

Reagan Educational Center



STUDENT-PARENT HANDBOOK 2017-2018

*“Providing a Quality Education for
ALL students”*

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Clovis Unified School District Administration

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IMPORTANT DATES

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

August 10 th	Clovis East: 9 th Grade Orientation & Registration Clovis East: 10 th – 12 th Grade Registration
August 11 th	Reyburn: 7 th & 8 th Grade Registration
August 16 th	Reyburn: 7 th Grade Orientation
August 21 nd	1 st Day of School
September 4 th	Labor Day – No School
September 11 th	Reagan Educational Center – Back to School Night
September 22 nd	Clovis East: Homecoming Game
September 29 th	Six Week Grading Period
October 30 th	Staff Development Day – No School
November 10 th	Veteran’s Day Holiday – No School
November 10 th	Twelve Week Grading Period
November 20 th – November 24 th	Thanksgiving Break – No School
December 16 th	Winter Formal Dance
December 22 nd	First Semester Ends
December 25 th – January 5 th	Winter Break – No School
January 8 th	Staff Development – No School
January 15 th	Martin Luther King Holiday – No School
February 10 th	Clovis East: Sadies Dance
February 12 th	Lincoln’s Birthday Holiday – No School
February 19 th	Washington’s Birthday Holiday – No School
February 20 th	Clovis East: Senior Parent Night
February 23 rd	Six Week Grading Period
March 25 th – April 2 nd	Spring Break
April 20 th	Twelve Week Grading Period
May 6 th	Clovis East: Prom Dance
May 28 th	Memorial Day Holiday – No School
May 31 st	Graduation
June 8 th	Reagan Educational Center: Last Day of School

REAGAN EDUCATIONAL CENTER

T I M B E R W O L V E S

ALL PERIOD DAYS (M, T, F)		
PERIOD	TIME	MINUTES
0	6:40—7:40	60
1	7:45—8:44	59
2	8:50—9:48	58
3	9:58—10:54	56
4	11:00—11:56	56
5 (Lunch)	11:56—12:36	40
6	12:42—1:38	56
7	1:44—2:40	56

BLOCK DAYS (W, Th)		
PERIOD	TIME	MINUTES
0	6:45—7:45	60
C	7:20—8:00	40
1 or 2	8:06—10:00	114
3 or 4	10:10—12:02	112
5 (Lunch)	12:02—12:42	40
6 or 7	12:48—2:40	112

RALLY (Friday)		
PERIOD	TIME	MINUTES
0	6:40—7:40	60
1	7:45—8:34	49
2	8:40—9:31	51
3	9:41—10:29	48
4	10:35—11:26	51
Rally	11:32—12:12	40
5 (Lunch)	12:12—12:52	40
6	12:58—1:46	48
7	1:52—2:40	48

FOGGY DAY—ALL PERIODS (M, T, F)		
PERIOD	TIME	MINUTES
0	6:45—7:45	60
1	7:45—9:40	115
1	9:45—10:23	38
2	10:29—11:07	38
3	11:16—11:54	38
4	11:59—12:37	38
5 (Lunch)	12:37—1:14	37
6	1:19—1:57	38
7	2:02—2:40	38

FOGGY DAY—BLOCK DAYS (W, Th)		
PERIOD	TIME	MINUTES
1 or 2	7:45—9:40	115
0	8:45—9:45	60
1 or 2	9:45—11:05	80
3 or 4	11:15—12:35	80
5 (Lunch)	12:35—1:15	40
6 or 7	1:20—2:40	80

DOUBLE ASSEMBLY (W, Th)		
PERIOD	TIME	MINUTES
0	6:45—7:45	60
C	7:20—8:05	45
1 or 2	8:06—9:26	80
3 or 4	9:36—12:34	
Group A	9:46—11:05	79
Group B	11:15—12:34	79
5 (Lunch)	12:34—1:14	40
6 or 7	1:20—2:40	80

Last Day of School Schedule		
PERIOD	TIME	MINUTES
1	7:45—8:20	35
2	8:26—9:01	35
3	9:07—9:42	35
4	9:48—10:23	35
6	10:29—11:04	35
7	11:10—11:45	35
Lunch	11:45—12:00	15

CLOVIS EAST HIGH SCHOOL

CLOVIS EAST VISION STATEMENT

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

CLOVIS EAST MISSION STATEMENT

Clovis **E**ast, providing the
Becoming Lifelong Learners
Establishing Competitive Excellence
Setting High Academic Standards
Teaching Core Values
for *all* students.

WHERE TO GO FOR INFORMATION

7th Grade
Class of 2023
LD- May Moua

8th Grade
Class of 2022
LD- Michael Olson

9th Grade
Class of 2021
LD- Pam Hoffhous

10th Grade
Class of 2020
LD- Kelli Hinojos

11th Grade
Class of 2019
LD- Laurel Graves

12th Grade
Class of 2018
LD- Tony Sanchez

Counselors
Joe Flint – 327-4140
Kim Hamilton – 327-4052
Raxl Quarles - 327-4094
Cho Vang – 327-4145
Jonithan Johnson – 327-4504
Michael Avants – 327-4502
Fiona Kawano – 327-4151
Sylvia Lopez – 327-4152
Cynthia Salery – 327-4507

Special Education
Reyburn: Laura Edwards
Clovis East: Lisa McPhetridg

Section 504
Reyburn: Christy Wilson
Clovis East: Heather Randall

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

Attendance	RIS: 327-4653; CE: 327-4028
Athletic Information.....	RIS: 327-4788; CE: 327-4790
Bus Schedules/Receptionist.....	RIS: 327-4500; CE: 327-4000
Club Information/Activities Office.....	CE: 327-4318
Dance Passes/Deputy Principal’s Office	327-4011
Financial Obligations/Financial Clerk.....	RIS: 327-4641; CE: 327-4013
First Aid/School Nurse.....	RIS: 327-4677; CE: 327-4018
Free Lunches/Food Service.....	RIS: 327-4736; CE: 327-4383
Foundation/Karen Stokes	327-4019
Lost & Found/Receptionist.....	RIS: 327-4500; CE: 327-4000
New Students/Registrar.....	RIS: 327-4653; CE: 327-4022
Psychological Services.....	RIS: 327-4626; CE: 327-4056
SAT/ACT Testing Information/Jonithan Johnson.....	CE: 327-4052
Scholarship Information.....	CE:327-4140
Student I.D. Cards/Activities Office.....	327-4318
School Insurance/Athletic Office.....	RIS: 327-4788; CE: 327-4790
Student Government/Activities Office.....	CE:327-4318
Student Parking Permits/Activities Office	CE:327-4318
Transcripts/Registrar.....	RIS: 327-4653; CE: 327-4022
Work Permits.....	CE: 327-4142
Zangle Information/Data Processor.....	RIS:327-4653; CE: 327-4023

ATTENDANCE

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

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

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

Please note that **parents are required to clear absences.** Under the new law, schools must continue to track all absences and report them to the state. Zangle Parent-Connect is a computer program which is accessible for parents to view their child's daily attendance, as well many other things.

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

If you receive a call from the attendance call-out system regarding your student's absence, you are required to (1) Listen to the entire message; (2) Press 1 to respond to the message; and, (3) Press # (pound) to end the phone call. If all three steps are not followed, your message will not be received.

