/Parents will be notified each month of obligations. Those must be cleared by the 15th of each month. Failure to do so will result in non-privilege status for co-curricular events. Classroom books must be covered at all times. Students are liable for damage, misuse or loss.

### **Check Cashing Policy**

Due to Student Body Funds Policy/Procedure, it has been determined that schools cannot cash personal checks for more than the amount of purchase. Schools can only accept checks for the amount of purchase. In addition, Clark Intermediate School can only accept checks as payment up to the last four weeks of school. Please make checks out to “Clovis Unified School District” unless otherwise stated. **Only cash will be accepted as payment the last four weeks of school.**

It is the policy of our school's financial office that if a check is returned to Clark Intermediate with insufficient funds to cover the amount of the check, checks will no longer be processed for the individuals involved.

# GENERAL POLICIES AND PROCEDURES

## Student Identification Cards (IDs)

ID Cards are mandatory and must be in student's possession at all times. A student must present the ID Card for many things on campus, for example:

- Checking out books from the LMC
- Purchasing dance tickets, attending dances, and yearbook signing party
- Purchasing lunch daily
- Off campus events at CUSD School sites

The first ID Card is provided free of charge to the student. Replacement cards cost \$5.00 each and may be obtained in Student Services grade office.

## Special Deliveries

Delivery of balloons or flowers is a disruption to classroom activities, and can pose a hazard on a school bus. For safety reasons, district policy prohibits balloons or glass containers inside the buses. All items delivered will be placed in the main office **until the end of the school day.**

## Safety Practices

Each month school is in session we have a designated school safety week. During this week we will practice designated drills (fire, evacuation, lockdown or earthquake) to evaluate our preparedness in the event of a situation actually occurring. The police and fire departments are invited to observe our practices in order that we might learn from the responders who will be providing the required services. These practices have helped us to develop more effective methods to deal with emergency situations should they occur on the Clark campus. **Once a student is on campus, they cannot leave campus to go to local businesses or to go hang out at a location off campus even if this is prior to the first bell at 7:30 a.m. Students who leave campus without proper authorization will be considered truant.**

## Office Telephone Access

Office phones are available before, during, and after school, as a convenience to students and parents. Students are not allowed to be on their personal cell phone at any time between the hours of 7:10 am – 2:25 pm. Students know they are allowed to use the phone in Student Services, the Main Office, and the Team Office in the event of an emergency.

## Lockers

Student book lockers are provided for the convenience of the student and to help protect school-issued property. **Academic Block lockers will be shared with another student from the same AB teacher's class. PE lockers will not be shared. Each student will have their own assigned PE locker.** Even though the lockers are assigned to students, the school does not relinquish control over lockers at any time. Students are responsible for articles in their lockers and are to keep them locked at all times. If a lock or locker does not function properly, students should report it to their teacher or to the Team Office immediately. ***The school is not responsible for lost or stolen articles from any locker.*** Students are not to share their combination with others except with their locker partner. Academic Block teachers will issue book lockers. Students are required to bring locks from home. Copy of key must be provided to AB teacher if student elects to bring a key lock. When using a combination lock from home they must give the combination to their academic block teacher. Clark School will not be responsible for locks brought from home. Students are encouraged not to leave valuables including textbooks in the lockers over the weekends but especially during vacations.

## Student Insurance

All Clark Intermediate students may be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Information about these policies is given early in the school year. \*For approximately \$13.00 to \$36.00, a student may be insured for accidents or injuries occurring during the school day for one full year,

which includes all sports other than tackle football. \*For the same coverage, but for twenty-four (24) hours a day, the cost is \$65.00 to \$163.00. Brochures detailing each of these policies are available in the school office. \* Costs are estimated and are subject to change.

### **Lost and Found**

Lost articles should be turned in to the cafeteria. Numerous jackets and sweaters go unclaimed and students need to check periodically for lost items of clothing. Students should check with the Team Office and Student Services offices as well should something come up missing.

### **Hall Passes/Hall Safety**

During class time, students are not to be in the hallways without a pass. Only teachers and staff issue passes. The following rules will permit everyone to arrive promptly and safely to every class:

- Loitering and congregating in the halls is not allowed
- Students should never run in the halls

### **Bicycles/Scooters/Skateboards**

The designated area for bicycles, scooters, and skateboards is available for Clark students to lock up their items. The following rules apply to this parking area.

- All Clark students who bring bicycles to school must park bikes at the parking area.
- Bikes parked elsewhere on the school grounds may be impounded.
- Each bicycle must be appropriately parked in a rack and locked.
- No bicycle is to be locked to the fence.
- Scooters and Skateboards must be locked if being stored in the designated locker.
- There is no loitering in the bike area.

