

# Parent-Student Handbook

2024-2025



## C. Todd Clark Intermediate School

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

<http://clark.cusd.com>

**An Affirmative Action/Equal Opportunity Employer Notice of Nondiscrimination:**

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

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## **Principal's Message**

Clark Students and Families,

Welcome to Clark Intermediate, home of the Chieftains! Clark has a long-standing history of creating a safe environment where students can excel in Mind, Body and Spirit. Our staff is dedicated to teaching students grade level standards, supporting social emotional learning/development, and providing co-curricular opportunities that will prepare them for Clovis High school and post-secondary opportunities.

I would like to encourage you and your family to get involved and stay connected to Clark. Your 7<sup>th</sup> and 8<sup>th</sup> grade years are going to go by pretty quick. Students-I want to encourage you to participate in sports, clubs, visual and performing arts, lunch time activities, and academic teams. Parents-I encourage you to join the PTC, attend a SART/IDAC/SSC meeting, add Clark to your social media, read Clark emails, and reach out to the school when you have a question, comment, or concern.

I am no stranger to Clark Intermediate. In 2004, I started my teaching career as an Academic Block teacher in room B5. As a Clark teacher, I was fortunate to coach football and baseball, help lead WEB, Safe School Ambassadors and other programs. Since that time, I have served our district as a Transition Coordinator for Alternative Education, a Learning Director at Clovis West high school, and most recently the Deputy Principal at Clovis high school.

I would like to thank you in advance for your support. Together as a school/community partnership, Clark will provide the best education for your student. I am looking forward to an excellent school year. GO CLARK!

Matt Hernandez

Principal

## **District AIMS, Mission & Vision**

### **CUSD AIMS**

- Maximize Achievement for ALL Students.
- Operate with Increasing Efficiency and Effectiveness.
- Hire, Develop, Sustain, and Value a High Quality, Diverse Workforce.

### **CUSD MISSION**

To be a quality educational system providing the resources for all students to reach their potential in Mind, Body, and Spirit.

### **CUSD VISION**

To be America’s benchmark for excellence in education.

## **Clark Mission Statement**

To create an environment where students can grow in mind, body and spirit.

## **Clark Vision Statement**

Create a junior high experience where students are academically and socially prepared for high school and beyond

## **2023 – 2024 School Calendar**

**First Day of School August 21, 2023 Back-to-School Night August 29, 2023 Last Day of School (minimum day) June 7, 2024**

### **HOLIDAYS**

**(School will be closed these days)**

Labor Day September 4, 2023 Veterans Day November 10, 2023 Thanksgiving Break November 20 – 24, 2023 No School For Students December 22, 2023  
Winter Break December 25, 2023 – January 5, 2024 No School For Students January 8, 2024  
Martin Luther King Day January 15, 2024 Lincoln's Birthday February 12, 2024 Washington's Birthday February 19, 2024 Spring Break March 25, 2024 – April 1, 2024 Memorial Day May 27, 2024

## **PROGRESS REPORTS & REPORT CARD**

**(Grading Periods)**

1<sup>st</sup> Semester – 6 week Progress Report -----September 29, 2023 1<sup>st</sup>  
Semester – 12 week Progress Report -----November 10, 2023 End of 1<sup>st</sup>  
Semester – **REPORT CARD** -----December 21, 2023

2<sup>nd</sup> Semester – 6 week Progress Report -----February 23, 2024 2<sup>nd</sup>  
Semester – 12 week Progress Report -----April 19, 2024 End of 2<sup>nd</sup>  
Semester – **REPORT CARD** -----June 7, 2024

**Grading Reports will be visible in Parent Connect on the dates indicated**

## **Clovis Unified School District Administration**

### **Clovis Unified School District Governing Board**

Hugh Awtrey- Vice President  
David DeFrank- President  
Steven G. Fogg- Board Clerk  
Clinton Olivier- Member  
Yolanda Moore –Member  
Deena Combs-Flores – Member  
Tiffany Stoker Madsen- President

### **Clovis Unified School District Administration**

Corrine Folmer, Ed.D., Superintendent  
Norm Anderson, Deputy Superintendent  
Marc Hammack, Ed.D., Associate Superintendent, School Leadership  
Michael Johnston, Associate Superintendent, Administrative Services  
Barry Jager, Associate Superintendent, Human Resources  
Scott Dille, Ed. D., Assistant Superintendent, Clovis Area  
Monica Castillo, Assistant Superintendent, Instructional Services  
Steve France, Assistant Superintendent, Educational Services  
Denver Stairs, Assistant Superintendent, Facility Services

### **C. Todd Clark Intermediate School Site Administration**

<b><u>Principal-</u> Matt Hernandez</b>		
<b>Learning Director</b>	Dr. Cari Loete	Special Education Direct Instruction Functional Life Skills
<b>Learning Director</b>	Mallory Dodderer	Academic Block Physical Education Instrumental Music AVID
<b>Learning Director</b>	Robert Hochberg	Math Science Fine Arts Performing Arts (Drama, Choir) Electives Library Categorical/EL
<b>Guidance Instructional Specialist</b>	Shauna Everson	Student Services State Testing
<b>Guidance Instructional Specialist</b>	Saed Araim	Student Services State Testing
<b>Academic Counselor</b>	Joanna Salinas Lori Vollberg	Counseling Center CJSF

	Miriam Moreno	PSAT Academic Monitoring Social-Emotional Support
<b>Athletic Director</b>	Jordan Cota	Athletic Programs WEB Field/Game Management
<b>Activities Director</b>	Kendal Kubo	Leadership ASB Fundraisers Dances Clubs Pep/Cheer

**Bell Schedule**

Monday-Chieftain Connection			
0	7:25	8:15	
1	8:20	9:08	
2	9:13	10:01	
Chieftain Connection	10:06	10:39	
Break	10:39	10:48	
3	10:53	11:41	
Lunch 1	11:41-12:20	4A	11:46-12:34
4B	12:25-1:13	Lunch 2	12:34-1:13
6	1:18	2:06	
7	2:11	2:59	

Tuesday/Friday			
0	7:25	8:15	
1	8:20	9:16	
2	9:21	10:15	
Break	10:15	10:24	
3	10:29	11:23	
Lunch 1	11:23-12:02	4A	11:28-12:22
4B	12:07-1:01	Lunch 2	12:22-1:01
6	1:06	2:00	
7	2:05	2:59	

Rally Schedule			
0	7:25	8:15	
1	8:20	9:06	
2	9:11	9:57	
Break	9:57	10:06	
3	10:11	10:57	
Lunch 1	10:57-11:36	4A	11:02-11:48
4B	11:41-12:27	Lunch 2	11:48-12:27
6	12:32	1:18	
7	1:23	2:09	
Rally	2:09	2:59	

