

Parent-Student Handbook

2014-2015

C. Todd Clark

Intermediate School

**902 Fifth Street
Clovis, California 93612
(559) 327-1500
www.clovisusd.k12.ca.us/clark**

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Complaints contact: Human Resources Office 327-9000

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PRINCIPAL'S MESSAGE

August 2014

Dear Parents,

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 team.

We are dedicated to providing each student excellence in education through exemplary programs, services, and activities that foster lifelong learning, service to society, and a commitment to be the best that you can be. Clark Intermediate School has extremely high expectations, a warm, friendly and safe learning environment, dedicated teachers, and a very supportive and involved parent community.

This handbook was prepared to provide a convenient reference for basic and essential information concerning the operation of the school. Both students and parents are urged to read this handbook and keep it as a guide for future reference.

Student and parent input is welcome. We regard the home as a major ally of the teachers, staff, and administration. We encourage you to contact your student's teachers, learning director, guidance instructional specialist, or my office regarding questions or concerns.

Kevin Kerney
Principal

PHILOSOPHY STATEMENT

We believe that if true, meaningful learning is going to occur, it will take place in a disciplined learning environment. We have a school code of behavior that is consistent from team to team, and classroom to classroom. Students will learn to accept the consequences for their actions and decisions. Because of this, students and teachers will be able to devote more time and energy to the learning process.

We believe our students will develop the positive self-image and self-worth that is needed to facilitate the learning process. They will develop these attributes because of the many varied successful experiences they have come in contact with at our school. Success breeds success and competence eliminates stress.

We are committed to a school climate that offers equal opportunity to all individuals and recognizes the background and uniqueness of each of its students.

We believe in the concept that students become very similar with regard to learning ability, rate of learning, and motivation for further learning when provided with favorable conditions.

We will provide the necessary conditions to enhance learning. Students will devote more of their classroom time to active learning. They will learn the essence of learning strategies, which is group instruction, supplemented by frequent feedback and individualized help. Feedback is a diagnosis of what the student has learned and what he or she needs to do to master a learning task. The individualized help is provided to help each student to learn the important points. This help can be provided by the teacher, an aide, peer tutor, parents, or by referring the student to the appropriate resources.

Additionally, we hope to enlist the home as a major ally of the teacher and school. Parents are encouraged to stay actively involved in their student's education throughout these impressionable years. We support frequent parent input and help to ensure the success of each and every student.

MISSION STATEMENT

Clark Intermediate School will provide all students with a caring transition as they move from elementary to high school. Our students will be "connected" to the goals and purposes of our school through their involvement in various academic and co-curricular activities. All students will leave Clark Intermediate School academically prepared to meet the challenges of high school and will be life-long learners.

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.

- The efforts of people, not simply programs, 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.
- Competence precedes confidence.
- 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.

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.

SCHOOL CALENDAR 2014/2015

First Day of School -----	August 25, 2014
Back-to-School Night -----	August 29, 2014
Six Week Reporting -----	September 27, 2014
Twelve Week Reporting -----	October 24, 2014
End of Semester -----	January 23, 2015
Six Week Reporting -----	February 28, 2015
Twelve Week Reporting -----	March 27, 2015
End of Semester -----	June 12, 2015
Last Day of School (minimum day) -----	June 12, 2015

HOLIDAYS

(School will be closed these days)

Labor Day -----	September 1, 2014
Veterans Day -----	November 11, 2014
Thanksgiving -----	November 24 – 28, 2014
Winter Recess -----	December 22, 2014 – January 6, 2014
Martin Luther King Day -----	January 19, 2015
Lincoln's Birthday -----	February 9, 2015
Washington's Birthday -----	February 16, 2015
Spring Break -----	March 30 – April 6, 2015
Memorial Day -----	May 25, 2015

SCHOOL MEETINGS

Parent Club Meetings -----	Third Tuesday of each month*
SART Committee -----	Second Thursday of each month*
School Site Council -----	TBA - Quarterly
Bilingual Advisory -----	TBA – Quarterly
IDAC Committee -----	TBA – Quarterly

* = Tentative dates

CLOVIS UNIFIED SCHOOL DISTRICT

Clovis Unified School District Governing Board

Brian Heryford, President
Jim Van Voldinburg, Vice President
Betsy Sandoval, Clerk
Sandy Bengel, C.P.A., Member
Christopher Casado, Member
Richard Lake, Member
Ginny Hovsepian, Member

Clovis Unified School District Administration

Janet Young, Ed.D., Superintendent
Sylvia Borges, Assistant Superintendent, Clovis Area
Steve Ward, Associate Superintendent, Administrative Services
Carlo Prandini, Ed.D., Associate Superintendent, Human Resources
Steve France, Assistant Superintendent, Educational Services
Michael Johnston, Assistant Superintendent, Business Services
Don Ulrich, Assistant Superintendent, Facility Services

School Management Structure

Principal

Kevin Kerney

7th Grade

Nick Boris, Learning Director

8th Grade

Jennifer Thomas, Learning Director

G.I.S.

Demetra Vincent-Walker

Athletic Director/Activities

Bob Mammen

TEAM ORGANIZATION

Clark Intermediate School is organized into two grade level teams. Each team provides service and direction to a smaller number of students. The team concept supports the following goals:

- Decentralization of administrative services.
- A management-teacher team that works with the academic, attendance, co-curricular, and disciplinary needs of each student.
- Clark Intermediate School believes in the principle that accountability is a valuable tool in the motivation of students. The grade level team concept allows motivation to be used as a tool to raise the level of student involvement, which tends to increase achievement.
- The Learning Director and management team work with the teachers under his/her direction in developing curricular programs and establishing and meeting student needs.
- The grade level team concept lends itself to providing better guidance services to all students.
- Better communication and parent information.
- Learning Directors or the GIS will identify and work with students who are “at risk” academically.

REQUIRED COURSES OF ACADEMIC BLOCK:

Clark Intermediate School is on a six period day, which includes six classes and a single lunch period. All students enroll in five required classes and one elective. The regular school day begins at 7:40 a.m. and ends at 2:25 p.m. with the exception of Fridays when school begins at 8:00 a.m.

REQUIRED COURSES OF INSTRUCTION

All students at Clark Intermediate School are required to be enrolled in academic blocks of instruction. Academic Block classes are offered in the morning and afternoon and are taught by the same instructor for two periods. Seventh grade AB classes cover instruction in World History, Language, and Literature. Eighth grade AB classes cover U.S. History, Language, and Literature. Students who test Below Basic and Far Below Basic on the Language Arts portion of the California Standards Tests are also required to take an Academic Seminar Class.

The Academic Block concept increases stability for students during the transitional, intermediate school years by providing the opportunity for an instructor to become acquainted with the student's strengths and areas for improvement.

One teacher who has responsibility for instruction in all three-subject areas may address student or parent concerns. Because our Academic Block classrooms are structured heterogeneously, it is difficult to honor requests for individual teachers. The balance of boy-girl ratio and skill level variability must be applied in classroom composition.

All students will be assigned to a one period math class. Students who meet the testing prerequisites may be placed in advanced math classes of Math 8 (as a 7th grade student) or Math 1 (as an 8th grade student). All students will be assigned to a one period science class. All students, unless medically excused, will be assigned one period of Physical Education.

ELECTIVES

Student Selected Electives:

Enrichment courses are organized to provide students exploratory opportunities in Tutoring, Spanish, Art, Drawing, Film Studies, Peer Counseling, Leadership, WEB, Yearbook, and Exploring Technologies.

Performing Arts:

Beginning and advanced courses are offered in the areas of instrumental and vocal music and drama for students interested in the performing arts. Most of these courses are for a full year.

Advanced Academic Classes:

Math 8 (for 7th grade students), Math 1 (for 8th grade students), and Honors Science classes are offered to qualified students.