There is **no riding of bikes, scooters, or skateboards** on any part of the Clark campus, including front sidewalks. Unauthorized students in the bike rack areas are referred to the Learning Director. **The school is not responsible for any damage or theft of bicycles, scooters, skateboards etc.**

**Students are not allowed to ride bikes, scooters, or skateboards on the Clark campus for safety reasons.**

1<sup>st</sup> offense = Confiscated and placed in Student Services until the end of the school day.

2<sup>nd</sup> offense = Confiscated, parent contact, and released to parents only.

3<sup>rd</sup> offense = Confiscated and disciplinary action.

### **Reminder to Bicycle Riders**

As of January 1, 1994, the State of California passed legislation requiring all bike riders to wear approved helmets. Clovis Police Department will cite riders without helmets so students are required to comply with the law. A/B Teachers will allow students to store helmets in their classrooms. Helmets must be clearly marked with the owner's name. It is the responsibility of the bike rider to ensure the security of the helmet. The Academic Block teacher will not assume any responsibility for the loss of bike helmets or any personal property of students.

### **Laptops**

Clark is not responsible for damaged, lost, or stolen laptop computers. Students are to keep their laptops in their laptop lockers. Students who participate in after school activities may use the laptop lockers located in the B-wing and C-wing hallways. Students must provide their own lock for these lockers. **Parents are strongly encouraged to take out insurance on laptop computers to defray the cost of repairs, loss, or theft.**

All students will fill out an Internet Agreement form in their Academic Block classroom prior to being able to use laptops at school. The guidelines of the policies will be enforced by Clark Intermediate, which includes appropriate use of computers during classroom time.

### **Electronic Devices**

**Electronic Devices such as, but not limited to: cell phones, iPods/music players, headphones, cameras and gaming devices are NOT allowed at school or to be used during school hours**

1<sup>st</sup> offense = Confiscation, campus beautification, and parent contact.

2<sup>nd</sup> offense = Parents called to pick up device and student given one day of detention.

3<sup>rd</sup> offense = Parents called to pick up device and student given doubled detention and phone picked up by parent.

4<sup>th</sup> offense = Parents called to pick up device and Saturday School and 10 days non-privilege.

### **Cell Phones**

Students are allowed to bring cell phones, but may only be used before 7:10 a.m. or after 2:25 p.m. **During the school day phones must be tuned off (not silenced) and put away. Cell phones are not allowed to be carried in pockets of clothing.** Students who need to contact parents during the school day have access to a phone in the Main Office, Health Office, Team Office, or Student Services. Using cell phones, text messaging or taking pictures on campus is prohibited under California Ed. Code 48900 (k G5.12) this includes parents texting and calling students during the school day on their cell phone. If caught using a phone during school hours students will be given the following consequences:

1<sup>st</sup> offense = Confiscation, campus beautification, and parent contact.

2<sup>nd</sup> offense = Parents called to pick up device and student given one day of detention.

3<sup>rd</sup> offense = Parents called to pick up device and student given doubled detention and phone picked up by parent.

4<sup>th</sup> offense = Parents called to pick up device and Saturday School and 10 days non-privilege.

**PLEASE NOTE: Clark Intermediate is not responsible for lost, damaged, or stolen cell phones and other electronic devices.**

### **Important Information**

- Parent calls to for students must go through the office and in emergency situations the student will be notified immediately.
- Students who need to get a hold of their parents must clear it with administration before texting or calling parents on their cell phone.
- If a parent calls or texts a student during class on a personal cell phone, **the student will be given consequences for disrupting class time.**
- Teachers will not be able to answer the phone during class time. Parents may leave a voice-mail message or may elect to e-mail the teacher.
- Students needing to make **emergency phone calls** should go to the Team Office or Student Services.

**PLEASE NOTE: Due to busy phones and heavy traffic in the administration office, it is impossible to guarantee the delivery of phone messages and forgotten items to students (i.e., lunch money, homework, gym clothes, etc.).** The office staff will try to page the student at break, and again at lunch if necessary. Please keep in mind that the responsibility falls on the student to claim items left in the office.

## **CAFETERIA & CAMPUS CATERING**

**Students must have their student ID number for lunch in the cafeteria and the snack bar and may only use the account number given to them.**

There will be two to three different selections for a student to choose to purchase their lunch. There will also be a salad option given to students as well. Hot lunch may be purchased in the snack bar and the kitchen. Al-Carte items are sold in all windows.