Wednesday – Even Block Thursday – Odd Block PLC time 7:55 – 8:30		
0 period (Thursday)	7:25	8:15
1 or 2	8:35	10:24
Break	10:24	10:33
3 or 4	10:38	12:26
Lunch	12:26	1:06
6 or 7	1:11	2:59

**Be BOLD, we are the BLUE and GOLD!**

Additional Bell Schedules may be found on the Clark website at the following link:

<https://clark.cusd.com/BellSchedule.aspx>

## Academic Coursework

### REQUIRED COURSES OF INSTRUCTION

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

#### Core Class Course Descriptions

##### **Academic Block English (Grade 7)**

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

##### **Honors Academic Block English (Grade 7)**

In this course, students will develop literacy skills to support development in areas of reading, writing, speaking, and listening. Students will develop reading strategies that they will be required to apply during independent and classroom reading. Students will also develop writing skills in the three modes of writing suggested in California Content Standards – informative, argumentative, and narrative. This course includes an accelerated pace of studies as well as a required research project which includes research and inquiry methods that demonstrate mastery of multiple standards appropriate for the advanced student.

##### **Academic Block World History (Grade 7)**

This course is the study of medieval world history (rise and fall of Rome, Islam, Africa, China, Japan, and Europe: Middle Ages through the Enlightenment and the Americas).

### **Honors Academic Block World History (Grade 7)**

In this course, students study medieval and world cultures such as: The Roman Civilization, Islamic Civilization, Medieval Africa, China in the Middle Ages, Medieval Japan, Medieval Europe, The Renaissance, The Reformation, the Americas, the Age of Exploration and the Age of Enlightenment. Students will learn about the geography, religions, achievements, politics, economy, and social structures of these world civilizations. All students in the honors class will participate in History Day. This will be an ongoing project throughout the school year where students choose a historical topic related to the annual theme and then conduct primary and secondary research.

### **Academic Block English (Grade 8)**

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

### **Honors Academic Block English (Grade 8)**

In this course, students will develop literacy skills to support development in the areas of reading, writing, speaking, and listening. Students will develop reading strategies that they will be required to apply during independent and classroom reading. Students will also develop writing skills in the three modes of writing suggested in the California Content Standards – informative, argumentative, and narrative. This course includes an accelerated pace of studies as well as a required research project which includes research and inquiry methods that demonstrate mastery of multiple standards appropriate for the advanced student.

### **Academic Block United States History (Grade 8)**

This course begins with an intensive review of the major ideas, issues, and events preceding, and leading up to, the founding of the nation. Students will concentrate on the critical events of the period, from the framing of the Constitution to Reconstruction.

### **Honors Academic Block US History (Grade 8)**

This course engages learners in the major concepts of history, government, and cultures through more rigorous content and instruction. This course emphasizes critical, creative and analytical thinking; self directed independent research; and communication with writing, speaking, and multimedia. Students in Honors History 8 will develop historical research capabilities and practice historical analysis and interpretation through the common core curriculum and a required History Day project for Fresno County History Day. Students will also develop advanced level products and performances which reflect complex thinking and innovative ideas and will have an opportunity to hold mock trials before a federal court judge.

### **Mathematics (Grade 7)**

Math 7 will focus on four critical areas as defined by the California Mathematics Framework: (1) Students will develop an understanding of proportional relationships, including percentages, and apply this to real world and mathematical problems. (2) Students will develop an understanding of operations with rational numbers and work with expressions and linear equations. They will work toward fluently solving two-step equations of the form  $px+q=r$  and  $p(x+q)=r$ . (3) Students will solve problems that involve scale drawings and informal geometric constructions and working with two- and three



dimensional shapes to solve problems involving area, surface area, and volume. (4) Students will draw inferences about populations based on samples.

### **Advanced Mathematics (Grade 8)**

This course is offered to students who anticipate taking advanced placement mathematics in high school. This course provides an opportunity for students to begin advanced course work as a 7th grade student. A student who consistently scores in the highest testing level on standardized/benchmark math tests – typically the top 10-35% of the class. (A student who will be ready to take AP Calculus in high school. A student who strongly leans toward a career as an engineer, scientist, mathematician.)

### **Mathematics (Grade 8)**

In Math 8, instructional time will focus on three critical areas: (1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem (Common Core, Pg. 59).

### **Advanced Math (Grade 8)**

This course is the equivalent of a 1st year high school math course. Students will be studying concepts from the traditional course of Algebra 1 and Geometry. Students meeting requirements will be expected to enter Math 2 as a 9th grade student.

### **Science (Grade 7)**

The Science 7 course at Clark Intermediate School covers content from the integrated version of the Next Generation Science Standards for California Public Schools (CA NGSS) for grade 7. The topics covered consist of Chemistry, Ecosystems, Natural Resources/Geology, Earth History, and Human Impact. Integrated throughout the course will be Engineering and many of the Common Core State Standards. To successfully complete the course objectives, we will use a variety of instructional methods including group discussion, lab experiments, videos, group work, and technology.

### **Honors Science (Grade 7)**

The Honors Science 7 course is designed for the student with a special interest in science. This class is a more in-depth approach to the Next Generation Science Standards for California Public Schools (CA NGSS). Integrated throughout the course will be Engineering, Technology, and Applications of Science Standards. Group discussions, lab experiments, scientific writing, and individual and group projects will be utilized in the learning process and will include comprehensive sex education and HIV prevention.

### **Advanced Science 7**

This course is offered to students who anticipate taking advanced placement science courses in high school and provides an opportunity to begin advanced course work as a 7th grade student. Students will study concepts from the Next Generation Science Standards for California Public Schools (CA NGSS) for grades 7 and 8 in the areas of physics, astronomy, chemistry, and natural resources, including comprehensive sex education and HIV prevention. Successful completion of course requirements will allow the student to take Biology in 8th grade.

### **Science (Grade 8)**

The 8th grade science course covers content from the integrated version of the Next Generation Science Standards for California Public Schools (CA NGSS) for grade 8. The topics covered consist of Heredity, Biological Evolution, Earth and Human Activity, Motion and Stability: Forces and Interactions, Energy, and Waves and Their Applications in Technologies for Information Transfer. Integrated throughout the course will be the Engineering, Technology and Applications of Science standards. To successfully complete the course objectives, we will use a variety of instructional methods including group

discussion, lab experiments, videos, group work, and technology.