Recommended Elective:

Academic Seminar

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

REGISTRATION

REGISTRATION PROCEDURES

Incoming 7th grade students register at their elementary sites in the spring for their classes for the following year. Academic course placement is dependent upon State/STAR scores, teacher recommendation and placement test scores (math). All student body elective course selections are done during spring registration. Students in need of an elective after initial registration in the spring should report to their Team Office to discuss elective options.

The registrar will process new students at Clark Intermediate School. All students are scheduled by the Learning Directors into two periods of Academic Block, one period of Math, one period of Science, and one period of Physical Education. Students select one elective class of their choice depending upon availability. Students are administered the math placement test in the spring and as needed for new students.

All students entering 7-12 grade are required to have proof of a pertussis (Tdap) immunization after their 7th birthday prior to school entry in August of 2013.

Program Changes:

No program changes in elective classes are allowed during the first two weeks of each semester. If a program change is desired, an appointment must be made with the Learning Director or GIS. Program changes will be completed the third week of each semester. After the third week, there will be no program changes without the approval of the Learning Director.

SPECIAL SERVICES

ENGLISH LANGUAGE LEARNERS EDUCATION

Students identified and diagnosed as being English Language Learners (ELL) are provided instruction in an English Language Development class until they become fluent English proficient. Students who are mainstreamed are monitored to insure that their academic and language skills continue to develop.

LANGUAGE SPEECH SPECIALIST

Our speech/language specialist is on campus one day a week. Services include diagnostic tests, and provide speech therapy services for students identified with speech/language difficulties. The specialist is a member of the Student Assessment Team (SAT) and the Student Study Team (SST) as appropriate. This staff member also assists the regular and special education staff for all Clark students with special needs.

SCHOOL PSYCHOLOGIST

The school psychologist provides services at Clark four 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 facts 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.

SPECIAL EDUCATION

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.

SECTION 504

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 student'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. 79082.

STUDENT STUDY TEAM (SST)

The Student Study Team (SST) is a collaborative effort by the entire Clark faculty and staff to address the needs of the students at Clark Intermediate School. The Student Study Team consists of the nurse, school psychologist, GIS and a Learning Director. The Student Study Team has been a very important part of the educational program at Clark Intermediate School to meet the needs of our 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 Learning Director. The referral will be forwarded to the appropriate person for service.

The Goal of the Clark SST is to provide a support system and assist all students with “personal” or “academic” issues. The emphasis of Clark’s SST is to work together with the students, parents/guardian, staff and community to enhance student success and assist students to achieve their maximum potential.



CUSD CATEGORICAL FUNDING PROGRAM **INFORMATION** **FOR THE 2014-2015 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)**

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 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 Council or Committee, 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/specialprojects>. 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/specialprojects>.

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 and is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

District Advisory Committee (DAC) & School Advisory Committee (SAC): 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 provided 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.

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 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.
3. **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 Special Projects @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

MEDICAL

LOCATION/ AVAILABILITY

- The Health Office is located at the west end of the choir building.
- Monday – Friday 7:30 am to 3 pm (Occasionally out of the office)
- Check in at the main desk
- Student's being sent home must be signed out.
- School secretaries or a substitute health aid may cover the office when the nurse is gone.

EMERGENCY CARDS (IMPORTANT)

- Keep emergency cards updated with current home, work and cell numbers!
- Provide names and updated phone numbers of relatives or friends to call if we cannot reach the parent.
- Keep your child informed about your whereabouts
- Traveling out of town – Please make sure someone on the Emergency Card can be reached.
- A **PARENT OR LEGAL GUARDIAN** must sign the authorization allowing the school to seek emergency treatment (if the parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. Any questions or concerns, contact the nurse at 327-1577.

FIRST AID, ILLNESS, & INJURIES

- If a student becomes ill or injured at school he/she will receive every care and consideration.
- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- Injuries which occur at home should be cared for at home.
- The nurse is always happy to consult with parents regarding health problems.
- 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 affects your child's ability to participate in class.
 - c. Vomiting/diarrhea
 - d. Fever of 100.0 or greater within the last 24 hours
 - 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 polices & regulations).

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

Most students entering intermediate school have completed their immunization requirements for entrance into school. Required are:

- Polio (IPV/OPV) series of at least 3 doses and a booster
- Tetanus (DPT, dT, DTap) series of at least 3 doses and booster

- Measles, Mumps, Rubella (MMR) – 2 doses both on, or after the 1st BD.
- Hepatitis B (Hep B) – series of 3 doses
- Varicella (Chicken Pox) at least one but 2 is recommended
- Pertussis (Tdap) – one dose after 7th birthday prior to entering school in August 2012
- Tuberculosis Screening (Mantoux /PPD) – required for all students entering school for the first time. A repeat PPD may also be required if your student has been out of the United States after starting a CUSD school.

MEDICATIONS

- **ALL** medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers etc.) must be checked through the nurse’s office. **Students may carry their inhaler after checking with the nurse.**
- CA Education Code Section 49423 requires that medication to be taken during the school day must be presented with:
 - A **written** statement from the **physician** detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
 - A **written** statement from the **parent/guardian** indicating their desire for the school to assist the pupil in the matters set forth in the physician’s statement
 - The medication must be **clearly labeled** and sent to the school in the original container from the pharmacy.
- The Health Office does not keep medication for general student use.
- The “**Medication at School**” form is included in this hand book. Please review the policy carefully. It is also available on the District Web Site under Departments, Nursing, Medication at school form.
- **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.**

SCREENING PROGRAMS

- Sight and Hearing Testing (Education Code 49452) will be conducted during the fall semester usually in September or October. **ALL 8th grade students**, students new to Clovis Unified and other selected 7th grade students will be screened.
- Scoliosis Screening (Ed code 494525.5) will also be conducted during the fall semester usually September or October.
All 7th grade girls and All 8th grade boys will be screened.
- Parents/Guardians’ may exempt their son/daughter from screening by submitting a written request to the Nurse.

SPECIAL HEALTH NEEDS

- If your child has special needs ie: diabetes, asthma, seizure disorder, severe allergies bees, food, etc.), chronic illness or physical limitations please contact the nurse.
- To better plan for your children’s needs, please contact the school nurse **BEFORE** the **FIRST** week of school.

A WORD ABOUT ASTHMA

With a proper treatment plan, most students with asthma should be able to fully participate in P.E and team sports. Compliance to a treatment plan, as prescribed by the physician, is what makes them successful. In talking with physicians who are successful with asthma management, if the

inhaler is used PROPERLY before P.E., most students should be able to perform normally. There are certain times of the year that self-pace is indicated.

P.E POLICY FOR ASTHMA

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

SEIZURE DIAGNOSIS/SWIMMING

It is district policy that students with a diagnosed seizure disorder must have:

- Written physician clearance to swim
- Written parental/guardian request to participate in any school swimming program.
- Forms are available in the nurses office.

PHYSICAL FITNESS TESTING

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

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

- **All PE excuses from parents** may be given directly to the PE teacher or nurse. The student reports to class, dresses out, but is not required to participate. Parental requests must not exceed three days per semester. Non-participation exceeding three days is “unexcused”.
- **All P.E. excuses from a doctor** are to be given directly to the nurse. The doctor’s note will be kept on file in the nurse’s office. The student will return to P.E. with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on P.E medicals unless written permission is granted by the nurse or the physician.
- Students with a medical excuse from a doctor will remain in their P.E. class if it is less than two weeks so that attendance can be monitored. If their medical condition warrants other considerations as determined by the physician or the school nurse, they will be reassigned for the period of PE for the duration of their medical excuse.
- Students who desire to return to PE earlier than the original date provided by the physician will need written verification from the physician.

