

Parent/Student Handbook

2024-2025

Clovis Online School

Accredited by the Western Association of Schools & Colleges



**CLOVIS ONLINE
SCHOOL**

Rigorous, Flexible, Student-Centered Learning

Clovis Online School

1655 David E. Cook Way

Clovis, CA 93611-0581

559.327.4400

A direct charter of Clovis Unified School District

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

Approved by the National Collegiate Athletic Association (NCAA)

College Preparatory Coursework Approved by the UC and CSU Systems

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CLOVIS UNIFIED SCHOOL DISTRICT

The Clovis Unified School District is located in the San Joaquin Valley and includes city, suburban, and rural portions of the city of Clovis, the city of Fresno, Fresno County unincorporated areas, as well as Friant. The Clovis Unified School District has a population of approximately 39,000 students in Grades K-12 as well as an Adult School program. Clovis Unified School District is comprised of 38 elementary schools, five (5) intermediate schools, five (5) high schools, one (1) continuation school, one (1) alternative (independent study) school, two (2) community day schools, one (1) charter school, and one (1) adult school.

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

CLOVIS UNIFIED SCHOOL DISTRICT OUR VISION

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

CLOVIS UNIFIED SCHOOL DISTRICT OUR MISSION

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

CLOVIS UNIFIED SCHOOL DISTRICT AIMS

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

CLOVIS UNIFIED SCHOOL DISTRICT OUR CORE VALUES ARE NON-NEGOTIABLE

Students

Educating the whole child
in Mind, Body, and Spirit

Fair break for every kid

Every child can learn,
and we can teach
every child

Meet the
educational needs of
all students

Student-centered
decision making

Employees

It's people, not programs

Support our employees

Mutual respect

Professionalism

Commitment

Shared decision making

Accountability – high
standards, both
individually and
collectively

Area concept

Site-based management

Agility

Community

Education is a
partnership

Parent involvement

Community involvement
Business Partnerships

Collaboration
with all
stakeholders

Mutual effort

Schools and Facilities

World Class

Community-centered
Kids deserve the best

Community accessible

Affirmative Action/Equal Opportunity Employer Notice of Nondiscrimination

The Clovis Unified School District does not discriminate on the basis of race, color, sex, disability or National origin in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504.

Complaints contact: Human Resources Office, 559.327.9300

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

CLOVIS ONLINE SCHOOL

Mission Statement

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

Vision and Purpose Schoolwide Learner Outcomes

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

Academic Achievers – Who:

1. Are responsible learners progressing toward graduation
2. Prepare participate in college pathway courses
3. Prepare and participate in career pathway courses

Competent Independent Learners – Who:

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

Effective Communicators – Who:

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

Educational Philosophy Beliefs

We Believe...

- Education is a partnership between the student, teacher, school, parent, and community.
- Everyone is a lifelong learner, but we must individually address each student's diversity, learning style and levels of proficiency.
- Success is an individual journey of continuous achievement and learners should be enabled and empowered to make critical decisions for their futures through alternative learning processes.
- Students should continue to be given the opportunity to learn and become an academic achiever.
- The knowledge and use of information, technology, and online technologies and resources are crucial for future employment needs.
- That equitable access to various types of learning is a key component of education.
- Quality standards based online curriculum with rigorous coursework will prepare students for high school graduation and beyond.
- Technology used with an engaging purpose will enhance the learning process.
- The "one size fits all" approach is not for all students.
- Students should exhibit higher level thinking skills while using a variety of learning strategies.
- Choice is a very powerful tool for parents and students – online programs offer a choice to students who want to try or may need something different.
- Online virtual programs offer many students an educational platform that better suits their learning style.
- Students can learn self-discipline, responsibility and accountability as an independent learner.
- Students who learn the quality skills of being an independent online learner will have a leg up as they continue their life-long journey (in higher education the number of students taking at least one online course is more than 10 million students, and that number is increasing each year)
- Learning comes at different times and stages; it is Clovis Online School philosophy to continue to foster education at these different times and stages.
- In giving last chance students an opportunity and a different format to learn and work toward a high school diploma.
- All students can learn and should be proficient at reading, writing, listening, and speaking effectively.
- We can better get to know students with the amount of one-on-one attention given and the habits created by the fingerprints left with students in online education.
- All teachers should be lifelong coaches, motivators, and advocate for all students.
- In maintaining a curriculum aligned with District and State A-G Requirements.
- That all students can learn when provided with the right resources, time and motivation.
- In communicating and teaching students one-on-one, daily.