### **Honors Science (Grade 8)**

The Honors Science 8 course at Clark intermediate is designed for the student with a special interest in science. This class is a more in-depth approach to the Next Generation Science Standards for California Public Schools (CA NGSS). Integrated throughout the course will be Engineering, Technology, and Applications of Science Standards. Group discussions, lab experiments, scientific writing, and individual and group projects will be utilized in the learning process.

### **Biology (Grade 8)**

Biology AB (P) uses the guidance of the CA High School 3-Course Model for the Next Generation Science Standards to integrate both Life Science and Earth and Space Science performance expectations. Phenomena and real-world problems will be used to engage students in the core ideas covered in this course, which include homeostasis and life functions in cells and organisms, history of Earth's atmosphere, inheritance and variation in life, natural selection and evolution, energy and matter flow in organisms and ecosystems, and human impacts on ecosystems. Students will explore and explain these core ideas using the science and engineering practices and crosscutting concepts, as well as the Engineering, Technology, and Applications of Science performance expectations.

### **Physical Fitness**

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

### **General Electives**

AVID (Advancement Via Individual Determination)

\*\* Collaborative Mentoring \*\*

Computer Science Discoveries

Robotics

Interactive Games and Animation

Exploring Technology

School Service Leadership\*\*

Introduction to Spanish

Spanish 1\*\*

Broadcasting\*\*

P 2 Leadership

Teen Living

Film Studies

Peer Counseling\*\*

Introduction to Education/ CTE\*

Teachers Assistant\*\*

Woodworking

Yearbook \*\*

### **Performing Art Electives**

Drama

Choir

Band

Marching Band

Jazz Band

Orchestra

Percussion

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

Academic Seminar - English Language Development (ELD)

Academic Seminar - Read 180

Academic Seminar Math Strategies Study Strategies

\*\*Application and/or Teacher Permission Required

**Note: Please refer to the following link for all CUSD course descriptions:**

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

## **Registration Procedures**

7<sup>th</sup> grade registration takes place in the spring of the student's sixth grade year.

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

8<sup>th</sup> grade registration takes place in the spring of the student's seventh grade year. - All incoming 8<sup>th</sup> graders register for their classes during the school day in one of their classes. - Students who are new to CUSD will be able to register with their school counselor.

**Students MUST have the required immunizations to register/attend 7<sup>th</sup> grade.  
(CUSD board policy 5141.31)**

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

### **PLEASE NOTE:**

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

## **Additional School Services**

### **SCHOOL PSYCHOLOGIST -- *Shannon Cornell, School Psychologist***

The school psychologist provides services at Clark five days a week. They work with both special education students and general education students in various capacities. The school psychologist is actively involved in the Student Study Team process, the Section 504 process, as well as many facets of the Individualized Education Program process. Specific services provided by the school psychologist include crisis counseling, short-term individual counseling, student support groups, and consulting with both staff and parents on a variety of issues which may impact a student's education.

**STUDENT STUDY TEAM (SST) – *Intervention Team, Contact Counseling Office*** The Student Study Team (SST) is a collaborative effort by faculty and staff to address the needs of the students at Clark Intermediate School. The Student Study Team consists of the teachers, school nurse, school psychologist, GIS, school counselor, and learning director. The Student Study Team is a very important part of the educational program at Clark to meet the needs of struggling students.

To access the services of the SST, parents, teachers, or administrators will start with the student's school counselor. The counselor will make a referral to the Clark SST Coordinator.

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

**SECTION 504 – Audrey Perryman, coordinator. Contact Counseling Office** If you suspect that your child has a disability (learning disabilities, dyslexia, chronic health problems, 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. Qualified students will have an individualized 504 Plan developed by an educational team that will include the school site 504 Coordinator, your child's teacher(s), other support personnel as needed, and you, the parent. This plan will be reviewed annually and will address appropriate interventions to assist your student's educational program. For transfer students with current Individualized 504 Plans, an educational team will review the plan to determine whether to continue it until the next annual review or to schedule a meeting to recommend revisions to the plan. For more information contact your student's school counselor, the school site 504 Coordinator, or the District 504 Coordinator at 327-9000, ext. 79385.

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

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

**LANGUAGE SPEECH SPECIALIST – Alicia Kermani, Speech & Language Specialist** Services include providing diagnostic tests and speech therapy services for students identified with speech/language difficulties. The Speech & Language Specialist supports the Student Study Team (SST) as needed. This staff member also assists the general and special education staff for all students with their individual need. [Back to the Top of the Document](#)

# Clovis Unified School District Categorical Funding Program Information For The 2023-2024 School Year



## CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information and Part II, which contains budget information and program data. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement; Title II, Part A - Supporting Effective Instruction; Title III - English Learner (EL) and Immigrant Programs; and Title IV, Part A - Student Support and Academic Enrichment. Essentially, these funds are designed to assist students in mastering state standards.

CUSD Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community and values the input of our educational partners. Because of this, we are pleased and proud 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 CUSD include, but are not limited to:

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

We encourage all parents and guardians to become involved with their child's education at the classroom level, the school-wide level, as well as the district level. Each site's School 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. 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 our LCAP. If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you.

Listed below are several parent committees that assist with categorical programs and funding.

**School Site Council (SSC):** All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the SSC. The SSC is composed of parents, students at the secondary level and school personnel. It is responsible for developing, implementing and evaluating the site's School Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

**Parent Advisory Committee (PAC) & 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 that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved 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 advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

**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's ELAC.

**District Indian Education Parent Advisory Committee (IPAC):** The CUSD Native American Indian Education Parent Advisory Committee meets throughout the year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

Updated 06/2023

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

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

*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 or moniker 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 curricula 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**

**Expanded Learning Opportunities Program (ELOP):** The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UDP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences.

**Title I, Part A (Improving Academic Achievement):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.

**Title I, Part A, Title X, Part C, Education for Homeless Children and Youth:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.

**Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals):** A federal-funded program focused on teacher and principal training and recruitment programs.

**Title III (Language Instruction for English Learners (EL) 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.

**Title VI (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 cannot be accomplished without 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 or watch for communication from your site.

At the district level, we encourage you to become involved in one of our many parent committees or to join us for one of our parent nights.

Additional information about district committees and events can be found here: <https://www.cusd.com/SupportandServices.aspx>



## **MEDICAL INFORMATION & NURSING SERVICES**

**Nurse:** Patti Cullins, R.N. (Email: [PattiCullins@cusd.com](mailto:PattiCullins@cusd.com))

**Health Assistant:** Lisa Weatherson (email: [lisaweatherson@cusd.com](mailto:lisaweatherson@cusd.com))

### **HEALTH OFFICE LOCATION/AVAILABILITY**

- The Health Office is located in the Main Administration Building.
- The Health Office is open Monday –Friday 7:50 am -3:45 pm (occasionally the office may be closed).
- All students coming to the Health Office must have a pass and sign in. Students may come to the Health Office at break and lunch time without a pass.
- Students leaving the school campus must be signed out in the main office by an authorized person on their student authorization list in our computer system. ● The Health Services Assistant and/or the school secretary may cover the office when the School Nurse is out of the office.