Nurse's Message

August 2014

Dear Parents,

AB2168 mandates that 7th grade girls and 8th grade boys are screened to detect spinal problems such as Scoliosis and Kyphosis. The screening is done during the school year by school nurses and/or credentialed personnel who have had special training. *Screening for 2014/2015 hearing, vision, and Scoliosis screening is tentatively scheduled for October.*

The procedure for screening is simple. The student's spine is inspected as he/she stands and bends. If a problem is suspected, the school nurse or supervisor of health will recheck the student and a written referral will be sent home recommending additional medical evaluation. During the screening process, girls and boys are assessed separately. In order to check the spine, the upper portion of the body will be disrobed. Girls will wear a bra, swimsuit, or halter-top during the spinal assessment.

If your student is under active treatment for spinal problems and/or you would rather not have your student participate in the screening process, please complete the form below and have your student return it to the school nurse.

If you have any questions, please call the school nurse, Sheryl Elliott at 327-1577, Monday through Friday from 7:30 AM to 3:00 PM. Thank you for your cooperation.

Jeanne Prandini
Nursing Services

Please return this portion of the letter to the school nurse.

Student name

Grade

I do not want my child to participate in the Posture Screening Clinic at Clark.

Parent/Guardian signature

Date

LIBRARY MEDIA CENTER

LMC Hours

Monday through Thursday 7:15 AM – 3:00 PM
Friday 8:00 AM – 2:45 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.

Goals

The goal of the Clark Intermediate Library Media Center is to ensure that students and staff are information literate and become lifelong learners. To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate and use the needed information effectively. This goal is accomplished by:

1. Providing intellectual and physical access to information through a carefully selected collection of learning resources, representing a wide range of subject, levels of difficulty, communication formats, and technological delivery systems.
2. Providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas.
3. Working with classroom teachers to design learning strategies and units of study to meet the needs of individual students.
4. Providing resources and activities and contribute to lifelong learning for all, accommodating a wide range of instructional methods, learning styles, and interests.

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.

Internet Guidelines

Internet is used only for assigned school projects in the LMC

The CUSD approved Acceptable Use of Information Resources is found in Board Policy No. 7205.

Library Media Center Rules

1. Students must present their Clark Intermediate School identification card in order to check out library materials or textbooks.
2. Students must have a hall pass to be admitted to the LMC during class time.
3. 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.
4. The students must pay for lost or stolen materials.
5. Students are responsible for the care of materials checked out to them.
6. Athletic bags, backpacks, and oversized purses may be required to be opened for inspection when leaving the LMC.

Textbook Procedure

- Students are responsible for their textbooks. Students should write their name in the front of their books. Books should be covered at all times. (Student must turn in the **exact text book(s) (and the exact same barcode)** that are checked out to them otherwise they will be financially liable)
- Students must present a Clark Student 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 year or each semester.
- A list of books checked out will be issued by the LMC to each teacher so that book checks can be conducted each quarter.

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.)

Clark Intermediate School Website

The Clark Intermediate School website may be accessed on the worldwide web at:
clark.cusd.com

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

"Involvement" is a key word in Chieftain Territory. 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. Activities at Clark Intermediate include: clubs, dances, student government, athletics, music, assemblies, and rallies.

Why participate in student government and school activities?

- Develop new friendships.
- Something worthwhile to do in leisure time.
- 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.
- Teaches students to become more willing to accept criticism from others.
- 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.
- Provides an opportunity to learn the proper channels to follow in order to make adjustments in rules and regulations.

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, Social Commissioner, and Historian. The Student Council meets regularly to transact business and discuss student body activities.

Student Body Elections

Clark Intermediate will hold elections in the month of April to select the student body officers for the following school 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 may select one student to act as his or her campaign manager (not mandatory).
- Each candidate will present a campaign 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 (Clubs) examples:

This list is subject to change during the school year:

Game Club	Science Club	Asian Club
Chess Club	Paper Airplane Club	Fashion Glamour Club
Math Club	Community Appreciation	X-treme Sports

Students may join the clubs at the beginning of the year on a designated club recruitment day. Meetings will be held monthly during club meeting schedule.

Dance / Yearbook Signing Party Rules and Regulations:

- **NO CURRENT ID = NO DANCE / NO YEARBOOK!** Students must also be carrying at least a 2.0 GPA to attend to the dance. Dances and Yearbook signing is **only** for Clark Intermediate students. School identification is required for purchase of a ticket and entry to the dance. Students without a CURRENT SCHOOL ID card will not be allowed to attend either event.
- **Students must have a 2.0 GPA** as reflected on the most current 6 week progress report to be eligible for the dance. (Students who buy a ticket and become ineligible due to grades will be reimbursed)
- 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 or that student will not be allowed to attend the next dance. I.D. cards of students who are not picked up on time will be collected. The I.D. card will be returned following a parent conference with the student's Learning Director.
- School dress and behavior codes will apply including no gum, hats, or seeds.
- Students who are on the "Non-Privilege" (suspension puts you on the Non-Privilege List), DNS list or "Obligation" list may not attend.
- 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 (i.e., mosh, slam, freaking). Parents will be called and students will have to be picked up if violation occurs.
- Tickets are non-refundable (with exception of falling below 2.0 GPA)
- Tickets can **only** be purchased with cash. No checks will be accepted.

ATHLETIC ACTIVITIES

Preface

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 stressed. We invite all students to become a part of this program.

Sports

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

FALL Practice begins: 8/11/14	WINTER Practice begins: 11/3/14	SPRING Practice begins: 2/2/15
Cross Country Boys/Girls	Basketball 7/8 Boys/Girls* 7/8 JV Boys/Girls	Baseball 7/8 Boys* JV Baseball
Student Football 7/8 Teams	Student Wrestling Varsity and Junior Varsity	Softball 7/8 Girls* JV Softball
Girls Volleyball 7/8 Girls* 7/8 JV Girls	Gymnastics Girls*	Swimming & Diving Boys/Girls
Water Polo 7/8 Boys 7/8 Girls	Soccer 7/8 Boys/Girls*	Track Boys/Girls
Girls Golf 7/8 Girls*		Boys Volleyball 7/8 Varsity Boys* 7/8 JV Boys
Girls Tennis 7/8 Girls* JV Tennis		Boys Tennis 7/8 Boys* JV Tennis
		Boys Golf 7/8 Boys*
		Girls Badminton (Late Spring) 7/8 Girls (Combined)
*Sports that have cuts		

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 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 (physical examination) 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.

CLARK CODE OF ETHICS/PARTICIPATION

The following Code of Ethics applies to all students who represent Clark Intermediate School. The student will be asked to make this commitment prior to the start of the season/activity and abide by its' conditions for the remainder of that season. A student who breaks one of the listed rules below will be suspended from participation in any school related activity for a period of two weeks and will be assigned one day of detention for each day of suspension. Violation of the regulations section could terminate a student's participation. The student must maintain a 2.0 GPA ("C" average) to participate in a co-curricular program.

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, of course, 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.

Team Regulations

- **The student 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.**

- **Code of Conduct Procedures:** 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, 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

- 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.
- The uniform must be returned within one week following participation of the last game or season event.

Grooming and Personal Appearance

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

Participation

A student will abide by the Code of Ethics for the duration of each office, team or sport season in which he/she participates.

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

- Athletic Eligibility Card (physical and insurance verification)
- Emergency Medical Care Form
- Signed Statement for Code of Ethics
- Signature on Eligibility Card giving parental permission to participate and travel
- 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.
- Concussion form
- Parent communication form
- Physical
- Health Screening form

Students will not be able to participate in any practices unless all forms are completed and turned in.

PERFORMING ARTS

Performance Attendance Policy

Performances are obviously 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 and the entire educational process is based upon and geared to that inter-dependence. It is conceivable that the unexpected absence of one single performer could be detrimental to the production or even stop the performance for all others.

Performances, in this regard, have some strong similarities with testing. Obviously, a missed performance, like a missed test, will have an effect on the student's grade.