GENERAL INFORMATION

Important Academic Dates for 2024-2025

First day of school – Monday August 19th, 2024

Last day of 1st semester – Friday, December 20th, 2024

First day of 2nd semester – Tuesday, January 7th, 2025

Last day of school and end of 2nd Semester – Friday, June 6th, 2025

Last Academic day for Seniors ([White Card Day](#)) – Wednesday May 21st, 2025 @ 3:00pm

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

Sept 2 - Labor Day

Nov 11 - Veterans Day

Nov 25 - 29 - Thanksgiving

Break Dec 23 - Jan 6 - Winter

Break

Jan 6 - Teacher In-Service Day - No School

Jan 20 - Martin Luther King Day

Feb 10 - Lincoln's Birthday

Feb 17 - Washington's Birthday

April 14-21 Spring Break

May 26 - Memorial Day

June 19- Juneteenth

Important Dates for Seniors

Mandatory Senior Meeting (only attend 1) March 11, 2025 9:00 am or 1:00 pm & March 13, 2025 9:00 am or 1:00 pm located in Clovis Online room C1

Last Academic day for Seniors ([White Card Day](#)) – Wednesday, May 21st, 2025 @ 3:00pm

Graduation Practice (Mandatory) – Tuesday, May 27th, 2025 @ 8:30 & May 28th, @ 8:30 am at Lamonica Stadium

Graduation Ceremony – Wednesday May 28th @ 7:00 pm

Office Hours

The Main Office and Counseling Center are open as follows:

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

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

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

Visitors/Guests on Campus –

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

NURSING SERVICES

A Credentialed School Nurse (CSN)/Registered Nurse (RN)/Licensed Vocational Nurse (LVN) or Health Services Assistant (H.S.A-unlicensed personnel) will be in the health office 5 days a week. The CSN/RN/LVN/HSA will contact parent(s)/guardian(s) regarding illnesses and injuries that occur during the school day. All RNs/LVNs/HSAs provide student health care under the supervision and direction of the Credentialed School Nurse. RNs/LVNs/HSAs follow the Emergency First Aid Guidelines for Schools when providing first-aid care to students and are CPR/First Aid certified.

EMERGENCY INFORMATION:

Ed Code 49408

The health office or school administrator will contact parent(s)/guardian(s) in an emergency situation due to illness or injury. It is very important that the health office has current parent/guardian contact information. If there is a change in your child's emergency contact information, please log into Parent Connect and update your information as soon as possible.

IMMUNIZATIONS

Board Policy 5141.31; A.R. 5141.31; Health and Safety Code 120325-120375; CCR Title 17, Division 1, Chapter 4

To be admitted to school, California law requires that all children be fully immunized. There are required immunizations to attend public elementary and secondary schools, childcare centers and developmental centers. Schools and pre-kindergarten facilities are required to enforce immunization requirements, maintain accurate/complete immunization records of all enrolled children and submit reports. Children shall be excluded from school or exempted from immunization requirements only as allowed by California law.

At the time of registration, the school site is required to have proof that your child has received all currently due immunizations to complete the enrollment process. If required

immunizations are not provided by the first day of school, your child will not be able to attend.

As of January 1, 2016, California law SB277 no longer allows for a personal beliefs exemption including religious belief exemptions as of July 2016. Any student entering school for the first time in California after July 1, 2016, will need to be fully immunized or have a medical exemption from a California physician.

For additional information, please visit

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx>

Medical Exemptions:

Starting January 1, 2021, the only immunization accepted is a medical exemption written by a California physician for students through CAIR-ME. Any medical exemptions issued in CAIR-ME shall expire when the student enrolls in the next grade span or the medical exemption issued was temporary with an expiration date.

Refer to cair-me.cdph.ca.gov/home on how to obtain a medical exemption or contact your school site health office with questions or needing additional information.

Immunization Exclusion:

Ed Code 48216 (a), (b), & (c); A.R. 5141.31

Students who are not in compliance with their immunizations, parent/guardian will be contacted by the health office informing them of their child's missing immunizations. An immunization letter will be sent home indicating the immunizations needed to be in compliance. Parent/guardian have two (2) weeks or ten (10) school days to supply evidence either their child has been properly immunized, or their child will be exempted from school due to not meeting immunization requirements. Your child will remain excluded from school until a current immunization record is provided to the health office.

HEALTH ASSESSMENTS

Vision & Hearing Health Screening

CA Ed Code 49454; Ed Code 49455; Ed Code 49452; Board Policy 5141.3; A.R. 5141.6

California Education Code allows qualified district employees (sections 49452, 49454) to conduct routine vision, color vision and hearing screenings to each student enrolled in the District. The State of California vision and hearing screening is to be completed for all new students entering the District, as well as upon a written referral from parent/guardian or teacher at any grade level (California Code of Regulations, Title 17, Section 2952 (1)).

Hearing Screening (Ed Code 49452) for 10th grade students will be conducted during the fall semester.