### **EMERGENCY CONTACT INFORMATION (IMPORTANT)**

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

### **FIRST AID, ILLNESS AND INJURIES**

- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- Injuries which occur at home should be cared for at home. However, the school nurse can consult with parents regarding health problems or injuries.
- If a child is to be excused from P. E. for more than a 3-day period, a written note from a doctor is required. This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.
- Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated in the use of the device.
- After an extended illness or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
  - a. Illness with a fever of 100.0 or greater
  - b. Illness that affects your child's ability to participate in class
  - c. Vomiting and/or diarrhea

- d. Fever of 100.0 or greater within the last 24 hours: Student must be fever free for 24 hours without the use of fever reducers before returning to school.
- e. Initiation of antibiotics within the past 24 hours.

### **CONTAGIOUS DISEASE POLICY**

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

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

### **IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)** **(CUSD Board Policy 5141.31/California Health law)**

By law, children in California are required to receive certain immunizations in order to attend public schools. Schools are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

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

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses** (4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**  
(Usually given at ages 12 months and 4-6 years)  
Proof of disease is no longer accepted.

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

### **MEDICATIONS**

- **ALL** medications (even over the counter medications including Tylenol, Advil, Ibuprofen, Midol, etc.) must be accompanied by a physician's written statement and checked in through the health office. **Students allowed to carry an inhaler and EPIPENS must have written authorization from a physician.** The California Education Code Section 49423 and



Clovis Unified School District require the prescription and over the counter medication to be taken during the school day must be presented with:

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

The **Medication at School** Form is available on the CUSD website under Parents, Forms, Health Forms, Medication at School Form. Medication at School forms expire at the end of the school year unless otherwise indicated by the physician. **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.** The Health Office does not keep medication for general student use.

**Medication for Off-Campus Activities** (field trips, out of town performances, Grad Night, etc.) require additional authorization. Please see the school nurse at least two weeks before the event.

### **SCREENING PROGRAMS**

Hearing and vision screening (Ed Code 49452) will be conducted during the fall semester. All 8<sup>th</sup> grade students, students new to the district and other selected 7<sup>th</sup> grade students will be screened as needed. Parents/Guardians may exempt their child from screenings by submitting a written request to the school nurse.

### **SPECIAL HEALTH NEEDS**

If your child has special needs (diabetes, asthma, seizure disorder, severe allergies, bee sting, food, etc.) chronic illness or physical limitations, please contact the School Nurse. Please contact the school nurse before the first week of school. The Special Meals Request form is in the Registration Packet if your student needs meal accommodations at school due to a medical diagnosis.

### **ASTHMA**

With a proper treatment plan most students with asthma should be able to fully participate in P.E. and team sports. Compliance to a treatment plan, as prescribed by the physician, is what makes students successful. In talking with physicians who are successful with asthma management, if the inhaler is used properly before P.E. most students should be able to perform normally. There are certain times of the year that self-paced P.E. is indicated. 18

## **Library Media Center (LMC)**

### **LMC Hours:**

Monday through Friday 8:00 AM – 4:30 PM

Students should have an academic purpose for being in the LMC and a productive atmosphere should prevail so that scheduled classes and others who are working will not be disturbed.

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

1. A credentialed Teacher/Librarian and a Library Technician assist students and staff.
2. The Teacher/Librarian collaborates with classroom teachers to integrate research skills with the content of the class.
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. 6163.1.
2. Teachers, students and parents are encouraged to suggest materials for purchase with library funds.

### **Library Media Center Expectations**

1. Students must sign the Internet Use Agreement as stated in Board Policy No. 6163.4.
2. Students must present their Clark Intermediate School identification card in order to check out library materials or textbooks.
3. Students must have a hall pass to be admitted to the LMC during class time.
4. Materials are checked out for a two-week period.
  - Students may have three items out at a time, except with special permission.
  - Books may be renewed.
  - Students with overdue materials or fines will be denied checkout privileges until their obligations are cleared.
5. Students must pay for lost or stolen materials.
6. Students are responsible for the care of materials checked out to them.

### **Textbook Procedure**

- Students are responsible for their originally assigned textbooks.
- Students must present a Clark I.D. card in order to check out a textbook.
- Teachers will bring students to the LMC to check out textbooks at the beginning of the school

semester/year.

### **Textbook Check-In Procedure**

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

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

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

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

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

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

## **Student Activities**

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

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

**success.** ● Develop new friendships.

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

### **Student Government**

The government of the Clark Intermediate Student Body is comprised of a Student Council,

consisting of six elected Student Body Officers: President, Vice President, Secretary, Treasurer, and

Activities Commissioner. The Student Council meets regularly to transact business and discuss student body activities.

### **Student Body Elections**

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

- Students must maintain a grade point average of at least 2.75 to be eligible.
- Students cannot have outstanding financial obligations.
- Students cannot have discipline issues.
- Students must pick up and complete an application, which will be signed by the student, parent, and Learning Director. Applications will be available approximately two weeks prior to the election.
- Applications must be turned in to the Activities Office no later than one week prior to the election.
- Each candidate will present a campaign speech via recorded video speech to the student body during an assembly. Speeches must be no longer than 2 minutes in length.
- The Activities Director, or designee, must approve all speeches no later than 3 days prior to the election. Please submit a typed version of your speech.
- All posters and signs must be appropriate and approved by the ASB advisor(s) and stamped with an official activities stamp.

### **Student Organizations:**

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

- California Junior Scholastic Federation (CJSF)
- Black Student Union (BSU)
- Asian Student Union
- Latino Student Union
- Fellowship of Christian Athletes (FCA)
- CHAMPS
- Diamond Girls
- Royals
- PRISM

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

- CURRENT school ID must be shown to buy a ticket and to attend the dance.
- Students must have a 2.0 GPA or higher to attend to the dance. School dances are **only** for Clark Intermediate students. School identification is required for purchase of a ticket and entry to the dance.
- **Students must have a 2.0 GPA** as reflected on the most current progress/grading report to be eligible for the dance.
- Students who are on the "Non-Privilege" (suspension puts you on the Non-Privilege List), DNS list or "Obligation" list may not attend.
- A student who enters the dance is not permitted to leave until the dance is over, unless picked

up by their parent/guardian at the front door and checked out with an administrator.