It is our concern for the educational welfare of all of our students that has led to the following grading policy for performances and/or rehearsals:

- Each student is to receive a grade of "A" on the attendance portion of the total grade for each performance, rehearsal, or director-called sectional at which student is present.
- A student receives a grade of "C" for each absence due to illness or family emergency.
- A student receives a grade of "F" for each absence due to personal business. Such an absence must be arranged in advance with the instructor.
- If the student has an unexcused absence from a sectional or a rehearsal, the attendance portion of the grade is lowered one full letter.
- Any of the above grades will be averaged with the student's total grade for the quarter.
- If an unexcused absence is from a required performance, the quarter grade is lowered one full letter and the parents will be contacted. The second violation may possibly result in a recommendation for dismissal from the group, and a grade of "W/F" (Withdrawal/Failing) issued.

Scholarship

Again, students must maintain a 2.0 GPA ("C" average) to participate in a co-curricular program.

PHYSICAL EDUCATION PROGRAM

Preface

Welcome to the Physical Education component of Clark Intermediate School. In order to instill the pride and self-motivation for which the Clovis Unified School District and Clark Intermediate School are noted, we have written this introductory orientation. In it are guidelines and specific procedures that will make physical education participation more productive and benefits much greater.

Goals

In accordance with Clovis Unified School District board policy and objectives, the following is Clark Intermediate School's goal: Ninety percent of all students who regularly dress and participate in physical education will be able to perform the skills taught. It is also our goal that ninety percent of the students shall achieve a score within the healthy fitness zone of all components of the State Mandated Physical Fitness Tests.

Objectives

The Clark Physical Education staff believes in the holistic approach to a child's education and adheres to the philosophy that the atmosphere inherent in a physical education situation is particularly conducive to this end. Because of our view that an education should involve helping to build good citizens with a spirit of cooperation and respect as an integral part of a student's development, we feel that the following objectives are of importance:

- To help a student find an opportunity for successful participation through exposure in a variety of activities, which include individual, group, and physical fitness experiences.
- To develop the understanding of a need for good health and physical fitness throughout a student's lifetime.
- To begin to develop the physical attributes and conditioning that will result in the realization of the need for physical fitness.
- To encourage a sense of cooperation and coexistence with others on and off the sports field through opportunities for positive interaction with classmates and instructors in playing as well as officiating situations.

Activities

The following co-educational activities are offered for physical experience and participation at Clark Intermediate School:

Strength & Fitness	Individual Activities	Group Activities	Recreational Games
<ul style="list-style-type: none">• Fitness Pre/Post Training• Physical Body Conditioning	<ul style="list-style-type: none">• Aquatics• Paddle Tennis• Badminton	<ul style="list-style-type: none">• Basketball• Soccer• Dance• Flag Football	<ul style="list-style-type: none">• Volleyball• Mush ball• Group Games

Grading

In the spirit of a positive learning environment, and as an extension of belief that students want to be well behaved, the physical education staff has devised the following grading policy:

- **Total Points:**
 - PE units of each six-week grade period will be worth 100 points. There will be three grade periods in each semester of the school year.
- **Daily Participation:**
 - Points are possible during each unit grade period for attitude and effort.
- **Requirements:**
 - Dressed out correctly and completely
 - Attitude and attendance
 - Participation
 - Punctuality
 - Following Directions
 - Daily points are earned by meeting all responsibilities during the physical education period
- **Skill and Activity Points:**
 - Points are possible for each unit.

- **Requirements:**
 - Objective testing.
 - Subjective evaluation in each unit.

Absences/Make-ups

Absences due to school activities do not need to be made up. Make-ups are for any absences and independent study. Non dress days cannot be made up. PE make-ups consist of completion of our PE make up activity packet per absence. These packets must be completed within the 6 week grading period in which the absence occurred.

Grading Scale

Total unit grade is based upon a combination of daily participation and skill/activity points. The semester grade is the average of three 6-week grade periods.

Grade	Percent	Grade	Percent
A	92-100	C	72-76
A-	90-91	C-	70-71
B+	87-89	D+	68-69
B	82-86	D	62-66
B-	80-81	D-	60-61
C+	78-79	F	59 and below

To incorporate the development of a physically fit body as well as provide ample opportunity for participation in a variety of sports activities, the daily procedure will be as follows:

- Dress out and be on time to class (see tardy procedure)
- Roll call
- Warm-up activities
- Physical fitness, sports, wellness activities

Gym Class Procedures

- **Roll call** will be taken at the beginning of each period. Five minutes are allowed to dress. Being prompt, seated, and quiet for roll is mandatory.
- **Tardies** will result in specific disciplinary procedures and loss of grade points. The procedures are noted on page 44 of this Handbook.
- **Absences** due to school activities do not need to be made up. **Make-ups** are only for excused absences, independent study, and long-term medicals. Non dress days **cannot** be made up. PE make-ups are arranged between the individual and his/her instructor.
- **Warm up:** warm up exercise and daily run of ½ or ¼ mile will enforced before each class activity. Students will participate in a one mile run once every week.

Non-Participation

All students are expected to dress daily in the designated uniform for physical education. In cold weather, the wearing of additional warm “sweat clothing” will be at the discretion of the teacher. Parents’ notes are good for one and a maximum of three days, depending on the reason. The note must be dated to be valid and stipulate the number of days to be excused or the instructor will assume it to be for one day only. Only three days of parent notes are allowed per grade

period. A note must be presented on the day to be excused and is to be presented to the instructor as the student enters the locker room or at roll call. Only notes written and signed by parents or guardians are acceptable. If a student is excused from physical education activities for the day because of medical reason, he/she must be prompt to roll call, just as on a normal day and **must dress out**. When a student is to be excused for a period longer than three days, the student should secure a doctor's excuse. The doctor should recommend the type of activity, if any, the student can perform, and should also indicate the length of the recommendation. This doctor's note should be taken to the school nurse prior to coming to class.

Dressing Out for Physical Education

The purpose of changing into Physical Education uniforms is to encourage full participation in class while maintaining standards of hygiene. Therefore, additional clothing such as T-shirts, extra pair of shorts, turtlenecks, jeans, etc. may not be worn under PE clothes. In most cases, if students are well enough to be in school, they are well enough to dress for PE. On the first non-dress, the student will be counseled, and 10 points will be deducted for each (5) non dress, and (5) non participation violation. On the second non-dress, 10 points will be deducted and parents or guardians will be contacted. On the third non-dress, the students will lose 10 points and will be assigned Supervised Study. Each non-dress thereafter will continue to be a ten-point deduction and a Learning Director referral. Non-dress is anything other than complete uniform. Each Learning Director referral will result in at least one day Supervised Study.

Facilities and Equipment

Students are never to use the facilities or equipment without instructor presence and permission. After dressing out, student will report directly to roll call and sit until further directed by their teacher. Upon the completion of the physical education class and changing into school clothing, students are to remain behind the red lines until the passing bell rings. Failure to do so will result in detention for cutting class.

Gym Uniform

All students are to dress out completely for physical education. The PE uniform cannot be cut or altered. Torn or altered clothing will be repaired or replaced at student or parent expense. In accordance with the CUSD dress code, the PE uniform must be worn as it was designed. No sagging is permissible. The uniform must consist of the following:

- 1) The uniform being sold by the school site will contain the name/logo of Clark
- 2) Students are NOT required to purchase a uniform from Clark
- 3) In the student chooses not to purchase a uniform from Clark, it is required for the student to have their own Blue or Black shorts and a plain white or grey shirt for PE
- 4) If a student cannot afford to purchase a standard uniform or the sites uniform, the student may contact Nick Boris, 7th Grade LD at 327-1500. Clark will provide a previously used uniform, which has been cleaned by the Clark staff. This uniform must be returned, in good shape, to Clark at the end of the school year. If the uniform is not returned, the student will be charged for the uniform.

In addition to the PE uniform;

- Athletic socks are required. Girls may not wear nylon stockings in class.
- Athletic shoes must have laced and tied shoestrings or Velcro closures. No sandals, boots, skater shoes, backless shoes are allowed. Shoes that come off during activity are a slip-on or safety hazard and are considered out of P.E. uniform.