1. All absences must be cleared by telephone. **Parent notes will not be accepted.** Only parents and guardians may clear absences. Doctors' notes are accepted **and preferred** over parent calls.
2. To accommodate the needs of the entire student body, absences may be cleared in one of the following methods:
 - a. You may call the attendance office between the hours of 7:30 a.m. and 4:00 p.m. and speak directly to one of the attendance clerks, or leave a voice mail. **You may call 327-4025, & 327-4028.**
 - b. **After 3:30 p.m. you may leave a message at 327-4100.** The answering machine is available to you 24 hours-a-day. The messages will be retrieved and absences cleared. If the attendance clerks have any questions, or need to verify information, they will return your call. Hmong and Spanish interpreters are available to assist with any issues regarding attendance.
 - c. The **Global Connect** system will automatically call home at 10:00 a.m. and in the evening when your student has **one or more** period absences during the day. It allows you to follow prompts and clear absences at that time.
 - d. If your student was not absent, or at a school event, and you received a call in error, please have your student contact their teacher, coach, or counselor to correct this error and clear with the attendance office.
3.
 - a. **All absences must be cleared within 24 hours of their occurrence. Absences uncleared after 24 hours are considered a truancy. Uncleared/unverified absences, or truanancies, will result in appropriate disciplinary action.**
 - b. **Students must obtain an off-campus pass prior to leaving campus during the school day. Failure to obtain an off-campus pass prior to leaving campus, will be considered a truancy, and will result in detention/Saturday school. Students will be referred to the Student Services Center for disciplinary action.**
 - c. State Law requires all students must attend school daily. Acceptable excuses, which allow work to be made-up include the following:
 1. Legitimate illness
 2. Medical appointment
 3. Court appearance
 4. Bereavement
 - e. **It is the student's responsibility to pick up their off-campus pass for a pre-arranged appointment.** We do not send a reminder, nor do we deliver passes to classes.
 - f. Due to the CUSD closed campus policy, 9th, 10th, and 11th grade students must be picked up and signed out in the Attendance Office, by a parent/guardian.
4. Students arriving to school 20 (or more) minutes late must go to the attendance office for an admit slip. Students arriving to school less than 20 minutes late, can go to class **provided a parent calls to excuse the tardiness.** Otherwise, the students go directly to class and receive an unexcused tardy.
5. In order to minimize classroom interruptions, and to maintain a positive learning environment, messages to classrooms are very limited.

ATTENDANCE REGULATIONS AND PROCEDURES

1. Long Term Absences: If the absence is going to last for five or more days, the principal or designee may authorize placing the student on Independent Study for the duration of the absence. If Independent Study is needed for personal travel, the parent should contact the Counselor **at least two to four days** prior to the anticipated absence to complete an Independent Study Contract. Arrangements and paperwork for Independent Study, are to be done prior to the absence.
2. Absences Due to Suspension: A student who has been suspended from school, **may be allowed** to complete all assignments and other work missed during the suspension, including tests, which can reasonably be provided in a time frame arranged by the teacher. Upon satisfactory completion of assignments or other work, the student shall be given full credit.

3. Uncleared Absence and/or Truancy: A student whose absence is not cleared, unauthorized, considered as a truancy or not due to a suspension, **may not be allowed** to complete assignments, tests, or other classwork missed due to the absence.

OFF-CAMPUS PERMITS

Off-Campus Permits are issued in the Attendance Office, but those for emergency illness are issued by the School Nurse **prior** to the student's departure from school.

1. **Off-Campus permits will be issued for the following reasons:**
 - a. Illness verified by the school nurse, or the nurse's office.
 - b. Appointments with doctor, dentist or optometrist. The name/address stamp of the doctor or the doctor's nurse must be obtained at the time of the appointment.
 - c. Illness and/or death in the family, or funeral attendance when verified by the parent.
2. **Senior Off-Campus Lunch Permit** - According to Board Policy, seniors must request permission to leave campus for lunch each year from the Governing Board. If approved, the procedure is as follows:
 - a. Seniors must return an off-campus permit application (provided in the registration packet, or picked up in the Activities Office) to the Activities Office, signed by a parent or legal guardian, giving permission for the student to leave campus during his/her lunch period.
 - b. An off-campus sticker will be put on the ID card of seniors with a signed permission slip.
 - c. Seniors may go to any establishment for lunch once they have obtained a Senior Off-Campus Permit.
 - d. Seniors must present a valid Clovis East High School I.D., with an off-campus sticker, to the administrator on duty, before leaving campus.
 - e. Seniors are not permitted to transport underclassmen off-campus for lunch, or be in a vehicle with an underclassman.
 - f. Seniors in violation of off-campus privileges will have those privileges revoked and/or receive other disciplinary action.
 - g. Seniors who are failing class(es), not in good standing, or who have been placed on non-privilege, may have their senior lunch privileges revoked.
 - h. Any student entering their senior year that has received 1 or more "F's" the second semester of their junior year will be placed on a senior contract with a temporary removal of off-campus privilege until grades improve and are determined to be in satisfactory academic standing by their counselor.
 - i. Any student entering their senior year that has been determined to have excessive absences their junior year, will be placed on a senior contract with a temporary removal of off-campus lunch privilege until attendance is improved.
3. **Only seniors are permitted to go off campus for lunch.**
4. Students, other than seniors, who are issued a one-day drive-off pass, must not transport any other student in their vehicle, unless specific permission is received from school administration. Passes may only be used for the authorized student.
5. Any underclassman caught off campus during the lunch hour, will be assigned disciplinary consequences, and may lose their senior lunch privileges for the beginning of their senior year.

STUDENT MAKE-UP POLICY FOR ABSENCES

1. Not all educational activities can be duplicated; therefore, **excessive absences may result in a grade reduction or failing grade.**
2. Make-up work is encouraged, and is to be determined by the individual teacher.
3. It is the **student's responsibility** to make up work missed due to absences.
4. 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).
5. Students are expected to complete (on time) any classwork they were assigned prior to their absence.

ACADEMIC POLICIES AND PRACTICES

COLLEGE PREPARATORY COURSE (P)

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

COURSES REPEATED

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

PROCESS FOR REPEATING A COURSE TO IMPROVE A GRADE

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

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

GRADE CHANGE POLICY

1. A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. **A student's grade may not be changed after six (6) weeks from the conclusion of the prior 6-week grading period, unless administrative approval is granted in advance for extenuating circumstances.**
2. Teachers may establish an Academic Petition for students to make up work in order to change a grade issued for the previous grading period. The written plan must include reasonable and appropriate make-up work from the prior grading period, such as homework, tests, papers, or projects. The grade change should not be based on the student's current grade in the class.

INCOMPLETE GRADING POLICY (SEMESTER)

A student who receives an incomplete grade (I) at the semester, has **six (6) weeks** in which to make up the incomplete grade. Failure to do so will result in changing the incomplete grade to an "F" on the student's transcript. Credits toward graduation are determined by the semester grades; therefore incomplete grades at the semester are discouraged, except in cases of illness or personal emergency. Semester incomplete grades require administrative approval, and must be accompanied by the use of the Academic Petition.

FINAL EXAM POLICY

It is the policy of the Reagan Educational Center to not allow early final exams. If you have questions, please contact your student's counselor.

GRADES

A student receives five semester credits, or units, for each class during a semester in which a passing grade (A, B, C, D, P) is earned. Credit is awarded only at the end of each semester. The cumulative grade point average is computed by awarding grade points (A=4, B=3, C=2, D=1, F=0) for all classes, with the exception that the scale (**A=5, B=4, C=3, D=1, F=0, P= passing but is not computed into the G.P.A.**) is used for classes that the district submits to the University of California for the awarding of an extra grade point (Advanced Placement). The class rank for graduating seniors is based upon the cumulative grade point average for seven semesters.

NOTIFICATION OF FAILURE

1. If a student is in danger of receiving an "F" grade, parent notification, by the teacher, will occur prior to the **twelve (12) week** grading period.
2. If a student receives an A, B, or C grade at the **twelve (12) week** grading period, and becomes in danger of failing a class after the grade notification, documented parent notification will be made by the teacher.
3. Any senior who is in danger of failing any class at the semester, regardless of the grade at the **twelve (12) week** grading period, will have documented parent contact by the teacher.
4. Parents are urged to contact their son/daughter's teacher(s) if a drop in grades, or performance, is noticed.

ADVANCED PLACEMENT LEVEL CLASSES (HP)

Any course designated by an "HP" is an honors-level course that satisfies the criteria established by the University of California and California State University systems. The universities will grant an additional grade point for a passing grade in an AP class, when computing its grade point average for admission review. The school-site does not calculate this grade point average. A maximum of eight semesters of honors-level classes will be accepted by U.C. for admission purposes, in grades 10-12, with a maximum of four semesters in the tenth grade.