- Generally, school dances are from 6:00 PM to 8:00 PM. Students will need to check with the activities director and/or Clark Intermediate's social media channels to confirm times of the dances.
- A student must be picked up within 15 minutes of the end of the dance. Students who are not picked up on time may be subject to loss future dance privileges.
- School dress code will be enforced.
- Students must be in attendance at school on the day of the dance in order to be eligible to attend.
- Students will not be allowed to enter the dance after the first 30 minutes of the dance unless special arrangements have been made ahead of time with a Learning Director.
- Inappropriate dancing will not be allowed.
- Tickets can **only** be purchased with cash. No checks will be accepted.

## **Athletic Activities**

**Athletic Director – Jordan Cota (email: [jordancota@cusd.com](mailto:jordancota@cusd.com))**

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

### **Sports:**

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

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



**\* INDICATES CUT SPORTS      + INDICATES JV TEAMS AVAILABLE**

**Fall Sports:** Practice begins August 26th

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

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

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

### **Physical Examinations**

All students must be medically cleared by a physician and submit the necessary documentation prior to participation. Students must make arrangements through their family physician or a walk in clinic. Physicals are valid for one year from the "exam" date.

### **Co-Curricular Eligibility**

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

### **Insurance**

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

### **Code Of Ethics & Participation**

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

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

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

### **Code of Ethics (CUSD Board Policy 6145)**

The Code of Ethics 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, school expectations (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. California Education code violations will result in a Code of Ethics hearing.

### **Team Regulations**

- CUSD policy states that students must be in school half of the school day (3 periods not including lunch) to participate in an athletic event unless verified by the principal or designee.
- In the event a student athlete is suspended, they will be placed on 10 day non privilege (minimum) from all co-curricular events in addition to the suspension. Students must attend a Code of Ethics hearing with their parent, the athletic director, school administration, and their coaches/advisors.
- **Code of Ethics Procedures:** The Code of Conduct Board will impose a minimum non-privilege time for all school activities of 10 school days for each student appearing before them. The student who violated the Code of Conduct or Educational Code, resulting in the non-privilege consequence, is not to be allowed to practice during their first five days of non-privilege. Non privilege excludes students from all student activities and events on or off the campus (i.e. rallies, dances, games, plays, etc.).
- **Absolutely no possession and/or use of tobacco, alcohol, narcotic, or dangerous drugs will be allowed. Students will be permanently removed from the school organization and subject to school disciplinary action.**

### **Uniforms and Equipment**

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

### **Grooming and Personal Appearance**

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

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

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

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

## **Performing Arts**

### **Performance Attendance Policy**

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

## **Clark Parent Club**

## **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 businesspeople. People interested in participating on the SART Committee may call a school Learning Director or Principal at 327-1500. Reminders will be sent out quarterly with dates, time, and locations of the meetings.



## Grading Procedures

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

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

### Grades & Grading Periods

Progress Reports are issued to students four times a year. Report Cards are issued to students twice a year, at the end of each semester. Reports for the 6-week and 12-week grading periods are progress reports. **All progress reports and semester report cards are available to parents in Parent Connect.** Students and parents have access to grades at any time on Student/Parent Connect. If you do not have your log-on information, please contact technology at 559-327-9595 to reset your password.

### Academic Probation

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

### **Academic Counseling**

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

**Academic Counselor : *Lori Vollberg* (email: [Lorivollberg@cusd.com](mailto:Lorivollberg@cusd.com))**

**Academic Counselor : *Joanna Salinas* (email: [joannasalinas@cusd.com](mailto:joannasalinas@cusd.com))**

**Academic Counselor : *Miriam Moreno* (email: [MiriamMoreno@cusd.com](mailto:MiriamMoreno@cusd.com))**

### **Academic Recognition**

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

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

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

#### **High Honor Roll**

For those students who achieve at least a 3.5 GPA

#### **Honor Roll**

For those students who achieve at least a 3.0 GPA.

#### **Principals' Medallion Award**

The Clark Intermediate Principal's Medallion Award is given to those 8<sup>th</sup> grade students with a grade point average of 4.0 for the four (4) semesters of their seventh (2) and eighth grade (2) years. The Principal's Medallion is awarded during a banquet at the end of May.

#### **California Junior Scholarship Federation**

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

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

Scholarship requirements will be determined as follows:

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

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

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

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

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

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

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

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

### **Student Recognition Luncheon**

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

### **Chieftain Character Award (Blue and Gold Luncheon)**

Character Counts at Clark Intermediate! For the Chieftain Character award, teachers are asked to nominate a student who they feel best exemplifies Chieftain Character. Nominees should be students who have displayed characteristics of good character on an on-going basis. We want to honor those students who choose to be positive role models for their peers on the Clark campus. Those chosen are honored at the quarterly Blue and Gold Luncheon (typically pizza lunch).

## **Attendance**

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

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

For educational reasons we need your help in making sure your child has good attendance. There are times when it is necessary for a child to miss school. Whenever possible, parents are urged to schedule medical and dental appointments at times where academic instruction will not be interrupted.

### **Clearing Absences**

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

Authorized absences include:

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

When a student is absent, parents and guardians should adhere to the following procedures:

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

1. The parent/guardian needs to make a telephone call to the school at 327-1504 and leave a message on the attendance recorder or report the absences on the Clark website. The following information is required:

- a. Student's name (please spell the last name)
- b. Date of absence. (number of days)
- c. Whether the absence is for the whole day or partial day.
- d. Reason for absence.
- e. Parent/guardian's name.
- f. Relationship to student.

2. If a student visits the doctor or dentist, written verification from the doctor should be provided to the attendance office.

3. If a student is absent for three (3) consecutive days or more a doctor's verification of the absence should be provided to the attendance office upon the students' return to school. 4.

Students with excessive absence will be referred to the School Attendance Review Board (SARB).

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

### **State Law regarding Attendance**

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

### **Tardy Policy**

A student is tardy if he/she is not in the room when the tardy bell rings. If a student is tardy to class without an excused pass, they will be assigned consequences; the consequence a student receives will depend upon how many times they have already been tardy to class.

### **Teacher Assigned Consequences:**

- 1<sup>st</sup> violation:** Warning
- 2<sup>nd</sup> violation:** Warning, phone call home
- 3<sup>rd</sup> violation:** Lunch detention, phone call home
- 4<sup>th</sup> violation:** Double lunch detention, phone call home
- 5<sup>th</sup> violation:** Responsibility lab, phone call home
- 6<sup>th</sup> violation:** Double responsibility lab, phone call home

### **Student Services Assigned Consequences:**

- 7<sup>th</sup> violation:** Saturday School, phone call home\*
- 8<sup>th</sup> violation:** Behavior Contract and Non-Privilege List, phone call home\*
- 9<sup>th</sup> violation:** Additional Saturday School(s) with phone calls \*

**\*Parent and Student Support Services notified. Student Services to initiate the SARB (Student Attendance Review Board) process.**

If students fail to serve an assigned consequence for being tardy to class, they will be referred to Student Services for additional consequences. The consequences listed above will restart every six weeks/grading period.