Students must have their I.D. cards with them daily to purchase hot lunch from inside the cafeteria lunch lines and the snack bar. Students may use their I.D. or use a key pad to enter their I.D. number.



There is no charge account at Clark; students must remember to bring their lunch money. If a student prefers to bring a lunch from home, milk may be purchased to supplement the lunch. Parents may put money into their child's meal account by sending a check made out to Campus Catering or a parent may add additional funds to their child's account through Parent Connect (online). When the money is placed in the student's meal account, they may use that money to purchase food items at any serving station. The amount of the check will allow the student to make purchases in either the hot lunch lines or the snack bar lines without the need to carry money. Please be sure to routinely check your child's lunch account to be sure there are sufficient funds.

### **Campus Catering Prices for 2017-2018**

Breakfast - \$1.25

Lunch - \$3.00 (combo meal)

A la carte (singleton) items - range \$.50 - \$2.75

Milk - \$.40

## **STUDENT CONDUCT**

Clark Intermediate School has high expectations for all students! Students are accountable for adhering to school rules and policies during the school day, including arriving to school and returning home each day. A well-disciplined, safe, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities.

- Students are expected to observe high standards of good conduct, and to have respect for the property of others.
- Each student is a representative of the school. Our student body prides itself on good sportsmanship, good character, and good manners at all times.
- Students are expected to abide by all district and school rules at all school-related functions including, but not limited to field trips, sporting events, and school performances.

### **Classroom Conduct**

The focus of the classroom is student learning. Students are expected to maintain self-control and good behavior at all times.

## **DISCIPLINE POLICIES**

### **Suspension**

Students found in violation of suspend-able offenses that are will be subject to the following discipline procedures:

- Students may be suspended from school for one to five days.
- Every suspension will result in fourteen (14) calendar days or ten (10) school days on the non-privileged list from the day the student returns to school. (A code of ethics meeting will also be held for any student who is participating in school athletics).
- Students are given the opportunity to make up missed days through attending an assigned Saturday School.
- Any student suspended during the last week of school will be suspended for the remainder of the school year

### **Detention**

Students must report to detention no later than 2:30 p.m. Detention runs from 2:30-4:30 Monday through Thursday. No student will be allowed into detention after 2:35 PM without a pass from a teacher or administrator. Students regularly riding a school bus on a daily basis may take the recreation bus home departing school at

approximately 4:45 PM. Students must bring appropriate study materials to detention. Non-academic materials are not allowed in detention.

### **Conduct in Detention**

The following are the student expectations:

- No cell phone use.
- No talking to other students.
- Students may not leave detention without permission from the instructor.
- Appropriate behavior is expected at all times.
- Only the instructor may dismiss at the end of detention.
- Students must work on a school-related project until dismissed.

Failure to comply with the above rules or any other school rules will result in the student being referred to the Team office for appropriate disciplinary action. Students being asked to leave detention early will be required to make up that day of detention and an additional day as a consequence. Repeated failure to attend assigned detention may be a suspend-able offense unless arranged in advance with the Team office. The Team office will monitor detention attendance on a daily basis. Students failing to attend detention will be placed on a DNS (Did Not Serve) list and will be on non-privilege until the detention/obligation is fulfilled.

### **Referral Policy**

Students who receive three or more referrals to the Team Office may be suspended. In addition, students may be referred to CUSD's Student Services and Student Attendance (SSSA) for a Disciplinary Review Meeting. After three or more suspensions, Alternative Education Placement or consideration for expulsion may be conferred upon.

### **Gum/Candy/Seeds Rule**

Students are not to bring (or sell) candy, gum, or seeds to school. Possession, consumption, and/or distribution of these items are prohibited at Clark Intermediate School. Violators will be processed under the school's minor disciplinary procedures that may include campus beautification or detention.

### **Personal Relationships & Public Displays of Affection (PDA)**

Good judgment should be used in personal relationships. The following is not permitted:

- Holding hands
- Putting arms around each other
- Kissing
- Any other behavior viewed as inappropriate by the administration/staff

### **Assemblies & Rallies**

Assemblies and rallies are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. At rallies, the student body is often asked to participate in spirited enthusiasm when shouting may be involved. At other assemblies, formal audience behavior must be practiced. It will be made clear by the presenters when audience response is appropriate.

## **CLASSROOM BEHAVIOR/RESPONSIBILITY CODE**

Students should enter the room in an orderly manner, be seated, and ready to work when the tardy bell rings. Tardiness will result in disciplinary action. Students will be responsible for bringing the required books, supplies, pencils, assignments, papers, and equipment to each of their classes. Students are to show courtesy and respect for all students and school personnel.