GRADUATION CEREMONY

Students **must meet all** of the requirements for graduation (e.g., exams, proficiencies, credits, mandated courses, financial and other obligations) by the deadline for senior grades, to be eligible to participate in the June graduation ceremony. Students who must complete graduation requirements in the summer following their senior year, will receive a diploma at the end of summer school, but will not be eligible to walk in the June graduation ceremony. Special education students earning a Certificate of Attendance will be allowed to participate in the ceremony. Foreign exchange students are subject to district policies and procedures.

PROCEDURES FOR EARLY GRADUATION

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

CHEATING/PLAGIARISM

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

STUDENT GRADE REPORTING

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

reported at 18 weeks and 36 weeks are posted on formal student transcripts. Below are the dates that mark the end of each grading period.

September 29, 2017
November 10, 2017
December 22, 2017
February 23, 2018
April 20, 2018
June 8, 2018

WITHDRAWAL FAILURE (WF)

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

ACADEMIC PROBATION

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

NON-GRADUATION STATUS

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

INFORMAL/FORMAL COMPLAINT PROCESS

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

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

COLLEGE CLASSES

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

With *prior* approval of the school principal, a student may earn credit for both a high school class and a college class, by enrolling in a college class if the college class is *not* a core high school class. The high school principal and the Associate Superintendent of Secondary Education must approve exceptions to the regulation.

ACADEMIC RECOGNITION AND SPECIAL PROGRAMS

HONOR ROLL

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

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

GRADUATION HONORS

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

1. Valedictorian(s) and Salutatorian(s)
2. Graduates of Academic Distinction

VALEDICTORIAN AND SALUTATORIAN AWARD

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

GRADUATES OF ACADEMIC DISTINCTION

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

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

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

CALIFORNIA SCHOLARSHIP FEDERATION (LIFE MEMBERS)

The California Scholarship Federation (CSF) is a stated honor society, which requires its members to take college preparatory classes, and, at the same time, maintain an extremely high grade point average, while also performing 15 hours of community service. Members benefit by opportunities to visit major colleges and universities each school year. Eligibility is based on criteria described on the application form, which form is available from the CSF advisor. At graduation, those seniors who have been in CSF for four semesters from their sophomore, junior, and senior years (one must be from the senior year) are declared CSF Life Members. These life members receive the gold stamp of CSF on their diploma, which is recognized by most colleges and universities throughout the nation. These students receive special recognition at graduation commencement, and at the annual CSF banquet. Membership dues must be paid when signing up each semester. Report cards and dues should be brought to the CSF Advisor to confirm grades and classes are approved by the California Scholarship Federation. This registration process takes place during the **first three weeks of each semester**. Freshmen may choose to register **if** they meet the grade requirements, but freshman grades do not count toward life membership.

CLASS RANK

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

ADVANCED PLACEMENT (A.P.) PROGRAM

Clovis East High School offers A.P. courses; subject content is recommended by the College Board. These advanced classes involve students in college-level course content and learning experiences. These courses are challenging and stimulating. A.P. classes often take more time, require more work, and give greater opportunity than other high school classes.

In May of each year, examinations are taken to determine if advanced standing in college is warranted. Scores of 3, 4, or 5 are recognized by most major colleges and universities for college credit. Three to four units of college credit may be earned per semester for each test successfully passed. The amount of credit varies from institution to institution. Students who are enrolled in this class during the spring semester, are required to take the A.P. test, and are required to pay the testing fee. Eligible students may apply for a fee waiver through the AP coordinator. Students will take the exam in May. Any student who drops the class at the semester **may not** take the AP exam. Students must complete Advanced Placement (AP) Government in order to receive AP credit. Any student who drops AP Government during or at the end of the first semester, **will not** receive AP credit for the class. If a student drops AP Government, the transcript will be changed to read "Economics," and the student, for the second semester, will be placed in Government.

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

The following A.P. courses will be offered at Clovis East High School: Biology, Calculus AB, Calculus BC, Statistics & Probability, Environmental Science, Chemistry, English Composition, English Literature, Government, American History, European History, World History, Spanish, Music Theory, Macroeconomics, Psychology. Each A.P. course requires a specific pre-requisite course of study. These pre-requisites need to be included in the development of any four-year plan culminating in the A.P. experience.

Because Advanced Placement classes culminate in a national exam at the end of the course, all students in these classes are required to take such exams.

A.P. EXAMS FEES

The College Board charged \$94.00 per A.P. exam during the 2017-18 school year. The College Board reserves the right to change the test fees each year. Clovis East High School recommends that every college-bound student strongly

consider participating in a least one A.P. class. Fees will be due by the last day of the first semester. Students needing to set up a payment plan should contact the A.P. Coordinator in September.

UNITRACK

For the last few years, Fresno State has offered a Unitrack program with Clovis East High School. This unique program designates certain Clovis East High School courses as Fresno State classes, and students who pay a fee of \$20.00 per course, per semester, can receive Fresno State Library privileges, as well as **college units**, for taking the high school class. These college units can be transferred to most any university a student may attend after high school. Classes participating in this program currently include A.P. U.S. History, A.P. Environmental Science, Criminal Justice, A.P. Statistics, A.P. Calculus, Auto Technology R.O.P, Educational Careers R.O.P, and Graphic Design class. If your student enrolls in one of these classes, he/she should become Unitrack students. See the classroom instructor to sign up.

COUNSELING SERVICES

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

1. Academic intervention/counseling
2. Graduation information
3. Selection of high school courses
4. Test administration and interpretation
5. Scholarship and Grant information
6. Registration policies
7. Grades and grade point average
8. Vocational and career guidance
9. Personal/social counseling
10. Transcripts (interpretation)
11. College information
12. Student Assessment Program

Conferences are held, with students, regarding policies and procedures in relation to the academic program at the Reagan Educational Center. Your familiarity with these areas will help make your years at the Reagan Educational Center more profitable.

YEARLY COUNSELING GOALS

1. **Seventh Grade**
 - a. Pre-registration for 8th grade
 - b. One-on-one registration for classes
 - c. Establishment of a six-year educational and career plan
2. **Eighth Grade**
 - a. Pre-registration for high school, which will include freshmen parent orientation;
 - b. One-on-one registration for classes and summer session.
3. **Ninth Grade**
 - a. The establishment of a four-year educational and career plan;
 - b. An academic counseling session is conducted;
 - c. PSAT will be available;
 - d. One-on-one registration for classes and summer session.
4. **Tenth Grade**
 - a. The student will update their personalized four-year educational/career plan, with the assistance of the Guidance and Learning Specialist.
 - b. All tenth grade students will take the PSAT.
 - c. One-on-one registration for classes and summer session.
5. **Eleventh Grade**
 - a. Career education program;
 1. Educational/career path plan update;
 2. Any testing that is necessary for identification of interests or aptitudes (ASVAB).;
 - b. Students will be informed of their progress toward graduation w/Junior status report;
 - c. Students will be given the following:
 1. PSAT/PLAN, ACT, SAT reasoning tests, SAT subject area tests, ASVAB testing information;
 2. The opportunity to meet with college representatives;
 3. NCAA eligibility conference;
 - d. Student and parent contact regarding results of state and district competencies.
6. **Twelfth Grade**
 - a. A senior conference, which includes a graduation requirement updated senior report;
 - b. A parent notification conference will occur when a student is deficient in a class required for graduation;
 - c. Seniors will be given:
 1. Information and registration forms for ACT, SAT reasoning & SAT subject area tests;
 2. Scholarship and financial aid information;
 3. Assistance in filling out applications for scholarships and college admission;
 4. Financial aid workshop for parents and students.
7. **Services for All Students at All Grade Levels**

- a. Registration, scheduling and program adjustments;
- b. Parents can request weekly progress reports as well as access Parent Connect through Zangle.
- c. The Counseling Department will have announcements and other news in the Timberline publication, which will be mailed home 3 times per school-year.