A written statement must be filed with the Credentialed School Nurse by a parent/guardian requesting exemption of their child from the routine health screenings for vision and hearing.

TUBERCULOSIS (TB) RISK ASSESSMENT

Board Policy 5141.26; A.R. 5141.26

New or Returning Students

Each student seeking admission into a District school, whether for the first time, or if returning to the District school after being enrolled in another school in California, another state, or, spent 30 or more days in a high risk TB country, shall comply with submitting to a TB Risk Assessment by a school nurse/RN/LVN or provide documentation of a negative TB blood test (IGRA-QuantiFERON or T-SPOT) or TB skin test (TST).

1. All students moving from out of the country and/or residing in a high TB risk country will be required to be cleared through the Children's Health Center prior to enrollment at their school site.
2. If any blood or skin test is positive, proof of a negative chest x-ray indicating the student is free from communicable TB must be submitted to the health office.
3. A student who is assessed of being at risk of having TB shall: get a TB blood test (IGRA-QuantiFERON or T-SPOT) or a TB skin test unless proof of documentation is provided to the health office showing treatment for current or prior positive IGRA or

TST

performed in the United States, have a negative chest x-ray or no new risk factors since last documented negative TGRA or TST.

TYPE 1 DIABETES INFORMATION

Reference: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>

In accordance with Education Code 49452.6, information regarding Type 1 diabetes, including risk factors is required to be provided to every incoming family. For questions or concerns related to Type 1 diabetes, please contact your health care provider or school nurse.

According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively. The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Contact your child's health care provider or school nurse if you have questions regarding Type 1 diabetes.

Type 1 Diabetic Student

1. Diabetic orders and Health Related Action Plan (HRAP) must be reviewed by the school nurse and parent/guardian prior to starting/returning to school.
2. Diabetic orders **MUST** be renewed every school year (A.R. 5141.21). Your child may not be on campus without current diabetic orders and supplies, including emergency medication. This is for the health and safety of your child.
3. All supplies, including snacks and/or emergency medication must be on-site daily. This can be stored in the health office or on-person.

TYPE 2 DIABETES INFORMATION

Reference: <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>

Pursuant to California Ed Code Section 49452.7, local education agencies are required to

provide parents/guardians information on Type 2 diabetes to all incoming 7th grade students. This information is provided to parents/guardians during the annual enrollment process. The California Department of Education developed this Type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Parents/guardians may contact the school nurse at their child's school site for any questions they may have regarding the information provided about Type 2 diabetes.

FIRST AID, ILLNESSES AND INJURIES

If a student is injured or ill at school, he/she/they will receive care and consideration by the health office staff. The health office follows the Emergency First Aid Guidelines for Schools when providing first-aid care to students. Parents/guardians will be contacted for any serious injury or if the student is too ill to remain at school. Students will be released through the health office. The credentialed school nurse is available to consult with parents/guardians regarding health problems upon request, however, any injuries which occur at home should be cared for at home. Parents/guardians should follow-up with the credentialed school nurse regarding any extended illness or injuries that require needed care or accommodations while at school.

Assistive Devices

Crutches, wheelchairs, walking boots/shoes, walkers, scooters, and casts require a medical note or CUSD School Participation Following Injury/Illness form and physical/academic restrictions in order for students to attend school. Refer to Ed Code 48213.

Brace, elastic bandage, sling and splint require a medical note or CUSD School Participation Following Injury/Illness form if required beyond three (3) days.

When to keep your child home due to illness:

1. Temperature 100.0 F or greater within 24 hours
2. Illness affecting child's ability to learn
3. Vomiting/Diarrhea
4. Sore throat-difficulty breathing or swallowing, or continuous drooling
5. Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)
6. Ear/Eye irritation-redness with drainage, difficulty seeing or hearing, injury, intolerable pain, Suspected pink eye-notify healthcare provider for evaluation and provide medical documentation to health office.
7. Rash-worsening, painful, drainage, not healing
8. Starting antibiotics within 24 hours for an illness

When your child may return to school due to illness:

1. Fever free for 24 hours without the use of a fever reducing medication(s) (Ex. Tylenol or Motrin).
2. Vomiting/Diarrhea-student is able to tolerate liquids and food and/or stools have improved.
3. Pink eye-medical note clearing student of disease or two doses of antibiotics to be given before returning to school.
4. Rashes, such as but not limited to impetigo, ringworm, scabies and pinworms-medical

note required clearing your student of possible communicable disease or a medical note stating the diagnosis and that appropriate treatment was initiated. Notify the health office.

PHYSICAL EDUCATION:

Medical Note: This note may include a diagnosis and specific date for returning to PE, as well as any limitations that might apply. If your child has an injury that requires them to remain out of PE, they will also be held out of sports and/or extracurricular activities. Students who desire to return to P.E. earlier than the original date provided on the medical order will need written verification from the provider.