### **The following are NOT allowed at school:**

- Digital cameras, regular or disposable cameras, radios, portable electronic devices (MP3 Players, iPods, Mini DVD Players, etc.), or portable gaming devices.
- Bringing or eating any type of food in class unless approved by the Learning Director.
- Throwing and/or shooting of any objects, such as paper, rubber bands, etc.
- Fighting, hitting, chasing, running through hallways or horseplay (“just messing around”)
- Toys of any kind include fidget spinners, kendamas, dice, yo-yos, etc.
- Students are not to etch, carve, spray paint, tag, or write on school property. This includes desks, doors, walls, bulletin boards, poles, signs, trees, books, windows, counters, display areas or any school property not designed to be marked up, or written on. Violation of this rule may result in punitive action appropriate for vandalism; defacement of public property.

Students may be granted permission from the teacher to leave the room, but must get a signed pass before leaving the classroom during the class period. Students are to be dismissed by the teacher in an orderly manner, and are not dismissed by the campus bell. Students are to be attentive, good listeners, remain in seats, attempt assignments and work without disturbing other students. Students should raise their hands for recognition and permission to speak. Students are to know and obey the class standards, procedures, and rules as determined by each particular teacher as it relates to sharpening pencils, getting drinks of water, collection and distribution of papers, books, etc. Students or parents are financially responsible for lost or stolen school materials or equipment.

### **Lost/Misplaced/Unauthorized Items**

Students are responsible for the care and use of their own personal belongings. Lost and unauthorized personal items will not be the responsibility of the school. Misplaced clothing and items are stored in the cafeteria for a short duration of time.

### **Fighting**

Fighting or other acts of violence may result in expulsion from CUSD. Aggravation, provoking a violent response, threats of physical harm, and/or threatening displays of force is also prohibited.

Fighting and other acts of violence are addressed under the CUSD Zero Tolerance Policy (see Rights and Responsibilities Handbook). In addition, fighting may result in a citation by CUSD Police. If you are in the proximity of a fight and/or a potentially violent situation, please do the following:

- Immediately enlist the aid of the nearest faculty member, or any school personnel.
- Contact an administrator, or report the fight to your Learning Director or GIS.

### **"Off Limits" or Restricted Areas**

Students who are found in restricted areas may be suspended or placed on the non-privileged list. Restricted areas include:

- The parking lots (during school hours)
- Inside the swim complex (unless authorized by a school activity)
- The sports fields and bleachers
- Any area outside of designated red lines
- The front of the school and front of the gym from 7:00 a.m. to 2:25 p.m.
- Any area designated as "off limits" by school personnel.
- Bicycle/Scooter/Skateboard area
- Hallways during break and lunch

### **Vandalism/Graffiti**

Students found responsible for marking or damaging any school property or structures are subject to suspension, and will be held **financially accountable**. Possession, by a minor, of any type of permanent writing instrument

is illegal in Clovis and will result in possible suspension, Police citation, and Zero Tolerance referral to SSSA for damages over \$100.00.

## DRESS CODE

Be aware that all students are to adhere to **CUSD Board Policy #2105 (K-12)** and review the CUSD Governing Board policy on Dress and Grooming (Student and Parent Rights and Responsibilities Guide). All Board policies and administrative regulations are designed to maintain a safe and disciplined academic environment. Within the confines of this board policy, Clark Intermediate School regulations and/or amendments are clearly defined and strictly enforced throughout the year. **Students must be in dress code at all times when on campus including other school events such as dances, school presentations, sporting events, performances, and school field trips.**

The Governing Board of Clovis Unified School District has established specific standards of dress and grooming in order to promote a safe school setting conducive to a positive learning environment. Dress or grooming that draws undue attention detract from the educational process and is therefore unacceptable.