GRANTS AND SCHOLARSHIP INFORMATION

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

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

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

TRANSCRIPTS

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

PSYCHOLOGICAL COUNSELING SERVICES

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

PEER COUNSELING

The primary goal of our Peer Counseling Program is to develop a system for delivering help to young people who do not, for one reason or another, seek assistance from traditional sources. Students may be referred for peer counseling by teachers, SAP counselors, counselors, the school psychologist and/or other administrators, and parents. They may also refer themselves for peer counseling. Referrals are kept confidential. Forms for referral are available in the Counseling Offices. Students may also contact their counselor for assistance. Student Peer Counselors involved in the program will receive a semester of training before being certified as a peer counselor. With this program, we hope to provide a positive atmosphere for our student body.

CAREER AND COUNSELING SERVICES

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

TEST DATES FOR THE 2015-16 SCHOOL YEAR

SAT I AND SAT II – Web Site: www.collegeboard.com

TEST DATES	REGULAR DEADLINES	LATE REG./POSTMARK/SUB.BY
August 26, 2017	July 28, 2017	August 8, 2017
October 7, 2017	September 8, 2017	September 19, 2017
November 4, 2017	October 5, 2017	October 17, 2017
December 2, 2017	November 2, 2017	November 14, 2017
March 10, 2018	February 9, 2018	February 20, 2018
May 5, 2018	April 6, 2018	April 17, 2018
June 2, 2018	May 3, 2018	May 15, 2018

ACT – Web Site: www.actstudent.org

TEST DATES	REGULAR DEADLINES	LATE REGISTRATION
September 9, 2017	August 4, 2017	August 5 - 18 2017
October 28, 2017	September 22, 2017	Sept. 23 -October 6, 2017
December 9, 2017	November 3, 2017	November 4 - 17, 2017
February 10, 2018	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018

STUDENT CONDUCT

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

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

SCHOOL DISTRICT AUTHORITY AND JURISDICTION

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

The district has disciplinary authority over a student:

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

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

GENERAL CONDUCT VIOLATIONS

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

MISTREATMENT OF OTHERS

Students shall not:

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

PROPERTY OFFENSES

Students shall not:

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

POSSESSION OF PROHIBITED ITEMS

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic devices
- A razor, box cutter, or any other object used in a way that threatens or inflicts bodily harm to another person
- A "look-alike" weapon
- Knife or any other object similar to a knife
- An air gun or BB gun
- Ammunition

- A stun gun
- Pocketknife or any small knife
- Mace or pepper spray
- Pornographic material
- Tobacco products, including electronic cigarettes or vapor pens
- Matches or a lighter

ILLEGAL PRESCRIPTION, AND OVER-THE-COUNTER DRUGS

Students shall not:

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

HUMAN DIGNITY POLICY

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

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

STUDENT'S RIGHTS AND RESPONSIBILITIES POLICY

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

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

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

1. Students shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter subject to the following specific limitations:
 - a. Time of distribution shall be limited to the hours before school begins, during the lunch hour, and after school is dismissed.
 - b. The manner of distribution shall be such that:
 1. Coercion may not be used to induce students to accept the printed matter or sign petitions.
 2. Charges may not be made, nor donations solicited, nor accepted, for any materials such as buttons, badges, armbands, and the like, or publications which are distributed.
 3. Leaflets and printed materials to be distributed shall be submitted to the Activities Office for approval at least twenty-four (24) hours prior to such distribution. The designated school official shall have an additional six (6) hours of the succeeding school day to approve or disapprove such distribution.
 4. Materials are not left un-distributed or stacked for pickup, while un-attended at any place in the school or on the school grounds.
 5. Students distributing buttons or other literature before or after regular school hours will be responsible for removing litter.
 6. Any materials distributed without approval, will be confiscated, and the student subjected to disciplinary action.
2. In the exercise of rights described above, no student shall distribute materials, wear buttons or other displays, nor post notices or other materials which:
 - a. are obscene to minors according to current legal definitions;
 - b. are libelous or slanderous, according to current legal definitions;
 - c. incite students, so as to create a clear and present danger of the imminent commission of unlawful acts on school premises, or of the violation of lawful school regulations, or of the substantial disruption of the orderly operation of the school;
 - d. express or advocate racial, ethnic, or religious prejudice, so as to create a clear and present danger of imminent commission of unlawful acts on school premises, or of the violation of lawful school regulations, or of the substantial disruption of the orderly operation of the school;
 - e. do not identify the person or persons responsible for the publication and the place of publication;
 - f. are distributed in violation of the time, place, and manner requirements.

Students violating this policy are subject to confiscation and disciplinary action (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

STUDENT'S RIGHTS AND RESPONSIBILITIES—RIGHTS AND REGULATIONS

The laws of the State of California and the Policy of the Governing Board recognize the rights of students to exercise the right to freedom of expression. The following District rules are established to ensure this right is granted to all students. The Principal of each school shall designate a person (Deputy Principal, Learning Director, or other certificated staff member) to review materials and exercise administrative responsibilities as required by this policy. The name of the designated person shall be suitably posted and his/her decision shall be final in regard to the prohibitions named in this policy. Any student may appeal a decision concerning this policy to the Area Superintendent, who shall render a decision of the appeal. The appeal shall be based solely on the standards as established in the applicable law and/or ordinance.

The designated local school administrator shall develop administrative rules and regulations to implement the Board Policy and District Regulations, in conjunction with student government representatives. In case of a disagreement, the decision of the designated administrator shall be final.

The Governing Board of the Clovis Unified School District, in support of the aims of public education, believes that the behavior of the students attending public school shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's own actions) is one of the important ultimate goals of education. The Governing Board also believes that while education is the right of American youth, it is not an absolute right. It is qualified first by eligibility; that is, should a student fail to perform those duties which are required of him/her upon attendance in public school, he/she may then be excluded from the school.

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

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

IDENTIFICATION CARDS

All students MUST carry their Identification (ID) card **at all times**. Students will receive their first card free of charge. Replacement cards will cost \$5.00, and will be issued immediately in the Activities Office. ID cards are used for identification of students during the school day, checking out materials/textbooks from the library, receiving free campus lunch, getting into all school games and dances, and to ride the bus. Appropriate disciplinary action will be taken with students who are not in possession of a valid I.D. card.

STUDENT'S CODE OF DRESS

The purpose of dress regulations is to help each student set a standard that is appropriate within the accepted standards of Clovis Unified School District. The high school student is expected to demonstrate pride in his/her personal appearance, because it reflects individually on him/her and collectively on the school he/she attends. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with CUSD Dress Code (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations). **The dress code shall be in effect at all school-related activities both on and off campus.**

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding appearance, except when choices affect the educational program of the schools. It is recognized that any apparel that draws **undue attention to the student** tends to detract from the educational process and is, therefore, inappropriate. Good taste and good grooming are part of learning for both boys and girls. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness.

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

1. Present a hazard to the health or safety of the student, or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract because of extreme style (i.e. piercing, tattoos, hair-color) or dress that is too revealing.

DRESS CODE

Dress Code will be enforced at ALL school-related activities, both on and off campus.

The Clovis Unified School District Governing Board has adopted the following Dress Code policies to be implemented during the school year. These policies ensure a safe school setting conducive to a positive learning environment. For a complete text of the Administrative Regulations (No. 2105) refer to the CUSD: Student and Parent Rights and Responsibilities.

A. Apparel

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
2. 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. Military paramilitary, or camouflage (military style) clothing will not be permitted.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
4. 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.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midribs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Clothing that exposes bare midribs or cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. Bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites. Straps must be fastened at all times.
7. Leggings will be allowed if over garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
8. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while 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.
9. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap.
10. No slippers will be allowed.
11. Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed five inches (5") when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
12. Sleepwear is not permissible.
13. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
14. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel are not acceptable. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. 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.
15. No frayed or torn clothing is acceptable (manufactured or otherwise).
16. 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 racial, religious, or sexual orientation prejudice.
17. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
18. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

B. Grooming

1. Hair shall be clean and neatly groomed.
2. Hair or mustache styles which cause undue attention is are not acceptable; e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
3. Beards are not allowed. Sideburns are allowed, but may not extend past the base of the earlobe or be wider than one inch (1").
4. Bangs or other hairstyles must not obstruct nor interfere with vision.
5. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
6. Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

1. Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, tongue) is not acceptable. Distracting jewelry, including piercing jewelry that draw undue attention, is not allowed.