All P.E. Medical excuses must be renewed each school year.

Swimming: Students with a medical condition (ie: Seizure, Syncope, etc.) will require a medical clearance from their healthcare provider to participate in a swim unit.

CONCUSSION PROTOCOL

If your child is suspected of having a concussion or has been diagnosed with a concussion, the CUSD Return to Learn-Concussion School Care Plan form needs to be completed by a physician indicating no evidence of a concussion or provide specific academic accommodations, if diagnosed. If your child plays sports/co-curricular, the CIF Return to Play form must also be completed.

If your child's concussion has resolved, a new medical note or the CUSD Return to Learn-Concussion School Care Plan form needs to indicate your student is cleared for full academic participation.

COMMUNICABLE/INFECTIOUS DISEASE

Board Policy 5141.22; A.R. 5141.22

The health office refers to the California School Nurses Organization, Guidelines for Communicable Diseases and Common Conditions in the Educational Setting, along with guidance and direction from the Fresno County Department of Public Health (FCDPH). When necessary, communicable disease cases are reported to the FCDPH. When two or more cases of a communicable disease are reported in a classroom within 14 days of each other, a notification letter may be sent home from the health office.

HEAD LICE:

Clovis Unified School District operates on NO LIVE LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp are free from live lice. Students must be seen in the health office and be cleared to return to class. After 48 hours, absences will be unexcused. Classroom checks are no longer a part of our guidelines.

Head Lice Guidelines can be found on the CUSD Nursing Services website.

<https://www.cusd.com/NursingServices.aspx>.

MEDICATION AT SCHOOL:

Ed Code 49423, 49480; Board Policy 5141.21; A.R. 5141.21

All medications, even over-the-counter medication(s) (including Tylenol, Advil, cough drops, eye drops, essential oils, etc.) require a physician order and are reviewed by the credentialed

school nurse. Medication orders must be updated at the beginning of each school year. The Medication at School form is available in the school health office or on the CUSD website. <https://cusd.com/HealthForms.aspx>

CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:

- A written statement from the physician detailing the name of the medication, amount, method, and time medication is to be taken.
- A written statement from the parent/guardian indicating their consent for the school to assist the student in the matters set forth in the physician's statement
- Medication must be clearly labeled and sent to school in the original container from the pharmacy

Please note: Medication(s) brought to the health office without following the above guidelines will NOT be accepted or given at school. The Health Office does not keep medication for general use.

FIELD TRIPS/CO-CURRICULAR ACTIVITIES

If your child requires medication to be given while off campus, a Medication at School form is required and must be turned into the health office for review at least two weeks prior to the event. Late medication orders and medications may not be accepted, if past the due date. If your child has a medical condition (ie: Seizure, Syncope, etc.) and will be participating in an event that involves swimming will require medical clearance from their healthcare provider to participate.

EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY

California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency naloxone or another opioid antagonist to school nurses or trained personnel who have volunteered, and to use naloxone or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

AIR QUALITY PRECAUTIONS:

Please refer to CUSD School Board Policy 3514 for more information about Air Quality Precautions. CUSD Board Policies can be found at the following website: <https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>

Lost and Found

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

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

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

Student and Visitor Parking

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

Bicycles on Campus

Locks are **not** provided and must be brought by the student. Clovis Online is not responsible for the student's bicycle or other property while on this campus.

Loitering and Campus Access

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

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

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

Off-Limit Areas

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

Computer Lab (Math Lab) –

Students in need of help may access the computer/math lab. Please ask your teacher for a current lab schedule. Students who attend the computer lab must be in dress code and follow all CUSD behavior rules and expectations while on campus and in the lab. Failure to follow this policy may result in the student being asked to leave, being barred from utilizing the computer lab in the future or for major issues students may face removal from Clovis Online.

CAPA (PE Facility) –

A CUSD teacher will be onsite at our state-of-the-art Facility providing first rate physical education to our students. Students who attend at least two sessions per month will satisfy their PE requirement in its totality (each session attended will remove 1 unit from the Online PE Course & students will still need to complete their fitness logs). Students who attend two sessions each month **AND** complete the online portion of PE will receive a letter grade of an A, instead of a pass/fail grade. See your teacher for more details. CAPA is located at 285 N. Minnewawa Clovis, CA 93612.