### **Off-Campus Permits**

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

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

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

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

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

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

Students will be allowed to leave campus at lunch only if a parent reports to the office to pick them up. Parents must report to the office in person for pick up. (Refer to Board Policy 5112.5)

### **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 who has uncleared absences or is considered truant may **not** be allowed to complete assignments, tests, or other class work missed, due to the absence.

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

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

- It is the student's responsibility to make up the work missed due to absences. ● Students will be given time to make up work for authorized absences that is equivalent to the number of days missed (e.g., a two-day absence requires make-up work for two missed class meetings).
- Requests for homework should be made to the front office by 10:00 A.M. of the day of absence.

### **Extended Absences**

If you plan to take your child out of school for three (3) or more days (i.e. out of town trip), it is suggested to request an Independent Study Contract. This ensures that students will receive credit for the absence, teachers will provide the assignments, and your student is able to stay current with their classmates without falling behind. **PLEASE NOTE: *The request for an Independent Study Contract MUST be submitted one week prior to the student's first date of absence. (see below)***

### **Independent Study**

To request an Independent Study Contract, the following guidelines need to be followed: If a student is going to be absent from school (other than illness), the student should be placed on an

### Independent Student Contact.

- This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in once the student returns.
- Parents must request the Independent Study Contract before the student will be absent from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.
- The last day for independent study contracts during the month of December will be no later than three school days before the beginning of Winter Break.
- The last day for independent study contracts during the month of June will be no later than three school days before the last day of school.
- Independent Study Contracts are subject to state guidelines and may include, but are not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request. ● Approval is subject to the principal's, or designee's discretion.
- Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

### **Truancy Policy**

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

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

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

- The Clovis Unified School district has adopted the Saturday School Program as an alternative disciplinary measure for students. The purpose of the program is to facilitate disciplinary measures for students who have been truant, excessively tardy, or guilty of other offenses leading to suspensions. 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, allowing students to make up time accrued from unexcused absences.
  - Students who fail to attend Saturday School may be placed in the bridge - program class the following Monday and may be subjected to further consequences.

### **General Policies and Procedures**

#### **Visitor's Policy**

Visitations must be arranged at least 24 hours prior to a parent/guardian visit. Please call the Learning Director for an appointment. **Students may not bring non-Clark students on campus during the school day.** This restriction is due to space available at the school, insurance

requirements, as well as legal liability. **Student activities are only for Clark students.**

### **Volunteer Policy**

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

### **After School Loitering**

Students are to be in their co-curricular activity or an assigned lab (e.g., Academic Achievement, Responsibility Lab, etc.) by 3:05 PM. Students who are loitering will be escorted to an after-school lab, administrative office, or another supervised location until parents are notified and arrive to pick them up. Students are not to loiter across the street from Clark in the areas of the Civic Center and the Clovis Library. **All students not participating in a co-curricular school activity must be off Clark campus by 3:30 pm.**

### **OBLIGATIONS**

#### **Students or parents are financially responsible for lost or stolen school materials or equipment.**

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

### **Check Cashing Policy**

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

### **Student Identification Cards (IDs)**

ID Cards are mandatory and must be in the 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 Attendance Office.

### **Special Deliveries**

Delivery of balloons or flowers is a disruption to classroom activities and can pose a hazard on a



school bus. For safety reasons, district policy prohibits balloons or glass containers inside the buses. All items delivered will be placed in the main office **until the end of the school day. No Special Deliveries.**

### **Food Deliveries**

To ensure the safety of students, the following procedures are in place:

- Food deliveries are not accepted by delivery services. This includes but is not limited to: Door Dash, Grubhub, Uber Eats, Postmates, Chow Now, Jimmy John's and pizza.
- If your student forgets their lunch, you are more than welcome to bring it to them. However, parents are only allowed to bring one lunch for their student and not bring additional lunches for classmates.
- All lunches must be delivered to the table outside of the main office.

**Important: For safety reasons, parents dropping off lunch or food for students must leave it on the food table outside of the main office. Students are not allowed to meet parents or guardians in the parking lot/5th street for pick-up/drop off of food or items.**

### **Safety Practices**

Each month Clark has designated school safety week. During this week Clark will practice designated drills (fire, evacuation, lockdown or earthquake) to evaluate our preparedness in the event of a situation actually occurring. Local police and fire departments are invited to observe our practices so that we might learn from the responders who will be providing the required services. These practices have helped Clark to develop more effective systems to respond/plan to emergency situations. **Once a student is on campus, they cannot leave campus to go to local businesses or to "hang out" at a location off campus even if this is prior to the first bell at 8:30 a.m. Students who leave campus without proper authorization will be considered truant.**

### **Office Telephone Access**

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

### **Lockers**

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

### **Student Insurance**

All Clark Intermediate students may be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Information about these policies is given early in the school year. Information about costs of the insurance will be found in the literature provided.

### **Lost and Found**

Lost articles will be placed in the Lost and Found bin located in the cafeteria. Items not picked up by the end of the school year will be donated.

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

During class time, students need to have a hall pass. In addition:

- Loitering and congregating in the halls is not allowed.
- Running in the halls is not allowed.

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

In the exterior of campus, near the main office and M wing, racks are designated for bicycles, scooters, and skateboards. The following rules apply to this area.

- All students must park bikes in this area.
- Bikes parked elsewhere on campus may be impounded.
- Bikes must be appropriately parked in a rack and locked.
- No bikes are to be locked to the fence.
- Scooters and Skateboards must be locked if stored in the designated locker.
- No loitering in the bike area.

Students are not allowed to **ride bikes, scooters, or skateboards** on the Clark campus, including front sidewalks. **The school is not responsible for any damage or theft of bicycles, scooters, skateboards etc.**

**Students are not allowed to ride bikes, scooters, or skateboards on the Clark campus for safety reasons. Consequences for students who choose not to follow this rule include:** 1<sup>st</sup> violation:

Warning

2<sup>nd</sup> violation: Confiscated and placed in the Student Service office until the end of the school day.

3<sup>rd</sup> violation: Confiscated, parent contact, and released to parents only.

4<sup>th</sup> violation: Confiscated and disciplinary action.