D. Exemptions

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy.
2. A petition for an exemption from enforcement of a specified portion of Dress Code Policy may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent, School Leadership, within 30 calendar days of the denial.

A. In the event that it does not, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent, School Leadership shall be final.

B. In the event that the allegations raised in the appeal are determined to fall within the District's Uniform Complaint Procedures ("UCP") included in Board Policy No. 9208, then the District would use the District UCP process rather than the above appeal process.

DRESS CODE DISCIPLINE POLICY:

- Students who are considered out of dress code are referred to the Student Responsibility Center (SRC). Repeat offenders will face disciplinary action.

CLASSROOM CONDUCT POLICY

Students' responsibilities are:

- To come to class on time, to be prepared to work, to have the necessary classroom tools, to complete homework assignments, and to work productively during the entire class period.
- To follow school policies and procedures while demonstrating appropriate behavior.
- To respect other people, their property and school property.

Teachers may refer students to the SRC office for inappropriate behavior.

TARDY POLICY:

Teachers will refer students with habitual tardies to the SRC Office after assigned detentions and parent contacts have failed to bring about a change in behavior.

UNCLEARED ABSENCES/TRUANCY POLICY:

Students will be issued consequences for each truancy or un-cleared absence. Habitual truantries/un-cleared absences may lead to loss of privileges, referral to the Student Attendance Review Board (SARB), and/or referral to alternative education. **Students, who leave class without permission including being in the school parking lot, leave campus at lunch without proper clearance, or leave school without checking out through the Attendance or Nurse's Offices will be considered truant and subject to appropriate disciplinary action.**

NON-PRIVILEGE POLICY

Non-Privilege is a period of time in which a student is not permitted to participate in any school-related event, athletic practice, and other school-related activities outside of class. Non-Privilege is assigned as a result of a suspension, violation of the Co-Curricular Code of Ethics, or violation of school policies.

Non-Privilege is generally assigned for 10 school days, but can be extended, and can include removal of athletic or other school activities for the remainder of the school year i.e. field trips, graduation ceremonies, etc.

An alternative to reducing the number of days of non-participation includes approved campus work detail. The student can reduce the number of non-privilege days by one for every 60 minutes of approved campus work detail. Any student wishing to participate in a school activity within the non-privilege time period, has the option to work the hours necessary to reduce the number of non-privilege days by one-half. However, the maximum number of days that may be worked off shall be five school days or seven calendar days. For example, ten days may be reduced to five days using this method. Non-privilege days begin at the end of the suspension time.

STUDENT RESPONSIBILITY OFFICES (SRC):

The SRC is located in the top floor of the 400 building; directly above the library. **The SRC addresses inappropriate behavior on campus, in class, and at school related activities, by processing staff referrals, assigning disciplinary consequences and/or referring students to counseling to modify negative behavior patterns.** Counseling options may include, but are not limited to, referral to student's academic counselor, Student Assistance Coordinator, School Psychologist, Peer Counseling, Peer Mediation, or Conflict Resolution.

The SRC is where students need to go to file incident reports regarding situations on campus that are considered unhealthy or dangerous. All students involved in an investigation will be required to turn over their cellphone for the duration of the investigation or until the end of the academic day, whichever occurs first.

RESTRICTED AREAS:

Students are expected to stay within the **red lines** on campus. **Students who enter restricted areas will be issued disciplinary consequences.** Restricted areas include the following:

- Parking lots during the hours of 8:00 am and 2:40 pm without authorized passes.
- In the Faculty Dining Room and Lounges without authorized passes.
 - **Students are prohibited from being in any of the listed areas during lunch:**
 - **Parking Lots (except if the student has Senior Lunch Privileges)**
 - **500, 600, 700, 800 building(s), and Ag Farm.**
 - **Front of the school/administration office/Reyburn**
 - **Pool/Tennis Court Area/Track/Softball Fields/Baseball Fields**
- Students are to leave campus by 3:00 pm unless under the direct supervision of staff.

ELECTRONIC EQUIPMENT:

The Reagan Educational Center is NOT responsible for lost or stolen electronic equipment. Students may self-report a stolen item to the CUSD Police Officers located on the Reagan Educational Center campus in case an item is found.

Cell phones and electronic devices may be utilized before school, during break and lunch and during after school hours. Earbuds/headphones are not permitted and should not be visible at any time while on campus. Earbuds/headphones will be confiscated and turned into the SRC if seen. Repeated violation of this policy will result in disciplinary action.

SKATEBOARDS, SCOOTERS, AND BICYCLES:

Riding skateboards, scooters, or bicycles on campus is strictly prohibited. Students may bring skateboards or scooters on campus provided they are in an appropriate carrying case or back pack. Bicycles must be walked on campus and locked at the bike racks near the flag pole.

PERSONAL STUDENT CONDUCT:

During the time students are in school or on campus, they should use good judgment in their relationships with fellow students. Holding hands is permitted; however, the following behavior is unacceptable:

- Prolonged embrace
- Kissing
- Lying or sitting together in an inappropriate manner
- Any other act that is not in good taste

SEVERE STUDENT MISCONDUCT/SUSPENDABLE OFFENSES:

In an effort to provide a safe school environment for students and staff, severe student misconduct and offenses worthy of suspension will result in an immediate referral to Student Services. Students determined to be in violation of the educational codes will be suspended from one to five days, placed on non-privilege, and may be assigned one Thursday/Saturday School. California Education Code Violations that will result in suspension and/or consideration for expulsion are listed in the CUSD Student and Parent Rights and Responsibilities Handbook.

ALCOHOL, TOBACCO & OTHER DRUG PREVENTION/INTERVENTION

Because the use of alcohol, tobacco and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board believes it is necessary for the schools of the District to be free of alcohol, tobacco and other drugs. The Governing Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco and other drugs. Alcohol and tobacco are like any other drug, illegal for use by minors. The District has developed a comprehensive prevention program that includes instruction, intervention, recovering student support and enforcement/discipline.

Recognizing that keeping schools free of alcohol, tobacco and other drugs is a concern common to the District and the community, the Governing Board supports cooperation among schools, parents/guardians, law enforcement, and other appropriate community organizations involved in preventing alcohol, tobacco and other drug use.

The Governing Board supports the following comprehensive drug, alcohol, and tobacco use prevention/intervention approach:

A. INSTRUCTION

1. **The District provides instructional programs which help students to avoid the use of alcohol, tobacco and other drugs,** and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol, tobacco and other drugs. Instruction is preventive in nature, and designed to help students who have questions related to alcohol, tobacco and other drugs.
2. The instructional programs help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol, tobacco and other drugs, and will assist the student toward maturity.
3. The curriculum is K-12, comprehensive and sequential in nature, and suited to meet the needs of students at their respective grade levels.
4. Additionally, instruction includes the effects of alcohol, tobacco, narcotics, restricted dangerous drugs, and other dangerous substances upon prenatal development, as part of the preventative education program. This instruction is provided in Health/Science courses in 7th, 8th, or 9th grades.

B. INTERVENTION

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

C. RECOVERING STUDENT SUPPORT

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

D. ENFORCEMENT/DISCIPLINE

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

PHYSICAL EDUCATION LOCKER ROOM POLICY

Expectations:

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

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

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

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

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

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

ISSUES REGARDING THEFT

The Reagan Education Center will not investigate the loss or theft of items that are restricted from the campus (i.e., skateboards, walkmans, Ipods and cell phones).