Sweatshirts and pants may be worn on winter days only at the discretion of the PE instructor. Sweats are not a substitute for the regulation gym uniform. **Sweats must be solid gray, white,**

black or blue. PE cloths must be worn under sweats. This policy is only to provide comfort for cold weather conditions. *Street clothing such as jeans, cutoffs, cords and jackets are not allowed. Torn uniforms will not be allowed. No ripped or torn clothing is allowed.* Personal swimsuits must be worn for the aquatics unit. Girls may wear two-piece swimsuits appropriate for school swimming activities. Swimsuits are to be kept clean. No strapless swim tops for girls. **Wet swim clothing and towels must not be left in lockers overnight.** PE uniforms are to be kept clean. Students are required to take the complete uniform home every Friday and return it clean on Monday.

Other than the student's name, there should be no additional markings on PE uniform.

The gym uniform may be purchased at school during fall class packet pick-up or during the first week of school, or from the financial secretary thereafter at break time. The cost of the uniform is as follows:

Physical Education Package - \$30.00

Includes: shirt, shorts and lock

Individual Prices:

Shirt - \$10.00

Shorts - \$15.00

Lock - \$5.00

Loaner Procedure

If a student does not have a PE uniform, a loaner will be issued to wear for the day. Loaners are available on Mondays only. The student is expected to return the loaner at the end of the period. To receive a loaner outfit, a student ID must be presented. If the student does not have an ID card, he/she will not be given a loaner. No loaners will be given for extracurricular activities or athletic events and/or practice. Any student losing a loaner PE uniform is financially liable for lost articles.

GUIDELINES FOR GYMNASIUM/LOCKER ROOM CONDUCT

- Keep books out of the locker room. Use hall lockers.
- Stay out of the locker room except during the time required to be there to dress or to shower.
- Use waste cans. Keep the dressing area as clean as possible. Please place any trash in the baskets that are located in the locker room.
- Eating in the locker room is strictly prohibited. Food draws ants and other insects. These insects, in order to get food, travel through other lockers and make a very poor situation when they get into clothes.
- Use plastic bottles for deodorant, lotion, or anything you may need in gym class. **There are no glass containers allowed in the gym areas and no aerosol containers are allowed.** This is for the students' safety.
- **Laptops are not allowed in the locker room.** Due to the cost of the laptops, we cannot guarantee the safety of the laptop computers. They need to be left in their AB classrooms.
- Backpacks must be stored in PE lockers or in the backpack storage bins located inside the locker rooms. Consequences will be issued to those who do not properly store their backpacks in the designated locations.

Locker room misconduct will not be tolerated and will be dealt with in an individual basis. Locker room misconduct includes running in the locker room, horse play, throwing any object, "pantsing", bullying, spraying another with cologne, deodorant, etc., and defacing school property. Any student who chooses to misbehave in the locker room will be written up and receive consequences. These consequences can include a loss of his/her daily points,

campus beautification, detention, referral, and possible suspension. Absolutely no cleats are to be worn inside the gym or locker room. After school, students involved in sports are the only persons allowed in the locker room. The locker room is closed daily between 2:40 and 4:30 PM. **No one is allowed in the locker room at any time unless a coach is present.** All students are to be dressed and out of the locker room by 4:45 PM, unless with a coach. The doors will be locked at 4:45 PM. No electrical curling irons or blow dryers are allowed.

Showering & Towels

Showering is not mandatory, but in warm weather, is strongly recommended.

- Wet towels or clothing should never be left in lockers overnight.
- Towels should not be snapped.
- Students will bring a personal towel for use.

Injuries

Any injury should be immediately reported to the instructor. Students should never try to move a fellow student with any injury; the instructor should be notified immediately.

Any equipment or apparatus that may be dangerous should also be reported.

All PE teachers are CPR/Medic First Aide trained and go through the recertification process on a regular basis.

LOCKER ROOM SECURITY (Lock and Locker Procedures)

All students will be assigned their own PE locker during the first week of school.

Students will not be allowed to share lockers without permission from instructors. Students need to purchase a combination lock. **ALL LOCKS MUST BE COMBINATION ONLY.** It is highly recommended purchasing a school lock. If a student brings a lock from home, it should be of high quality. Cheap, inexpensive locks do not last in the locker room. All combinations will be kept on file in the coaches' office and will be shared only with the lock owner. If a student is in a locker not assigned to him/her, the lock will be **cut off** and the student will be responsible for purchasing another lock. **Replacement of a school lock is \$5.00.** Clark is not responsible for any damaged, lost, or stolen items.

Boys Locker Room

Long lockers in the boys' locker room are for seasonal sports only. Players will still need to use their regular PE locker for daily PE (even in season). These lockers are assigned only during the season. At the completion of their season, all athletes will be removed from the long lockers and placed in small lockers. If an athlete for any reason is no longer a part of the team, they will automatically be removed from the long locker and be assigned a small locker. The Blue Room lockers are for 8th grade football and baseball players only. The Blue Room will only be open before and after school. Blue Room lockers are a privilege that can be revoked anytime for locker room misconduct.

Girls Locker Room

Use the small locker for PE clothes. Use the long locker for street clothes. Put the lock on the long locker **ONLY** while dressed out for class. Transfer the lock back to the small locker at the end of the period. **Locks left on long lockers throughout the day will be cut off.** Team room lockers will be available for softball players during their season only. Athletes may lock up gear

before school between 7:30 - 7:35. A separate lock must be used for team room lockers. The team room will not re-open for any reason throughout the day until 2:30 – 2:40. PE clothes must be kept in PE lockers and not in the team room. At the end of softball season all team lockers must be cleared of locks and gear.

Students are Warned: (Prevent Thefts)

- Not to let their combinations be known to anyone.
- To be careful that they are not observed while using their combination.
- To check that the lock is locked securely by rolling the tumbler and pulling down on the lock.
- Never leave valuable items unlocked.
- **Do not bring any extra belongings (books, backpacks, etc.) to PE if they will not fit in their locker. NO LAPTOPS!**
- **NEVER LEAVE BELONGINGS UNLOCKED OR UNATTENDED!**
- **Locks placed on the wrong locker will be cut off and the contents will be removed by an instructor.**

When a lock or locker is found left open:

- The lock will be locked on the locker backward.
- Students will be notified that the lock was left open.

Other security measures:

- PE teachers will lock the locker room doors after all students are out. The doors will be opened when the shower bell rings.
- Instructors will supervise the locker room while students are dressing.
- The instructors will help the student fill out theft reports. However, this is a student responsibility.
- The instructor signs the report and sends all copies to the Learning Director.

NOTE TO PARENTS

We ask you to read again the philosophies governing our relationship with your child. To help each boy and girl attain the maximum benefits from his/her Clark Intermediate School physical education experience, we solicit your support in the following manner: Help your child realize the positive benefits derived from physical education. Encourage your child to practice at home on areas of lower skill or conditioning. Realize that temporary minor sore muscle pain is a step toward maximum physical conditioning and sports skill and that this pain will be shortly alleviated by continued participation in the responsible activity.

Visit us! Please feel free to call or email any time to set up an appointment. We desire and encourage contact and interaction in the development of your child and his/her preparation for a useful and responsible place in society. Remind students of strategies to prevent theft.

The State mandates that we administer Physical Fitness Testing will be administered in the second semester of the school year. The test consists of modified pull ups, mile run, sit and reach, and sit ups. It is the goal of the Clark PE staff to get every student into the healthy zone of fitness as measured by the state.

CLARK PARENT CLUB

The Clark Intermediate Parent Club is an active and supportive organization, which assists and aids the school in its various endeavors. We encourage parent and guardian participation through membership and direct involvement. The membership is \$5.00 per person or \$25.00 per family to become a Super Booster. In addition a \$50.00 business partnership is available. The Parent Club meets the third Tuesday of every month.