**General Guidelines – the following apparel is unacceptable to wear to school:**

- Articles of clothing which display gang symbols, profanity, and any other inappropriate material.
- Extreme fashion that draws undue attention to the student.
- Apparel and school supplies (binders, folders, backpacks, pens, pencils, etc.) depicting professional sports/pro-logos or any college apparel associated with gangs.
- Underwear-type sleeveless shirts, athletic tank tops, beach/swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits or off the shoulder or low cut tops.
- Dresses, skirts, and shorts are to be worn no shorter than five inches above the top of the kneecap, but no shorter than mid-thigh. Shoulder straps on tops and other clothing must be a minimum of 2 inches wide.
- 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.
- Military paramilitary, or camouflage (military style) clothing will not be permitted.
- Leggings will be allowed if over garment is no shorter than five inches above the kneecap, but no shorter than mid-thigh.
- No slippers or sleepwear will be allowed
- Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed 5 inches when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. Pants cannot be frayed, stapled, pinned or taped.
- Oversized shirts that present a safety concern or reflect gang style are not allowed.
- **Only Clovis Area Hats**, beanies or head sweat bands may be worn to school **unless it is school colors with no logo (royal blue, gold or white)**. A hat or visor may not be modified in any manner.
- No frayed or torn clothing is acceptable (manufactured or otherwise).
- Clothing, jewelry, and personal items shall be free of inappropriate material or wording.
- Clothing shall be worn as intended and be sufficient to conceal undergarments, which shall be worn or covered at all times.
- Hair shall be clean and neatly groomed. Hair styles which cause undue attention are not acceptable; e.g. unusual designs, colors, symbols, messages, Mohawks, faux-hawks, or unusual razor cuts. Complete razor shaving of the head is allowed. Facial hair must be groomed, neat and not exceed a mustache or sideburns not extending past the ear lobes.
- Bangs or other hairstyles must not obstruct or interfere with vision.
- Tattoos, permanent or temporary, must be covered at all times.
- Piercing jewelry is acceptable in the ears only. Piercing that is intended to alter the natural shape of the ear is prohibited. Distracting jewelry, including piercing jewelry that draws undue attention is not allowed.
- A petition for waiver of Dress Code and Grooming Compliance for a specified portion of the Dress Code Policy shall be submitted to the Student Services and School Attendance Office.

**Frequent violations at the intermediate school are: piercings (other than the ear), slide type shoes, leggings/yoga pants, facial hair (beards) short skirts/shorts, frayed jeans/ shorts and flip-flops.**

The CUSD Interscholar Council has made a number of dress code recommendations to our governing board. The Clovis Unified School District Governing Board recently approved the following clarification or revisions in the District's dress code based on those recommendations. **Please be sure to read this information carefully in the CUSD Student and Parent Rights and Responsibilities Handbook.**

**Dress code violation consequences:**

**1<sup>st</sup> = Warning (student may call to get change of clothing)**

**2<sup>nd</sup> = Campus beautification**

**3<sup>rd</sup> = Afterschool detention and parents contact**

**4<sup>th</sup> = Doubled Detention**

**5<sup>th</sup> = Saturday School**

**6<sup>th</sup> = Sent home or suspension from school.**

<b>TRANSPORTATION</b>
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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.

Board Policy #8301 states in part that *“The general policy of the district is to make a transportation program available to students who live in excess of established radius zones as outlined below and for those meeting the eligibility criteria for rider ship. The established radius zone distance for students shall be as follows:*

1. For Grades K-6, radius zone will be drawn at a distance of **1 mile** from the school.
2. For Grades 7-12, radius zone will be drawn at a distance of **2.5 miles** from the school

PLEASE NOTE: The radius zone will be measured by drawing a circular radius from a central location established at the school site campus and around the school within the school’s attendance boundary. Students living in excess of the defined radius zone and not in “special pockets” will be provided home- to- school transportation as defined.

You may obtain information about transportation by visiting our website or by phone:

- [http://www.clovisusd.k12.ca.us/programs/support/walk\\_radius\\_schools.html](http://www.clovisusd.k12.ca.us/programs/support/walk_radius_schools.html)
- Clovis Unified Transportation Department phone number (559) 327-9700

**Requirements for Riding a School Bus**

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

**Posted Bus Rules of Conduct**

- Fighting, threatening behavior, and/or harassment of any kind is prohibited.
- Weapons, smoking, laser pens, drugs, or alcohol is forbidden on or near a school bus.
- Cross the street *in front of the bus* and only under the supervision of your bus driver.
- Follow the instructions of your bus driver at all times.
- Students are to remain seated and facing the front while the bus is in motion.

- Keep your arms and head inside the bus at all times.
- Profanity, indecent language, or obscene gestures is prohibited.
- Any property damages or destroyed on the bus will be paid for by the student or parent.
- Eating, drinking, and chewing gum are prohibited.
- Spitting or throwing objects on the bus or out the window is prohibited.
- Loud or boisterous noises, singing or whistling will not be permitted.
- Glass objects, inflated balloons, cleats, radios, iPods, razor scooters, and skateboards will not be permitted.
- Animals or insects (dead or alive) are not allowed on the bus.

### **California Law Governing School Buses**

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, which they are attending.

### **Procedure for issuing a "Warning of Unsatisfactory Conduct on or Near a School Bus"**

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

### **Bus Discipline Procedures**

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

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