Guest Passes (Dance Passes) for Other Schools

Clovis Online School students may wish to attend another school's event. If the Other schools permit this, they often request an event guest pass to be completed by the guest's school. Guest passes will be issued for school activities under the following conditions:

- COS students requesting a guest pass **must** be in at least 9th grade at time of event.
- COS students requesting a pass **must** be in good academic standing as determined by the counselor or administration.
- COS students requesting guest passes **must not** be on academic probation/tier 3 of re-engagement.
- COS students requesting guest passes **must not** be on a stipulated suspension or expulsion order, or undergoing disciplinary proceedings from **ANY** other school or district.
- COS students requesting a guest pass **must** have their current school ID card.
- Any COS student requesting a guest pass must request their counselor's approval a **minimum of 1 business day** prior to needing the pass returned to them by appointment.

Work Permit Policy

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

- COS student must be between the ages of 14 and 17
- COS student must be in the grade 9 or above
- COS students requesting a work permit must be in good academic standing as determined by counselor or administration. Work permit applications can be requested by counselor appointment.
- COS students requesting a work permit must not be on academic probation/tier 3 of re-engagement.
- A student's work permit will be revoked, or hours allowed will be reduced when a student has poor attendance, is not doing satisfactory work or progress in ANY of their

courses.

Informal/Formal Complaint Process

It is the policy of Clovis Unified School District to develop and publish complaint procedures for the prompt and equitable resolution of complaints of students, employees, parents, and the public regarding district personnel, practices, and policies (see CUSD board policy: Student and Parent Rights and Responsibilities No. 1312.1). If you have questions or concerns about a CUSD employee or program, please contact the administration. The Learning Director or Counselor will initially discuss your concern(s) regarding any program, personnel, practices, or policy. You may also submit your concern informally on the formal complaint form available in the office (see CUSD board policy: Student and Parent Rights and Responsibilities No. 1312.3).

ACADEMIC POLICIES

Appointments –

All COS students must attend MANDATORY appointments with their teacher while enrolled.

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

Missing an Appointment (virtual or in person)

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

If an illness or emergency occurs, it is the responsibility of the student to contact their teacher before the appointment time. **Mandatory Events on Site (testing, science labs, etc.)** The following are ***mandatory***, on-campus events for ALL Clovis Online Students

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

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

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

Attendance

Daily contact with the teacher is critical to success at Clovis Online School: in person, by telephone, by email, by video discussion, etc. Assignments are completed independently at home on the computer. Labs are available on campus for additional help with any subject. Students with poor attendance may be placed on academic probation or dropped from Clovis Online School. Students **must** log in each day.

Credits

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

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

The following credits indicate grade-level classification:

Freshman (9 th)	0 – 54
Sophomore (10 th)	55 – 109
Junior (11 th)	110 – 169
Senior (12 th)	170 – 230

Credits can ONLY be earned by completing work in a course. No credits are given for appointments, computer labs. [\(also see Graduation Requirements on Page 24\)](#)

Maximum Credits Allowed

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

Forced Withdrawal from COS

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

Anytime a student is withdrawn from Clovis Online the student’s home/resident school and district will be notified, so as to help the student transition back to another school setting. [\(also see Academic Removal on page 19\)](#)

Early Graduation Requests

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

Students that petition to graduate early will be required to be on track or ahead of schedule to graduate already, must have proven to be academically successful, must have good attendance, no missed appointments.

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

Master Agreements (MA's)

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

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

The Master Agreement includes:

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

assistance to the pupils

Grading Criteria

Progress report cards are reported to students every six (6) weeks and are available in parent connect. **END of semester grades become part of a student's permanent transcript.** If at any time parents have concerns or questions regarding their child's progress, they should contact the teacher or counselor as soon as possible.

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

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

Science Labs -

Clovis Online requires that all students taking college preparatory (P) Chemistry, Physics, or Biology must attend mandatory wet labs with hands-on experience to meet college entrance requirements. Clovis Online considers the lab process a critical component of any laboratory science course because it brings the scientific process to life.

State-Mandated Testing

All students are required to attend and take state-mandated tests. Failure to participate in scheduled, state-mandated testing may result in the student's removal from Clovis Online School. Please contact your child's counselor with any questions about opting out of testing. You may visit the www.clovisonlineschool.com for testing dates (testing calendar is updated in the spring).

Physical Fitness Testing

Students who are unable to do all or some of the annual Physical Fitness Tests must present a written medical excuse from their physician to their teacher. Students are to present this verification prior to the beginning of testing. All students are required to attend and take state-mandated PFT tests. Failure to participate in scheduled, state-mandated PFT testing may result in the student's removal from Clovis Online School.

Progress Reports/Deficiency Notices

Official school-wide notification of student's progress is reported at the end of the six and twelve-week grading periods of each semester. Progress monitoring will be available in parent connect. If at any time parents have concerns or questions regarding their child's progress, they should contact the teacher or counselor as soon as possible.