### **Reminder to Bicycle Riders**

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

## **Laptops**

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

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

## **Important Information**

- Students calling parents must go through the office. In emergency situations the student will be notified immediately.
- Students who need to contact their parents must clear it with a teacher or administrator before using a cell phone.
- Teachers will not be able to answer the phone during class time. Parents may leave a voice-mail message or send an e-mail.
- Students needing to make **emergency phone calls** should go to the Learning Director's Office or Student Services.

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

## **Cafeteria & Campus Catering**

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

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

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

There is no charge account at Clark; students must remember to bring their lunch money. If a student prefers to bring lunch from home, milk may be purchased to supplement the lunch. Parents may put money into their child's meal account by sending a check made out to Campus Catering or a parent may add additional funds to their child's account through Parent Connect (online). When the money is placed in the student's meal account, they may use that money to purchase food items at any serving station. The amount of the check will allow the student to

make purchases in either the hot lunch lines or the snack bar lines without the need to carry money. Please be sure to routinely check your child's lunch account to be sure there are sufficient funds.

### **Campus Catering Prices for 2023-24**

For the 2024-25 School Year, there will be no charges for meals.

## **Student Conduct and Discipline Policies**

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

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

### **Cell Phones and other Electronic Devices**

Students are allowed to bring cell phones to school, and they may use them during their unstructured time: before school begins, during the break or lunch periods, and/or after school ends at 2:59 p.m.

### **Student Cell Phone and Electronic Device Use Expectations**

Students are prohibited from using electronic devices, including but not limited to cell phones, while in classrooms.

- Electronic devices are to be turned off and stored while in classrooms and during class time.
- Teachers have the right, for educational purposes, to allow students to use an electronic device, including a cell phone, during class time.
- Cell phones are not to be used in restrooms, locker rooms, or other spaces where students have an expectation of privacy.
- Listening to music and/or the use of earbuds, headphones, portable speakers, or other audio devices is not allowed during class time (from bell to bell).
- Using cell phones to make audio and visual recordings is not permitted on campus unless under the direction of a staff member.
- Using cell phones to post on social media is not permitted unless under the direction of a staff member.
- Students who violate the Clovis Unified School District's Cell Phone policy are subject to the device being confiscated. (Confiscated devices will need to be picked up from the Student Services Office at the end of the day.)
- The school/District is not responsible for lost or stolen devices and will not investigate such instances.
- Students wishing to contact a parent or guardian during class/instructional time may use a school/office phone with permission from school personnel.
- In the case of an emergency, students may be allowed to contact a parent or guardian under the supervision of a staff member.

As per Ed. Code 51512, the use of electronic devices (i.e. iPods, cameras and cellular phones) is considered to be disruptive to the educational process. Therefore, the use of electronic devices is only permitted when given prior permission by the teacher for educational purposes in the classroom setting. Under the guidelines of these devices, the principal or designee **will** confiscate the electronic device if used inappropriately.

PLEASE NOTE: Effective January 1<sup>st</sup>, 2020, Assembly Bill 272, which adds section 48901.7 to the California Education Code, states that governing boards may adopt a policy to limit or prohibit the use of smartphones by students while they are at school, but the law does not require boards to take any action. Subsequently, students are prohibited from using electronic devices at Clark Intermediate to record video or take pictures of others.

**Additionally, students may be required to surrender their cell phones when entering either Student Services or the Learning Director's Office.**

The following consequences will be assigned through Student Services for phone use during class time or using it inappropriately during unstructured time.

**1<sup>st</sup> violation:** Warning and call home

**2<sup>nd</sup> violation:** Warning, call home, student can pick up their device at the end of the day

**3<sup>rd</sup> violation:** Lunch detention, call home, parent pick up of device required

**4<sup>th</sup> violation:** Responsibility lab, call home, parent pick up of device required

**5<sup>th</sup> violation:** Saturday School, call home, parent pick up of device required

**6<sup>th</sup> violation:** Student placed on behavior contract and non-privileged list

**Consequences for violations of the electronic device policy will start over each semester!**

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

### **Classroom Conduct**

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

### **Responsibility Lab**

Students must report to the Responsibility Lab no later than 3:05 PM; the lab runs from 3:05-4:30 PM, Monday through Thursday. Students will not receive credit for attending the Responsibility Lab if they arrive after 3:05 PM without a pass from a teacher or administrator. Students riding a school bus daily may take the recreation bus home departing school at approximately 4:45 PM. Students must bring appropriate Conduct in Detention.

Below are the expectations for students assigned to the Responsibility Lab:

- No cell phone use.
- No talking to other students.
- Students may not leave the Responsibility Lab without permission from the instructor. • Appropriate behavior is required, or students will receive additional consequences. • Only

the instructor may dismiss students at the end of the Responsibility Lab. • Students must work on a school-related project until dismissed.

Failure to comply with the above rules or any other school rules will result in the student being referred to Student Services for additional disciplinary action. Students asked to leave the Responsibility Lab early will be required to make up that day and assigned an additional day. Repeated failure to attend assigned labs may lead to Saturday School, a behavior contract, and the student being added to the non-privileged list. Student Services will monitor intervention attendance daily. Students failing to complete disciplinary consequences will be placed on a DNS (Did Not Serve) list and will be on non-privilege until the consequence fulfilled. Non-academic materials are not allowed in the responsibility lab.

### **Suspensions**

Students found in violation of California Educational Code(s) will be subject to the following discipline procedures:

- A suspension from school, ranging from one to five days.
- Every suspension will result in ten (10) school days on the non-privileged list, starting from the day the student returns to school.
- A code of ethics meeting will also be held for any student who is participating in any co curricular activities at Clark Intermediate School.
- Students are given the opportunity to make up for missed days by attending an assigned Saturday School.
- Any student suspended during the last week of school will have non-privilege days continued into the next school year.

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

Students are not to sell candy, gum, seeds, snacks, drinks or other items brought from home while at school. Possession and consumption of seeds or gum is prohibited at Clark Intermediate. Violators will be processed under the school's minor disciplinary procedures that may include Responsibility Lab.

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

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

- Holding hands
- Prolonged physical contact (e.g., lap sitting, snuggling, long hugs)
- Kissing
- Any other behavior viewed as inappropriate by the administration/staff

### **Assemblies & Rallies**

Assemblies and rallies are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. At rallies, the student body is often asked to participate in spirited enthusiasm where shouting may be involved. At an assembly, formal audience behavior must be practiced, including sitting quietly and respectfully paying attention to the presenter(s). It will be made clear by the presenter(s) when audience responses are appropriate.