ACADEMIC STANDARDS FOR CO-CURRICULAR AND EXTRA-CURRICULAR PARTICIPATION

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

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

CO-CURRICULAR AND EXTRA-CURRICULAR ELIGIBILITY

1. The Clovis Unified School District requires all participants in co-curricular and/or extra-curricular activities to maintain a 2.0 or better G.P.A. in the previous 6-week grading period. All participants must be making satisfactory progress towards graduation. If a participant falls below these requirements, he/she may retain eligibility by attending three (3) hours of study table per week. If a student does not meet eligibility criteria for two consecutive 6-week grading periods, he/she will automatically be ineligible to participate during the next 6-week grading period.

3. Clovis East High School Study Table:
 - a. Study Table will be offered and required for all students in co-curricular and extra-curricular activities who do not meet eligibility requirements. Check with the Activities and Athletic offices for times and the location of Study Table.
 - b. Study obligations:
 1. Students are responsible for providing transportation.
 2. Get assignments from teacher(s).
 3. Must be on time.
 4. Bring necessary materials to class.
 5. Complete assigned work to the satisfaction of Study Table teacher.
 6. No disruptive behavior will be tolerated.
 7. Complete a three-week grade check with teachers.
 8. Students are required to attend all study sessions for each grading period until they have removed themselves from co-curricular probation.

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

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

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

PROGRESS TOWARDS GRADUATION REQUIREMENTS

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

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

RECLASSIFICATION STATUS

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

SCHOOL'S TUTORIAL ASSISTANCE PROGRAM (STUDY TABLE)

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

SUMMER SCHOOL

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

ELIGIBILITY REPORT

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

INTERMEDIATE TO HIGH SCHOOL

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

TRANSFER STUDENTS

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

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

STUDENT ACTIVITIES

"INVOLVEMENT" is a key word at the Reagan Educational Center. Every opportunity is afforded students to become involved in co-curricular activities.

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

REASONS TO PARTICIPATE IN STUDENT GOVERNMENT AND SCHOOL ACTIVITIES

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

STUDENT GOVERNMENT

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

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

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

PRINCIPAL'S ADVISORY ON STUDENT AFFAIRS (PASA)

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

REAGAN EDUCATIONAL CENTER SPECIAL ASSIGNMENTS

DEPARTMENT REPRESENTATIVES

Agriculture	Steve Gambriel
English.....	Jaime Arredondo
AB.....	Amy Kilburn
English Learners.....	TBA
Fine Arts	David Guaglianone
Foreign Language	Javier Avila
Leadership.....	Sarah Burress
Mathematics	Jeri Olson
Library Media Offices	Andrea Phillips
Physical Education	Jim Farmer
Science.....	Kristi Whittaker
Social Science	TBA
Special Education	Lisa McPhetridge
Classified Services	Melanie Allen

CO-CURRICULAR ASSIGNMENTS

AAA.....	Jaime Arredondo
AFJROTC/Cadets.....	Dennis Nodine
Academic Decathlon.....	Sheng Vu
Activities Director.....	RIS: Kaitlin Kruser; CE: Sarah Burress
Athletic Director.....	RIS: Jeff Suglian; CE:
AVID	Jaime Swisgood
Band Director.....	Shannon Weber

Percussion Director.....	Shannon Weber
Color Guard.....	Shannon Weber
Choir Director.....	Carlin Truong
Dance Repertory.....	Vanessa Gonzalez
Drama.....	RIS: Caren Burgess; CE: Heather Randall
Forensics/Debate.....	Kelly Anderson
Functional Life Skills.....	Casey Ryska
History Day.....	Karen Sensenbach
Journalism.....	RIS: Caren Burgess
Orchestra.....	Ali Gilroy
Peer Counseling.....	RIS: Amy Kilburn; CE: Derrick Davis
Pep & Cheer Director.....	Heather Piccolo
Science Fair.....	Don VanNess
Science Olympiad.....	Laura West
Teachers of Tomorrow.....	Shelley Lane
Yearbook.....	RIS: Shelby Little; CE Emily Mackenzie

CO-CURRICULAR ADVISORS

Animal Club.....	Jackie Stafford
Anime Club.....	Anna Capper
Armenian Club.....	TBA
Asian Club.....	Bao Xiong
Book Club.....	Sheng Vu
BSU.....	Enyonam Akondo
Class of 2018.....	Stacy Easley & Lisa Miller
Class of 2019.....	Shelley Lane & Chris Salone
Class of 2020.....	Bria Borjas & Carol Vande Kerkhoff
Class of 2021.....	
CSF.....	Sheryl Dedekian & Jenny Herrick
Debate Club.....	Kaylin Everett & Kelly Anderson
Destination Imagination.....	Caren Burgess
Drug Prevention Council.....	Derrick Davis
Dungeons & Dragons.....	Jackie Stafford
Fantasy Football.....	Jaime Arredondo
Fashion Club.....	Carol Vande Kerkhoff
FBLA.....	Sabrina Mills
Fellowship of Christian Athletes.....	Adrian Wiggins
FFA.....	Aireal Covey
FIDM.....	Monica Jay
Filipino Club.....	Danny Vasquez
Fishing Club.....	Jeff Manfredo
Foreign Exchange/New Student Club.....	Larry Vasquez
French Club.....	TBD
Gamer's Guild.....	Kevin Rose
GSA.....	Kristi Bolin
Interact.....	Shelby Little
Interfaith Forum.....	Stephanie Ducharme
Junior LARCS.....	Kari Griffith
Key Club.....	TBD
Latino Club.....	Javier Avila
Math Club.....	Gabe teNyenhuis
National Honor Society.....	Jeri Olson & Joelle Mathews
Photo Club.....	Kristi Bolin
Robotics.....	Enyonam Akondo & Quentin Toyloy
Spanish Folklorico.....	Ana Raya
Speak Up.....	Bao Xiong
Student Government.....	Sarah Burress
Sikh Honors and Service Society.....	Jamie Swisegood & Amy Kilburn
S.W.A.T.....	Jenny Herrick
Transitions Club.....	TBA
Wallflower Club.....	Derrick Davis
Young Conservatives Club.....	Sabrina Mills

DIRECTORS OF SPORT and ATHLETIC OFFICE

Sport	Director	REC Phone
Pep and Cheer	Heather Piccolo	327-4000
Football	Ryan Reynolds	327-4160
8th Grade Football	Jake Howard	327-4716
7th Grade Football	Shawn McAvoy	327-4634
Girls Volleyball	Lauren Winslow	327-4790
Boys Water Polo	Colin Gasper	327-4790

Girls Water Polo	Lee Strosnider	327-4049
Cross Country	Jim Farmer	327-4162
Girls Golf	Pete Price	327-4205
Girls Tennis	Janine Sodersten	327-4790
Gymnastics	Kendra Olsen	327-4122
Boys Basketball	Adrian Wiggins	327-4163
Girls Basketball	Haley White	327-4790
Boys Soccer	Santiago Aguilera	327-4790
Girls Soccer	Jasara Gillette	327-4790
Wrestling	Fernando Nieto	327-4164
Baseball	Ryan Smith	327-4132
Softball	Kellen Kubow	327-4221
Boys Golf	Pete Price	327-4219
Swimming/Diving	Brian Sharar	327-4661
Tennis	Phil King	327-4790
Track and Field	Jim Farmer	327-4162
Boys Volleyball	Marcos Orro	327-4790
Girls Badminton	Janine Sodersten	327-4168
Athletic Director	Pat Waer	327-4789
Assistant Athletic Director	Cassandra Capshew	327-4790
Athletic Secretary	Leticia Valencia	327-4790
Athletic Trainer	Stevie Takata	327-4303

POLICY ON CONFLICTING SCHOOL ACTIVITIES

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

Responsibility of the Students:

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

Responsibility of the Coaches and Advisors:

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

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

POLICY ON STUDENT FUNDRAISING ACTIVITIES

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

ATHLETICS

The Reagan Educational Center takes pride in its athletic program. We strive for excellence and participation on all our athletic teams. We have an excellent group of highly trained coaches who are excited about working with all student athletes at the Reagan Educational Center. The following sports are offered at the Reagan Educational Center:

FALL

- Girls Volleyball
- Student Football
- Boys Cross Country
- Girls Cross Country
- Boys Water Polo
- Girls Water Polo
- Gymnastics
- Girls Tennis
- Girls Golf

WINTER

- Girls Basketball
- Boys Basketball
- Student Wrestling
- Boys Soccer
- Girls Soccer

SPRING

- Boys Volleyball
- Baseball
- Boys Tennis
- Girls Track
- Boys Track
- Girls Softball
- Boys Golf
- Boys Swimming/Diving
- Girls Swimming/Diving
- Girls Badminton

CLOVIS UNIFIED AND REAGAN EDUCATIONAL CENTER CODE OF ETHICS

OVERVIEW

The following Code of Ethics applies to all students who represent the Reagan Educational Center in any co-curricular program. These programs include athletics, band/colorguard, choir, drama and all other organizations that represent the Reagan Educational Center. The student will be asked to make this commitment prior to the start of the season/activity, and abide by its conditions for **one calendar year from the signing date. During summer vacation, if athletes are participating in a CUSD/Reagan Educational Center sponsored activity, this code is still in force.** The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

STUDENT/PARENT COMMITMENT

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. The student is also subject to the school rules while at school or at a school related activity.

APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and when representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as stated in Board Policy 2150. If the coach/advisor chooses to set a stricter policy, he/she will furnish that policy in writing to students/parents, with prior approval of the school site athletic/activities director.

ATTENDANCE

Regular attendance is expected of all our students. Habitual absenteeism will result in disciplinary action. A student participating in co-curricular and/or extra-curricular activities must be in attendance the day of the performance (half of the day unless he/she has a doctor's appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest.

CO-CURRICULAR ACADEMIC ELIGIBILITY

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

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

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

EQUIPMENT

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

DROPPING FROM A TEAM

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

CLEARANCE

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

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

BEHAVIOR

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

A. CONDUCT THAT IS NOT ACCEPTABLE:

1. Possession/use of illegal drugs;
2. Possession/alcoholic beverages;
3. Possession of weapons;
4. Fighting (battery)/repeated mutual combat
5. Possession/Use of tobacco;
6. Violation of a law in the community;
7. Defiance of adult authority or the breaking of rules established by the coach/advisor or school;

8. Use of profanity or vulgar language;
9. Taunting of another student;
10. Misuse of equipment/uniform;
11. Unsportsmanlike conduct;
12. Wearing uniform incorrectly;
13. Negative behavior toward an official (either spoken or a physical reaction);
14. Attendance at a party or activity where alcohol or other controlled substances are illegally used.

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

ATHLETIC/ACTIVITIES BOARD

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

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

TRI RIVER ATHLETICS CONFERENCE – CODE OF ETHICS

STATEMENT OF PURPOSE

To achieve the proper goals of athletics, the school and the public must be informed concerning the role of athletic education. School athletics are part of the education of each student, whether students are participants or spectators. We, in the Tri-River Athletic Conference, are in a position to utilize athletics as a part of the educational program by continuing to develop the responsibilities that belong to the league, the school, and the public. We encourage all students to learn the fundamentals of each game and to participate in each sport to the best of their abilities. We further encourage all students to learn and understand the rules of fair play and good sportsmanship, as well as the rules of the game, so that they may enjoy athletics in the future, as well as the present, as good spectators. There is every reason to believe that inter-school athletics can aid in all efforts to stimulate and motivate the establishment of sound policies and wholesome practices for the member schools of Tri-River Athletic Conference.

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

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

Student Rooting Section

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

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

GENERAL STUDENT INFORMATION AND PROCEDURES

DISTRICT INTERNET AND E-MAIL RULES

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

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

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

Briefly stated, the following are not permitted:

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

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

POLICY FOR MESSAGES, BALLOONS, AND FLOWER DELIVERIES

Due to the increased enrollment at the Reagan Educational Center and the demands that this increase has placed on all of our facilities and services, a modification in the delivery of messages/gifts to students was implemented.

1. No personal messages between friends will be taken (e.g., boyfriend/girlfriend, ex-student, etc.).
2. Lunches, or lunch money, must be delivered to the main office. Deliveries will not be sent to classrooms, instead students must respond to a page and come to the main office to pick up the delivery.
3. Forgotten homework assignments, P.E. clothes, books, and binders will not be delivered.
4. Emergency messages from parents or guardians will be delivered, but these should be restricted to genuine emergencies.
5. Balloons, flowers, and gifts cannot be delivered to students, and such deliveries will not be accepted by the school. Vendors will be turned away, with the delivery. Additionally, CUSD Transportation Department policies preclude the carrying of balloons or other large items on school buses.

STUDENT INSURANCE

All Reagan Educational Center 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 on these policies is given early in the school year. For approximately \$16.00 to \$40.00, a student may be insured for accidents or injuries occurring during the school day for one full year. For the same coverage, twenty-four (24) hours a day, the cost is \$71.00 to \$170.00. Interscholastic athletics, except football, is \$16.00 for the Basic Policy and \$40.00 for the Premier Policy. Football insurance is \$74.00 for the Basic Policy and \$181.00 for the Premier Policy. Extra dental insurance is available for \$15.00 per year. For more information, students should contact the Athletic Office.

DANCE REGULATIONS/GUEST PASSES

1. To provide a safe and positive environment at school events, the site administration reserves the right to deny admission to anyone.
2. Activities are for Clovis East High School students and their invited guests. Guest permits may be obtained from the Activities office and must be approved in advance by the Deputy Principal.
3. Guest passes will be issued to school activities under the following conditions:
 - a. The guest must be **under the age of 21** and at least a **ninth grade** student at the time of the event.
 - b. If a high school student: The guest must be in good standing at their school of residence (see conditions for alternative educational students).
4. Any student placed in an alternative education program for a non-expellable offense will be allowed to attend school activities only at the discretion of the principal's designee. The student must be in good standing at their current school of residence, and, if recently placed in an alternative program, would have been off of non-privilege at the previous school of attendance.
5. Any student expelled or placed in an alternative educational setting for an expellable offense, will not be allowed to return to any school activity for one calendar year, or until which time the student is re-enrolled in a comprehensive high school within the Clovis Unified School District.
6. High school age students who have dropped out of school and have not re-enrolled in an educational program will not be granted a guest pass.
7. Any student or guest who leaves an activity may not return.
8. Drinking, smoking, or use of illegal drugs, will not be allowed. If any student or his/her guest is suspected of being under the influence of a controlled substance, the parents will be notified and/or the student or guest may be referred to law enforcement officers and taken into custody.
9. **Student must have a valid Clovis East High School I.D. Card to attend and a completed Dance Contract.**
10. **In order to be admitted to the event, the guests must also have a valid photo I.D., such as a driver's license or school I.D. card, and a guest pass approved by the Deputy Principal's Office.**
11. **All students and guests must comply with all Clovis Unified School District policies, including all aspects of the Dress Code.**
12. Students are limited to one guest per activity.

13. **Any student who has an “F” on the most recently posted grading period will not be permitted to attend the school dances.**
14. **Any student who has excessive absences will not be permitted to attend the school dances at the discretion of school administration.**

DANCING BEHAVIOR AND EXPECTATIONS

Students and guests are required to maintain the same standards set by CUSD that are established for any time they are at school or at a school activity. Dancing that does not follow these standards will not be allowed. **Students dancing in an indecent or extreme manner will not be allowed to remain at the dance. This includes the new dance styles called “Grinding,” “Freaking,” and “Twerking,” which are extremely suggestive in nature and are not appropriate at a school dance.**

SCHOOL PROBATION/NON-PRIVILEGE STATUS

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

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

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

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

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

CAMPUS VISITORS

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

BICYCLES

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

STUDENT IDENTIFICATION

Students must have I.D. cards in their possession at all times, including at extra-curricular activities. If a student loses his/her ID card, he/she should report to the Student Activities Office for a replacement within two days. The fee will be \$5.00 for a new ID card. **Appropriate disciplinary action will be taken with students who are not in possession of a valid I.D. card.**

STUDENT STORE

The Student Store is located next to the M.P.R. Store hours are Monday through Friday, before school, during break, and at lunch. The store is open to the student body, staff, and community, with various school spirit items, CE charms, limited school supplies, gift items, Clovis East clothing, and snacks.