Report Cards

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

Advanced Placement Courses

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

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

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

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

Honors Courses (HP)

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

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

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

College Prep Courses (P)

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

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

White Card Day

White Card Day is the deadline to receive notices of completion for coursework for seniors who are potential graduates. The last day for seniors to qualify for graduate status and to participate in graduation ceremonies. Counselors do an extensive evaluation of each senior’s transcript to ensure that they meet all requirements based on grades and credits provided by the teacher. A senior who has **not** earned a minimum of 230 credits AND completed all graduation requirements by White Card Day **WILL NOT** be eligible to walk in the graduation ceremony. ([also see Important Dates for Seniors on page 8](#))

Valedictorian Award

This is awarded to a graduate or graduates with all A’s and a 4.0 GPA who has been enrolled at Clovis Online School. The GPA is averaged with all high school course work from accredited sites. These students receive individual recognition at graduation. Students that earn this award will be recognized at the graduation ceremony.

Salutatorian Award

This is awarded to a graduate or graduates with all A’s but has one B’s who has been enrolled at Clovis Online School. The GPA is averaged with all high school course work from accredited sites. These students receive individual recognition at graduation. Students that earn this award will be recognized at the graduation ceremony.

Repeating Courses

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

Academic Warning

A student who is currently experiencing attendance concerns or is not making satisfactory progress in their courses may be placed on Tier 1 & 2 of re-engagement by their teacher. This status will be communicated home and will list the specific set of remedies, interventions and conditions that the student needs to follow in order to show improvement. Students on Tier 2 may not be issued guest or dance passes to other school's events.

Academic Probation

If a student who was already placed on Tier 2 of re-engagement and continues to show lack of improvement in attendance and/or course progress may be placed on Tier 3 of re-engagement by the counselor or administration. This will require a meeting with the counselor, teacher, student and parent/guardian on-site at Clovis Online School. The document will detail the exact issues that need to be remedied and will list specific requirements for the student to complete.

Students who are on Tier 3 of re-engagement **will not** be eligible to receive guest or dance passes to other school's events. Additionally, Tier 3 of re-engagement students will **not** be issued a work permit or will have existing permits revoked.

Academic Removal

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

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

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

Academic Integrity

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

Academic integrity means

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

Cheating, Plagiarism and/or Copyright Violations

If a student is caught cheating, committing forgery, plagiarizing, or violating copyright, the teacher will notify the student's counselor and the case review may result in issuing the student a "zero" on the assignment. The teacher shall notify the parent/guardian of the violation. If the student continues to show a lack of academic integrity or if the initial violation was egregious, the counselor may choose to impose additional disciplinary action and will notify the student/home of this discipline. **Clovis Online School reserves the right to remove the student from the course or the school for plagiarism, cheating or any academic integrity violation.**

Understanding Plagiarism

Essentially, to plagiarize is to take someone else's ideas as your own. Often, plagiarism happens by accident, students may not intend to cheat at all. The following resource is available to help students understand plagiarism and to help them avoid it and understanding their responsibilities in citing sources: <https://www.plagiarism.org/>

"Citing Credit on "Common Knowledge" – "That's Common Knowledge so I don't have to give credit to the source." If the item is a fact, you do not have to cite your source. If, however, the fact includes some context or phrases that are someone's interpretation of those facts, you must cite the source.

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

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

ACADEMIC COUNSELING

Counseling Center –

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

The Main Office and Counseling Center are open as follows:

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

Academic Counseling

The COS counseling team will allow for walk-in appointments when available. However, they are often in other appointments, orientations, and meetings. As a result, you may be asked to schedule an appointment. Please call your counselor directly to schedule an appointment. Parents/guardians and/or students are encouraged to seek individual help when they feel it necessary. The general objective of the counselors is to provide services to enable students to make independent, intelligent life decisions. Counselors are available to discuss:

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

Orientation/Intake

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

4-Year Plan

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

Yearly Counseling Goals

Grade 9

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

Grade 10

- The Sophomore educational/career plan will be updated by the student with assistance of the counselor
- Results of State and district competencies will be reported
- See your counselor for the Sophomore handout

Grade 11

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

Grade 12

- A senior meeting which includes graduation requirements and expectation of behavior will be conducted in the spring.
- Parents will receive notification when a student is deficient in a class required for graduation
- Seniors will be given upon request:
 - a) Assistance in filling out applications for scholarships and college admission
 - b) Vocational counseling is available to all seniors
- See your counselor for the Senior handout

College Pathways

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

Edgenuity CTE Courses

Clovis Online offers a wide variety of CTE courses through our online learning platform. Speak to your counselor for more information. Career Technical Education (CTE) provides students with the academic and technical skills, knowledge and training necessary to succeed in future careers and to be a lifelong learner. CTE courses, programs and training focus on the technical and academic skills needed to attain and maintain high-skill, high-demand careers. A quality CTE experience offers opportunities for learning in Career Awareness, Career Exploration, and Career Readiness for students at a variety of grade levels. In addition to technical training and career foundations, these courses also offer a wide range of additional educational benefits, including critical thinking development, technical literacy, public speaking skills, leadership development, and planning/organizational skills. Qualifying courses and course instructors also offer dual enrollment college credits, industry certification, and internships for students. Students need to be prepared for any postsecondary education or training experience.