## **Classroom Behavior/Responsibility Code**

Students should enter the room in an orderly manner, be seated, and ready to work when the tardy bell rings. Tardiness will result in disciplinary action. Students will be responsible for bringing all appropriate materials for learning 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, video cameras, radios, MP3 players, Air Pods/earbuds, or portable gaming devices.
- Bringing or eating any type of food in class unless approved by the Learning Director.
- Throwing and/or shooting of any objects, such as paper, rubber bands, etc.
- Fighting, hitting, chasing, running through hallways or horseplay (“just messing around”)
- Toys of any kind include fidget spinners, kendamas, dice, yo-yos, etc.
- Students are not to etch, carve, spray paint, tag, or write on school property. This includes desks, doors, walls, bulletin boards, poles, signs, trees, books, windows, counters, display areas or any school property not designed to be marked or written on. Violation of this rule may result in punitive action appropriate for vandalism; the defacement of public property.

Students may be granted permission from the teacher to leave the room and, upon leaving, must sign out and take the appropriate pass with them. 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 teacher as it relates to sharpening pencils, getting drinks of water, collection and distribution of papers, books, etc. Students or parents are financially responsible for lost or stolen school materials or equipment.

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

Students are responsible for the care and use of their own personal belongings. Lost and unauthorized personal items will not be the responsibility of the school. Misplaced clothing and items are stored in the Lost & Found (located in the cafeteria) for a short duration of time. Students are also encouraged to check with the Student Services Office to see if items were turned in there.

### **Fighting**

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

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

- Immediately enlist the aid of the nearest school personnel.
- Contact an administrator or report the fight directly to Student Services. All students that run

to and/or film a fight will be considered participants and may be subject to disciplinary actions.

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

Students who are found in restricted areas may be assigned Saturday School, suspended or end up on the non-privileged list. Restricted areas include:

- The parking lots (during school hours)
- Inside the swim complex (unless authorized for a school activity)
- The sports fields and bleachers
- Any area outside of designated red lines
- The front of the school and front of the gym from 7:55 a.m. to 2:59 p.m.
- Any areas designated as "off limits" by school personnel (e.g., construction zones).
- Bicycle/Scooter/Skateboard area
- Hallways during break and lunch

### **Vandalism/Graffiti**

Students found responsible for marking or damaging any school property or structures are subject to suspension and will be held **financially accountable** for the damage that was caused. Possession, by a minor, of any type of permanent writing instrument is illegal in Clovis, California and will result in possible suspension, Police citation, and Zero Tolerance referral to SSSA for damages over \$100.00.

### **DRESS CODE**

All students are to adhere to **CUSD Board Policy AR5132 (K-12)** and review the CUSD Governing Board policy on Dress and Grooming (Student and Parent Rights and Responsibilities Guide). All Board policies and administrative regulations are designed to maintain a safe and disciplined academic environment. Within the confines of this board policy, Clark Intermediate School regulations and/or amendments are clearly defined and strictly enforced throughout the year. **Students must be in dress code at all times when on campus including other school events such as dances, school presentations, sporting events, performances, and school field trips.**

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

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

- Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with schoolwork; or create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the



shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.

- Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
- Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
- Straps on shoes and clothing must be fastened at all times.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or rouching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
- Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," "zories," and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
- For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes, or sandals without a heel strap. See Exhibit No. 5132(2)
- No slippers will be allowed.
- Excessively baggy pants are not allowed. Pants cannot exceed five inches (5") when measured out from the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not drag on the ground. Pant hems must not be stapled or pinned.
- Sleepwear is not permissible.
- Oversized shirts that present a safety concern or reflect gang style are not acceptable. ▪ If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
- Frayed clothing is permissible so long as frays are stitched to prohibit further fraying. ▪ Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotions, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination or

harassment of race, religion, or sexual orientation.

- Professional sports logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils).
- A petition for waiver of Dress Code and Grooming Compliance for a specified portion of the Dress Code Policy shall be submitted to the Student Services and School Attendance Office.

**Frequent violations at the intermediate school include unnatural hair colors, piercings (other than the ear), slide type shoes, Lycra/spandex biker shorts, facial hair (beards), short skirts/shorts (shorter than mid-thigh/5-inch inseam), frayed jeans/ shorts, pajamas/sleepwear, and non-CUSD hats.**

**Please be sure to read this information carefully in the CUSD Student and Parent Rights and Responsibilities Handbook.**

### **Dress code violation consequences:**

**1<sup>st</sup> violation:** Warning, call home, change of clothes required\*

**2<sup>nd</sup> violation:** Lunch detention, call home, change of clothes required\*

**3<sup>rd</sup> violation:** Double lunch detention, call home, change of clothes required\*

**4<sup>th</sup> violation:** Responsibility lab, call home, change of clothes required\*

**5<sup>th</sup> violation:** Saturday School, call home, change of clothes required\*

**6<sup>th</sup> violation:** Student placed on behavior contract and non-privileged list, change of clothes required\*

**Consequences for violations of the dress code policy will start new each semester! \*Student**

**Services will have clean clothing available for students to change who wish to change.**

### **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 #3541 states in part that *“The general policy of the district is to make a transportation program available to students who live in excess of established radius zones as outlined below and for those meeting the eligibility criteria for rider ship. The established radius zone distance for students shall be as follows:*

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

PLEASE NOTE: The radius zone will be measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary. Students living in excess of the defined radius zone and not in “special

pockets” will be provided home- to- school transportation as defined.

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

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

### **Requirements for Riding a School Bus**

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

### **Posted Bus Rules of Conduct**

- Fighting, threatening behavior, and/or harassment of any kind is prohibited. •
- Weapons, smoking, laser pens, drugs, or alcohol is forbidden on or near a school bus. •
- Cross the street *in front of the bus* and only under the supervision of your bus driver. •
- Follow the instructions of your bus driver at all times.
- Students are to remain seated and facing the front while the bus is in motion.
- Keep your arms and head inside the bus at all times.
- Profanity, indecent language, or obscene gestures are prohibited.
- Any property damaged or destroyed on the bus will be paid for by the student or parent.
- Eating, drinking, and chewing gum are prohibited.
- Spitting or throwing objects on the bus or out the window is prohibited.
- Loud or boisterous noises, singing or whistling will not be permitted.
- Glass objects, inflated balloons, cleats, radios, iPods, razor scooters, and skateboards will not be permitted.
- Animals or insects (dead or alive) are not allowed on the bus.

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

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

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

### **Bus Discipline Procedures**

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

**District Policy AR 3541 mandates that all field trips "Be supervised by certificated teachers of the district and said teachers will accompany the students on the bus. The principal will determine the number of teachers for such supervision. Adult chaperones should be provided for every eight to ten students. Only authorized chaperones and participating students are permitted transportation on field trips."**