Proposed Clark Parent Club Board 2014/2015

Co-President- -----TBA
 Treasurer-----Terry Rohlfes

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 – even though they have no students at Clark Intermediate School. People interested in participating on the SART Committee may call a school Learning Director at 327-1500. The meetings are held quarterly in room S-3.

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

Grade	Percent	Grade	Percent
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

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

Students taking academic honors classes will receive weighted grade point averages for those honors classes. These classes will receive weighted grade point averages:

- Math 8 (for 7th grade students)
- Math 1 (for 8th grade students-high school math)
- Honors History
- Honors Science
- Spanish I

Grade point averages for honors classes will be assigned as follows:

- A 4.5
- B 3.5
- C 2.5
- D 1.5
- F 0

Grades

Report cards are issued to students six times a year. Report cards for 6 and 12 week grading periods are progress reports. The first semester report card will be cumulative of the 6 and 12-week grades. The second semester report card will be cumulative of the second 6 and 12-week grades. All progress reports and semester report cards will be mailed to parents. Grades can also be monitored through the Zangle (<https://zangleweb01.clovisusd.k12.ca.us/studentconnect/>). This will access the on-line grade book. You will be asked to give a password. If you do not have one, please contact the main office at Clark to get a password.

Progress and Failure Reports

Progress reports will be mailed home during the 7th and 13th week of each semester. In addition, it is the policy of Clark Intermediate that parents will be notified, whenever students are in danger of failing classes by their classroom teachers.

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. Further it may result in a recommendation for retention.

Academic Counseling

Students can seek help from any staff member on campus (including, but not limited to, teachers, GIS, LD's, nurse, and Psychologist) students and parents should feel free to seek counseling and guidance at any time from our staff and through the peer-counseling program here at Clark.

PROMOTION-RETENTION PROCESS

Teacher Responsibility

Board Policy No. 3401 requires teachers and administration to follow appropriate guidelines for providing parents or legal guardians with clear and adequate information concerning the academic and social progress of their children. Teachers are responsible for utilizing appropriate criteria to identify students who should be retained. All teachers are expected to provide appropriate progress reports and facilitate early identification of students at risk of not meeting minimal promotion requirements. Teachers are legally obligated to implement and follow all

provisions of this policy. They are expected to keep parents informed regarding their children's progress and hold conferences with student, parents, and other school staff in a timely manner.

Administrator Responsibility

The site administrator is responsible for ensuring that teachers and other staff are trained in all procedures related to the implementation of Board Policy No. 3401. Site administrators will monitor the implementation of the Promotion – Retention process and ensure that appropriate intervention programs are in place to meet the needs of all students.

Parent Responsibility

Parents are responsible for attending scheduled conferences, and engaging in ongoing communication with their child's teacher. They are expected to enroll their child in an appropriate intervention program and are asked to check their child's homework and assure that their child regularly attends school.

Student Responsibility

Students are expected to fulfill the requirements of their academic subjects (Language, Literature, History, Math, and Science). They are expected to attend labs and intervention classes offered to support in meeting the requirements of their classes. Students must pass three or more of their academic classes to be promoted. Attending summer school may be required in order to be promoted.

IDENTIFICATION OF STUDENTS PERFORMING BELOW MINIMUM STANDARDS

For students in grades K-8, minimum achievement standards for promotion will be identified. The student who performs below these minimum standards for promotion will be recommended for retention.

Minimum standards for promotion will be identified using California content standards tests in language arts and/or mathematics (STAR Test results). Teachers may use the following achievement tools as multiple measures to assist in their decision making process:

- Report card grades
- Locally designed standards-based assessments (LAFT and benchmarks)
- Norm referenced test results
- Other District approved assessments in reading, language or mathematics.

A Teacher Grade Level Estimate (TGLE) will be developed no later than the last school day of November. Opportunities for academic support will be presented to the student by the teacher. Students and teachers will assess prior progress and determine student goals together.

Students in grades 7 and 8 who meet the SBAC testing criteria but fail more than three core classes in the first semester are in danger of not meeting promotion standards. The school will notify parents of these students in February of their students' status. An academic improvement plan will be written and signed by the student's core curriculum teacher.

Standards For Promotion

Standards for promotion for all grade levels, K-8, are specifically defined in the Grade Level Standards Matrix in the administrative regulations of this policy.

Grades Seven and Eight: For students enrolled in grades 7 and 8, the minimum standards for promotion will include English Language Arts (reading), mathematics and other academic core courses. A student must pass 3 or more academic core courses each semester to be promoted to the next grade level.

Special Education Students: Special Education students will be held to the District's standards for promotion. When the standards are not appropriate for a special education student, the IEP team will determine promotion/retention status.

English Language Learners: English Language Learners will be exempt from the promotion standards for no longer than 36 months from their arrival in any California school provided the student makes continued progress on the California English Language Development (CELDT) Test and satisfies the conditions stated in the District's Master Plan for English Language Learners.

ACADEMIC RECOGNITION

Honor Roll Procedures

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. All students eligible for placement on the Honor Roll must meet the following criteria:

- The student shall not have a "D" or "F" on his/her report card.
- The student shall not have "NG" or "INC" on his/her report card.
- All courses count toward a student's grade point average.

Principal's Honor Roll

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

High Honors

For those students who achieve at least a 3.5 GPA or better. A certificate is presented to the student by the Learning Director.

Honor Roll

For those students who achieve at least a 3.0 GPA. A certificate is presented to the student by the Learning Director.

Principal's 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 weighted (Geometry as an 8th Grader and Algebra 1 as a 7th Grader) 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). It is an honor service club to which one who qualifies must apply. It is not automatic. To qualify, students must earn at least three A's and

two B's in classes other than PE, and file an application with the CJSF advisor. Citizenship is a factor.

Application Procedure:

A notice to pick up application forms to join CJSF will be in the Daily Bulletin for ten (10) consecutive days. The CJSF Constitution does not allow a student to be recruited. A student may not join after the deadline for application.

Membership is based on semester grades. Qualifying grades must come from academic subjects only.

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.

Lifetime CJSF

Clark Intermediate students who qualify and 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 seventh and eighth grade students and is awarded in June at the second semester academic awards night.

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 35 points in any combination of six distinct categories:

- 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.
- Store your form with your AB teacher all year so it is safe.
- Turn the application in to your Team Office by the 3rd week of 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.

Character Counts Award

Among all the other Character Education activities done during the school year, one class period a month is set-aside for Clark students to review the various pillars of the Character Counts Program. Teachers are asked to nominate a student who they feel best exemplifies the Character Counts Pillar that is being emphasized during that month. Nominees should be students who have exemplified that pillar not only in a particular instance but also on many different occasions. We want to honor those students who still exemplify character when no one is looking. The winners are honored at the Exemplary Student luncheons and then have their picture and name engraved on the Character Counts plaque that graces the hallway of the main office. Monthly Character Counts Pizza parties are for any student who turns in lost items of value to the team offices.

HOMEWORK – MAKE-UP WORK

Class time instruction involves the presentation of academic material with the ultimate goal of knowledge retention, or skill mastery. The objectives are clearly defined, and students are given opportunities for clarification prior to the conclusion of the class session. Reinforcement activities are then assigned as an extension of the lesson, and can be completed independently based on the information. With an academic course load of five or more classes, intermediate students should have homework nightly. Occasionally, little or no homework may occur. This should not be cause for alarm unless patterns of "work free" evenings develop. You may contact all of your child's instructors to confirm their homework policy, which may certainly vary.

Students excused from class for co-curricular activities are responsible to turn in homework the day they are excused from class. They are **REQUIRED** to arrange prior to leaving to make-up in class assignments, quizzes, etc. and to get homework assignments given while they are gone so assignments can be turned in on time.