Graduation Requirements

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

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

Required Subjects	Length of Time	Credits
English/Language Arts	4 Years	40
Mathematics	Minimum of 2 Years in High School to include: <ul style="list-style-type: none">Math 1Math 2	20
Science	2 Years of Science to include: <ul style="list-style-type: none">1 Year of Physical Science1 Year of Biological Science	20
History/Social Science	3 Years of History/Social Science to include: <ul style="list-style-type: none">1 Year of World History1 Year of United States History1 Semester of United States Government1 Semester of Economics	30
Health	1 Semester of Health	5
Physical Education	4 Years of Physical Education to include: <ul style="list-style-type: none">2 Years of Core PE2 Years of PE Elective (Grades 11/12 Only)	40

Transcripts

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

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

Social/Emotional Services

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

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

Suicide Prevention

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

Scholarships

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

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

Summer School

Clovis Online School provides a free summer school for students each summer. Qualifying students are limited to 10 credits (15 for incoming seniors) each summer. Course offerings are limited during the summer and focus on students trying to get caught up in progress towards graduation. Students in need of summer school are contacted in spring by their counselor. For more information, please contact your counselor.

Section 504 Plan

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

Student Study Team

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

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

STUDENT POLICIES

Student Conduct

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

Conduct Violations

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

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

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

Human Dignity Policy

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

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

Harassment

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

Hate-Motivated Behavior

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

Students who engage in hate-motivated acts will be subject to disciplinary actions including, but not limited to, suspension and/or removal from Clovis Online School.

Sexual Harassment

A safe school environment is free of sexual harassment as defined in Section 212.5 of the California Education Code. Acts of sexual harassment may be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment and have a negative impact upon the victim's academic performance. Students who engage in sexual harassment will be subject to disciplinary actions including but not limited to, suspension and/or removal from Clovis Online School.

Electronic Device Policy (When on campus)

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

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

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

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

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

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

Prohibited Items

Graffiti Paraphernalia

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

Laser Pens

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

Tobacco/Electronic Cigarettes

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

Alcohol or Controlled Substances

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

Dangerous Objects or Weapons

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

Zero Tolerance Policy

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

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

Any student who is found in violation of the above shall be referred to Law Enforcement and may possibly be dropped from Clovis Online School.

California Discipline Ed Code

California Education Code 48900

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a Certificated school employee, which is concurred in by the Principal or the designee of the Principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch. 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Clovis Unified School District Governing Board Policy No. 5144, A7

- a. Verbally abusing a supervisor, teacher, administrator, or other school personnel.
- b. Engaging in disruptive behavior on the campus, in the classroom, at a student body activity, on a school bus, at a school bus stop, at a club or other supervised school activity.
- c. Engaging in gambling.
- d. Engaging in hazing or malicious defamation of other pupils or of District employees.
- e. Engaging in immoral behavior, including, but not limited to, possession or possession with intent to sell any pornographic materials.
- f. Leaving school without permission of school authority during the school day or entering a restricted area on campus.
- g. Violating any governmental statute, ordinance, and/or regulation.

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

California Education Code 48900.2

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

California Education Code 48900.3

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

California Education Code 48900.4

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

California Education Code 48900.7

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

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

Dress Code

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

Clovis Online School Dress Code

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

Clovis Unified School District Governing Board Policy No. 5132 states that "A consistent dress and grooming policy is necessary to maintain order, provide a safe school environment and promote discipline. Dress or grooming that draw undue attention detract from the educational process and are therefore unacceptable."

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

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

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

Administrative Regulation 5132 states the following:

A. Apparel

- All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.
- Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.

- Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing, and extreme make-up that disrupts the learning environment.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swimwear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
- Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
- Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
- Straps on shoes and clothing must be fastened at all times.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
- Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in Grades 7-12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," "zories" and/or thongs are inappropriate and will not be allowed. For safety reasons, students in pre-school through Grade 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap. See Exhibit No. 5132 (2).
- Excessively baggy pants are not allowed. Pants cannot exceed five inches (5") when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not fray or drag on the ground. Pant hems must not be stapled or pinned.
- Sleepwear is not permissible.

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

B. Grooming

- Hair shall be clean and neatly groomed.
- Hair, beard, or mustache styles which disrupt the learning environment are not acceptable, e.g. unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
- Bangs or other hairstyles must not obstruct or interfere with vision.
- For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head consistent with rules established by the instructor.
- Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

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

D. Exemptions

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

Student and Parent Rights and Responsibilities

Clovis Unified School District Governing Board Policy No. 5020.10

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

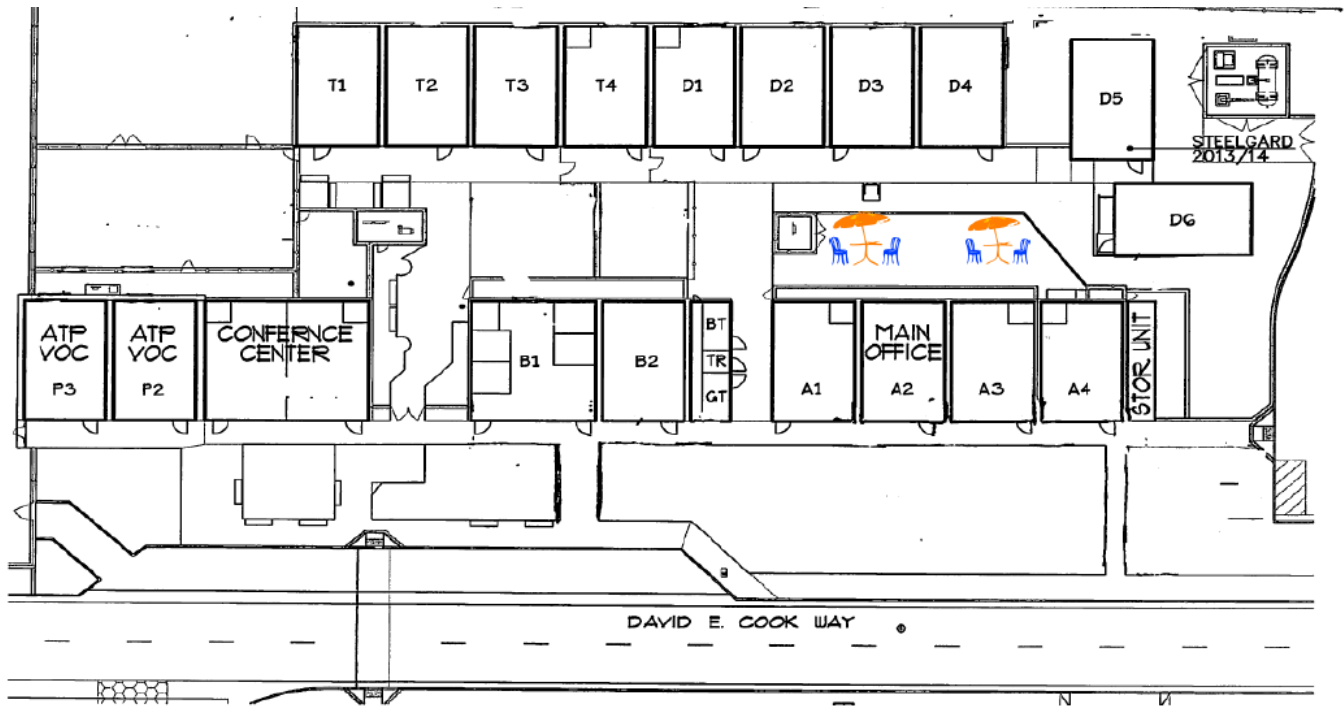
In conformity with applicable law, the Board makes the following policy statement regarding student behavior:

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

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

APPENDIX

Campus Map



STAFF LISTING 2024

AGUIRRE	B1	GONZALEZ	A3	LONG	D2	OSTERBERG	A2	SEWELL	D4
BENDOSKI	A4	HANNAH	D4	LOPEZ	D3	PATRICK	D2	SHELBY	D2
BUDD	D4	HARO	A2	LOUIE	B2	REEVES	A1	STAIRS	A4
CHANCE	A3	HERNANDEZ	D3	MCMANUS	B1	REYNA	A4	TEEVENS	D5
DIETZ	A4	JAY	D3	MENZES	A2	RIOFRIO	D2	TIGER	A4
FARRIS	D6	JIMENEZ	D5	MILLER	B2	RODRIGUEZ	B2	TOCKEY	A3
FERDINANDSEN	D3	KAPIGIAN	B2	MUSHEGAN, J	D2	RUTHERFORD	D3	WEBSTER	A1
FRANCE	A3	KERNEY	B1	MUSHEGAN, M	A1	SANDERS	D4	WHITE	D5
GILLEN	A1	KROEKER	B1	NATSUES	D4	SCALZITI	B1	WULF	B1