ATTENDANCE

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

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 both educational and financial reasons, we need your help in making sure your child has good attendance. There are times when it is necessary for a child to miss school. For example,

we do not recommend that a child come to school if he/she is ill or could spread his/her illness to others. **We need your help in minimizing all other absences.** Whenever possible, parents are urged to schedule medical and dental appointments at times where academic instruction will not be interrupted.

Please note that parents are still required to excuse absences each and every day their student is absent. Under the current law (positive attendance) schools receive funding based on the number of students present daily. Therefore schools must continue to account for all absences and report them to the state.

Clearing Absences

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. NO PARENT NOTES WILL BE 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.
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).

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.

- No notes from parents/guardians will be accepted for absences. All absences **must** be cleared by calling the attendance line at 327-1517.

Attendance procedures:

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.

Students coming to School late:

If a student reports to school later than 8:00 a.m., please use the following procedure to ensure your proper attendance:

1. Students coming from a doctor or dentist appointment, please provide a slip from the appointment.
2. Students coming in late to school because of illness, please have a parent or guardian call to let the attendance office know the reason. **** (No parent notes) ****
3. Example: A student has overslept or alarm didn't go off. They need to come in to the attendance office to be admitted to class.

**** No notes from parent or guardians will be accepted for tardies. You must call the attendance line at 327-1517.**

A tardy is any student coming to school after 7:40 a.m. Monday –Thursday and 8:00 a.m. on Friday.

ALL STUDENTS COMING TO SCHOOL AFTER 8:00 A.M. MUST CHECK IN WITH THE STUDENT SERVICE. FAILURE TO DO SO CAN CAUSE THE TARDY TO BE UNCLEARED OR POSSIBLE TRUANCY.

Students Leaving Campus (See Addendum - please refer to Policy 2707)

No student will be released to anyone not on the student's emergency card.

Any student leaving campus during the school day must obtain permission prior to departure from campus. Failure to obtain an off-campus permit with parent or guardian signing students out in the main office, prior to leaving may result in truancy. Students who are truant will be referred to the 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

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, no student will 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.

**“Lunch Off-Campus” Pass
(Refer to Board Policy #2107)**

Students will be allowed to leave campus at lunch only if a parent reports to the office to pick them up.

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 absence is not excused nor due to suspension purposes, may **not** be allowed to complete assignments, tests, or other class work missed, due to the absence.

Make-up Policy (Homework) 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).

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 possible 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.

Independent Study

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

- The parent/guardian needs to contact the appropriate Learning Director’s office to request an Independent Study contract **five working days in advance of departure.**
- This request can be by written notice or in person at the 8th grade team office. This gives the teachers notice to properly prepare the homework packet.
- 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 8th grade team 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 8th grade team office to get attendance credits.

Please contact your Learning Director if you have any questions about Independent Study contracts.

TRUANCIES

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. The district may request that the parent or guardian accompany the student to school and attend classes with the student for a day. 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 suspendable 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 SRC the following Monday.
- Students who choose not to attend Saturday school will be subjected to further consequences.

CODE OF CONDUCT PROCEDURES

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. Please call the Learning Director for an appointment date and time. **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.**

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 Supervised Study or team offices until parents are notified and arrive to pick them up. Students are also not to loiter across the street from Clark including the Clovis Library and court house. **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 two weeks of school. **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

Identification Cards (ID's)

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 the 7th grade office.

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 team 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 crises should they occur on the Clark campus. Once a student is on campus, they cannot leave campus to go to Shell or to go hang out at a location off campus even if this is prior to the first bell at 7:35 a.m.

Office Phones

Office phones are available before, during, and after school, as a convenience to students and parents.

Lockers (book)

Student book lockers are provided for the convenience of the student and to help protect school-issued property. 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 Learning Director's secretary. ***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 strongly encouraged not to leave valuables including textbooks in the lockers over the weekends but especially during vacations.

Daily Bulletin

The Bulletin will be read daily, at the beginning of first period and posted in all classrooms. It is the student's responsibility to check the daily bulletin for pertinent announcements.

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.

Textbooks

Textbooks will be issued by the Library Media Center. Students are responsible for the care and whereabouts of each text assigned to them. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents. **The school is not responsible for any lost or stolen books. Students are required to keep all textbooks covered.** Heavy wrapping paper or any commercial cover is adequate. Teachers will check periodically on textbooks, their ownership and condition. Due to current learning strategies, all classes may not be assigning a textbook to each student in all courses.

The student must turn in the text that was issued to him/her. Students having obligations for lost or damaged books or materials, or damage of school property will be placed on the obligation list. The list will be issued at the first of each month and an obligation form will notify parents. Obligations must be cleared by the 15th of each month or students will be placed on the non-privilege list for all activities. Non-privilege list participants may not participate in school activities until obligations have been cleared. Report cards will not be issued to students on the obligation list.

Lost and Found

Articles should be turned in to the cafeteria. Items can be easily claimed with proper identification. Numerous jackets and sweaters go unclaimed and students need to check periodically for lost items of clothing. Always check with your Team Office as well.

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:

- Students should keep to the right in the halls.
- Loitering and congregating in the halls is discouraged.
- Students should never run in the halls.

Bicycles

An enclosed bicycle area is provided for bicycles of Clark Intermediate students. This area is fenced to help minimize vandalism and theft. The following rules apply to this parking area.

- All Clark students who bring bicycles to school must park bikes inside 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.

There is **no bike riding** 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.**

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.

Bikes, Skateboards, Scooters, Rollerblades, etc

Bikes, Skateboards, Scooters, Rollerblades are not allowed to be ridden on Clark campus.

1st offense = Confiscated and placed in Team office until the end of the school day.

2nd offense = Confiscated and parent contact; and released to parents only.

3rd offense = Confiscated and discipline; including detention or suspension.

Scooters and Skateboards are allowed to be ridden to school but must be stored in the skateboard/scooter lockers located near the bike racks. You must provide your own lock. Scooters may not be ridden on campus. Clark Intermediate is NOT responsible for lost or stolen scooters

Laptops

Clark is not responsible for damaged, lost or stolen laptop computers. **Students are to keep their laptops in their AB classrooms.** Students who participate in after school may use the laptop lockers located in the B and C 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 AB classrooms 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 i.e. iPods, MP3 Players, Gaming Devices, etc., are NOT allowed at school or to be used during school hours.

1st offense = Confiscation, campus beautification and parent contact.

2nd offense - Parents called to pick up device, student given one day of detention.

3rd offense = On – campus Suspension (SRC) for one day and phone picked up by parent.

4th offense = Off – campus suspension + Saturday School and 10 days non-privilege.

Cell Phones

Having cell phones is allowed, but may only be used before 7:10 a.m. or after 2:25 p.m. Students who need to contact parents during the school day have access to the nurse, front or team office phones. 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 an using a phone during school hours students will be given the following consequences:

1st offense = Confiscation, campus beautification and parent contact

2nd offense = Parents called to pick up phone, assigned one day detention

3rd offense = On-campus suspension (SRC) for one day and phone picked up by parent

4th offense = Off-campus suspension + Saturday School and 10 days non-privilege

***Clark assumes no responsibility for lost / broken or stolen cell phones and other electronic devices.**

TELEPHONE CALLS -- SPECIAL DELIVERIES

- 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.**
- **Calls to teachers will be returned after the conclusion of the school day.** Parents may leave a voice-mail message.
- Students needing to make **emergency phone calls** should go to their team office.

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 lies with the student to claim items left in the office.

CAFETERIA

Students must have their student ID number for lunch in the cafeteria and the snack bar.

With the new school schedule it will bring a new concept towards students eating or purchasing their lunches on the Clark campus. There will be two different selections for a student to choose to purchase their lunches. Hot lunch may be purchased both in the snack bar and the kitchen Ala-Carte items sold in all windows. Window 7 in the snack bar is Ala Carte only. The blue cart is cash sales only.

Students must have their I.D. cards with them daily to purchase hot lunches 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.

Students wishing to purchase food items ala carte do not need their student ID cards but will have to have cash for any purchases. 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. When the money is placed in the student's meal account they may use that money to purchase food items at any serving station, but students must have their student ID cards. The amount of the check will allow the student to make purchases in either the hot lunch lines or the snack bar lines with out the need to carry money. Once the account starts to run low parents need to replenish the funds to allow their children to purchase lunches.

Price list is as follows:

Breakfast may be purchased for \$1.25

Ala Carte items range from 25 cents to \$2.75

Kitchen & Snack bar combo meals \$3.00 (I.D required)

Lunch Supervision

The administrative staff supervises the lunch period.

STUDENT CONDUCT

Clark Intermediate School prides itself in the conduct of its students. Students are accountable for adhering to school rules and policies **to school and returning home each school 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, to have respect for the property of others, and to comply with the regulation of school.
- Each student is a representative of the school wherever he may be; 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, games, and performances.

Classroom Conduct

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

Suspension / Detention policies

Information Governing Suspensions:

Students found in violation of suspendable offenses 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

Rules for Detention:

Students must report to detention no later than 2:30 p.m. Detention runs from 2:30-4:30 Monday through Friday. No student will be allowed into Detention after 2:35 PM without a pass from the Team office. 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.

Consequences:

Failure to comply with the above rules or any other school rules will result in the student being referred to the Student Services for appropriate disciplinary action. Students being asked to leave detention early will be required to make up that day of detention including another at a later date. Repeated failure to attend assigned Detention may be a suspendable offense unless arranged in

advance with the Student Services. The Student Services office will monitor detention attendance on a daily basis. Students failing to attend detention will be placed on a DNS (Did Not Serve) list on be on non-privilege until the detentions / obligations are fulfilled.

REFERRAL POLICY

Students who receive three or more referrals to their Learning Director may be suspended. In addition, students may be referred to Student Services and Student Attendance (SSSA) after three or more suspensions Alternative Education Placement or consideration for expulsion.

Tardy/Minor Discipline Policy

A student is tardy if they enter the classroom the 7:40 a.m. bell rings. The teacher will establish a policy/procedure, which incorporates the following for tardies and minor discipline offenses:

- 1st unexcused tardy / offense = documented warning.
- 2nd unexcused tardy / offense = documented warning.
- 3rd unexcused tardy / offense = documented warning
- 4th unexcused tardy / offense = teacher assigns campus beautification
- 5th unexcused tardy / lunch detention
- 6th unexcused tardy / after school detention
- 7th unexcused tardy / double after school
- 8th unexcused tardy / offense = sent to Team office for Saturday School
- 6th unexcused tardy / offense = Saturday school plus Referral to Counselor for SARB

Gum/Candy/Seeds Rule

Students are not to bring 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 and 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 and Rallies

Assemblies and rallies are a regularly scheduled part of the curriculum and 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 "yells" of enthusiasm; at other programs 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, and 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.), Gameboys, or PSP Nintendo games.
- Bringing or eating any type of food in class unless approved by the teacher/Learning Director.
- Throwing and/or shooting of any objects, such as paper, rubber bands, etc.
- Fighting, hitting, chasing, running through hallways or horseplay.
- Toys of any kind include dice, playing cards or collectable cards, balls, yo-yos, skateboards, rollerblades, etc.
- Students are not to etch, carve, spray paint, 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.

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 is stored in the cafeteria for a short duration of time.

Clark Intermediate School is not responsible for the loss of any personal 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.

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 CUSD's Zero Tolerance Policy (see Rights and Responsibilities Handbook). If you are in the vicinity of a fight 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.

"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.
- Restrooms (student rest rooms are to be used for lavatories, not loitering).
- The fenced transformer areas outside of designated red lines.
- The front of the school from 7:00 a.m. to 2:25 p.m.
- The front of the gym area from 7:00 a.m. to 2:25 p.m.
- Areas outside of designated red lines.
- Any area designated as "off limits" by school personnel.

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 – CUSD Board Policy #2105

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 school 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, sporting events, performances and school field trips.**

The specific areas where most problems exist at the intermediate area are: excessively long hair on males, short shorts and skirts, baggy / sagging pants, frayed jeans and flip-flops.

The CUSD Interschool 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.**

FEMALE CLOTHING

Clothing that is see-through is not acceptable. Spaghetti straps are not allowed. All visible shirt straps must be at least two (2") inches wide. Shirts must cover the midriff at all times. Necklines must not be revealing. **Undergarments should not be visible. Bandos and halter tops are not allowed.** Skirts should not be shorter than four inches above the knee.

SHOES

All students must wear shoes. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education

classes and while participation in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. No flip-flops are allowed. Shoelaces that depict gang affiliation will not be allowed. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat or military style boots will be allowed. Indoor or bedroom slippers are not allowed.

SHORTS

The District Dress Code Policy # 2105 allows students to wear shorts to school during the allowed period. **Acceptable shorts are defined as no shorter than a maximum of six inches (6") above the top of knee, and not to exceed mid-thigh.** All sportswear-type shorts, bike shorts (spandex), gym shorts, shorts more than six inches above the top of the knee, frayed, or shorts with holes are unacceptable. The Principal has the discretion to suspend shorts days at their school site because students fail to abide by the #2105 policy.

BAGGY CLOTHING

Excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern or reflects a gang-style image is not acceptable. Parents are encouraged to allow their students to wear only clothing that are the appropriate size for the student. **Pants must fit at the waist.** Pants or shorts must not exceed 5" when pulled from the front of the kneecap of a straightened leg. **Excessively long shirts reflect gang style clothing and are not allowed. Students will be required to wear shirts tucked in or change.**

HAIR

Hairstyles that include unusual designs, colors (no unnatural colors allowed), symbols, messages, mohawks, "fauxhawks" or tails are not allowed. Complete shaving of the head is allowed. Partial razor shaving of the head may be only one inch (1") above the top of the ear. Hair must not fall below the mid point of a standard stand-up collar in the back. Ear lobes and eyes must be visible from the front and side. Hair may not be adjusted by artificial means to meet dress code. Beards are not allowed.

HATS

Non Clark hats are not allowed at school. However, Clovis High School Area elementary feeder schools and Clovis High School hats are allowed. Hats include bucket hats, baseball hats, or beanies. Clark hats may be purchased from Clark Student Store.

- Illustrations and lettering on clothing must make no reference to alcohol, tobacco, drugs, gambling, gangs, or sexual connotations or any writing deemed offensive by administration.
- All characters depicted in clothing must fall within the confines of the dress code of the Clovis Unified School District (example: including but not limited to characters wearing baggy clothes, wool hats, flashing gang signs, bandanas, nicknames, etc.).
- For health and safety standards, no student is allowed to attend school functions barefooted.
- All clothing must be hemmed correctly with thread. **Frayed clothing is not acceptable even if it was purchased that way.** No artificially induced frayed clothing is permitted. All pants should not be torn, frayed, or drag on the ground.
- Professional team clothing or apparel (chains, necklaces, backpacks, earrings etc.) of any type is not allowed. Ends of belts are to be in belt loops.

- Any clothing, hair color, etc. that draws undue attention or is disruptive to the school environment that is deemed inappropriate by Clark Administration will not be allowed.
- Pajama type clothing is not appropriate school attire.
- P.E. clothing is not appropriate outside of P.E and will not be worn to class.

Dress code violation consequences:

1st = Warning (student may call to get change of clothing)

2nd = Campus beautification

3rd = Lunch Detention

4th = After school detention and parents contact

5th = Doubled Detention

6th = Saturday School

7th = On-campus suspension (SRC) for one day or until in compliance

TRANSPORTATION

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*

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 at:

http://www.clovisusd.k12.ca.us/programs/support/walk_radius_schools.html

or by contacting the **Clovis Unified School District’s**

Transportation Department at

327-9700 for assistance

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