FIRE DRILLS

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

BUS TRANSPORTATION AND RULES OF CONDUCT

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

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

Transportable Zones

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

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

1. Arrive at your bus stop five minutes before the scheduled depart time.
2. Wait for your bus in a safe place – well off the road.

3. Wait until the bus is completely stopped, enter your bus in an orderly manner, and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.

All students shall board or exit the school bus only at the students' authorized bus stop. An "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis, when the student has a written statement bearing the parent's signature, and signed by a school administrator. The written statement shall be forwarded to the bus driver. *(The Administrator's signature shall include the administrative title, the time and date signed. If there are any questions, administration should contact the parents.)*

B. Posted Bus Rules of Conduct

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

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

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

***Zero Tolerance-10 day suspension from the bus **Level One-5 day suspension from the bus
*Level Two-2 day suspension from the bus

- C. California law governing school buses and school pupil activity buses (SPAB) "Holds the driver responsible for the orderly conduct of pupils while aboard the bus." (5CCR 14103). It also states "A school bus or SPAB bus shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion." (13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB bus while the bus is in motion. Failure to abide by one or more of these rules shall result in the loss of bus riding privileges. Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event that they are attending.
- D. Procedure for issuing a "Warning of Unsatisfactory Conduct on or Near a School Bus" is at the driver's discretion, and up to two warnings may be issued to a student before issuing a "Notice of Unsatisfactory Conduct" referral. A driver may choose to issue a "Warning of Unsatisfactory Conduct" in lieu of a "Notice of Unsatisfactory Conduct" referral. A maximum of two warnings may be issued per student, per item as indicated on the warning report

E. Bus Discipline Procedures

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

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

See CUSD: Student and Parent Rights and Responsibilities for passenger guidelines, rules of conduct, and district policy.

REGULATIONS CONCERNING STUDENT/VISITOR CARS

1. **Parking Regulations:** Parking regulations on and around the Reagan Educational Center campus will be strictly enforced. Please adhere to all traffic laws and parking restrictions, to help ensure a safe environment on campus, and to avoid being ticketed.
2. **Red Zones:** Red zones on campus are designated fire lanes. Parking is prohibited on all curbs painted red, and violators will be ticketed and towed, if necessary. Red zone restrictions will be enforced at all times, including weekends and after regular school hours.
3. **Streets on and Around Campus:** Please take note of parking limitations on the streets surrounding Reagan Educational Center. Parking limitations range from 10 minutes to Unrestricted. Parking is patrolled at all times by both Clovis Unified and Clovis Police Department, as well as the California Highway Patrol. Remember not to block driveways, exits, or park in Red Zones. Administrative action will be taken for those students defying school policy.
4. **Student Parking Permits:** Parking permits will be sold on the day of registration and cost \$5.00. After the day of registration, permit sales will resume the first day of school from the Activities Office. **Student parking is a privilege and not a right.** Habitually truant students may lose the privilege of parking on campus.
5. **Student Parking Lot:** Parking in the student lot is limited to students who purchase and display the appropriate permit. The East parking lot on Donner & Leonard, is the parking lot designated for student parking during school hours. Parking permits are \$5.00, and may be purchased in the Activities Office. Proof of registration and insurance are required. Permits must be properly displayed **on the rearview mirror**. Students must park appropriately in marked stalls, facing forward and within the lines. Please help us keep the lots and streets around the Reagan Educational Center safe, by driving carefully and adhering to all parking restrictions.
6. Students who receive a moving violation (ticket) from a Clovis Police Department Officer during the school day, may lose their lunch and/or parking privileges. Please drive carefully!
7. **Faculty Parking Lot:** Faculty may park in the lots or stalls specifically reserved for Faculty. Faculty must display a current Faculty Parking Pass **from the rearview mirror**. Parking in Red Zones, or on the campus grounds is prohibited at all times. Violators will be ticketed.
8. **Visitor Parking:** There are a limited number of green visitors' stalls.
9. **Handicapped Parking:** There are a number of stalls designated for Handicapped parking.

Please adhere to all posted limitations or you will be ticketed. Students are expected to comply with Clovis Unified School District, Reagan Educational Center, and the City of Clovis regulations.

***Note: Parking fines subject to change without notice.**

<u>Parking Violation</u>	<u>Fine</u>	<u>Parking Violation</u>	<u>Fine</u>
Parked w/out permit displayed	20.00	Failure to comply with regulations	15.00
Parked in disabled space w/out permit	375.00	Parked beyond marked stall area	15.00
Parking specifically prohibited	15.00	Front wheel beyond 18 inches from curb	20.00
RED curb	20.00	Backed into stall	15.00
GREEN curb beyond designated time	20.00	Disobey No Parking sign or CUSD officer	20.00
YELLOW curb loading and unloading beyond designated time	20.00	Vehicles parked along roadways must be parallel and facing direction of traffic	15.00
Double Parking	15.00	Inside wheels of parallel parked vehicles not within 18 inches of right side curb	20.00
Faculty, students routinely parking in temporary visitor area	15.00	Driving, parking/stopping on driveways, sidewalks and/or not approved areas	20.00
Park, stop or leave vehicle in Ag area impeding movement of any vehicle	15.00	Use of altered, substituted or unauthorized parking permit	20.00

SCHOOL FINANCE

STUDENT BODY FINANCE OFFICE

The finance office does not cash checks for students. Checks written to the school must be for the amount of purchase only, and must indicate the student's name and student ID number. Returned checks are charged as an obligation to the student. **A service charge of \$25.00 is assessed on each returned check.** Commencing April 28th and continuing through the end of the school year, no personal checks will be accepted. Cash, cashier's checks, and money orders will be the only acceptable form of payment.

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

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

STUDENT FEES

Students produce projects in many of the elective courses at Clovis East High School. If the student intends to take the project home upon completion, the student should see the Student Body Finance Office to pay for the cost of the

materials for student-produced projects. Students will receive a course syllabus, detailing the projects and their cost at the beginning of each semester.

DAMAGED OR LOST PROPERTY; PERSONAL INJURY AND FINANCIAL OBLIGATION

PARENTAL RESPONSIBILITY

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

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

AUTHORITY TO WITHHOLD GRADES, DIPLOMA, OR TRANSCRIPTS

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

PROCEDURE FOR WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

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

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

 - a. The date and place of the hearing.
 - b. A statement of the specific facts and charges upon which the proposed withholding is based.
 - c. A copy of the district regulation pertaining to withholding.
 - d. Notice that the pupil and parent/guardian may appear in person and/or be represented by counsel.
 - e. Notice that the pupil and parent/guardian may, upon request, inspect and obtain copies of all documents to be used at the hearing.
 - f. A statement that the pupil has a right to confront and question witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses.
3. **Withholding Hearing Before Governing Board**

The pupil and parent guardian shall be entitled to a hearing to determine whether the pupil's grades, diploma, and/or transcript should be withheld. A withholding hearing shall be commenced within a reasonable time after the date withholding is recommended. A final decision as to whether the pupil's grades, diploma and/or transcript shall be withheld must be made within thirty-five (35) school days of the date withholding is recommended. In the event that compliance with the above time requirement is impracticable, the hearing may be delayed, for a good cause, up to five (5) additional school days. Alternatively, the hearing may be held sooner if the pupil and parent or guardian agree in writing to an accelerated hearing date.

LIBRARY MEDIA OFFICE

LIBRARY MEDIA OFFICE (LMC)

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

GOALS

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

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

LIBRARY MEDIA OFFICE COLLECTION AND SERVICES

1. Students are assisted by a credentialed Teacher Librarian and professionally-trained technical assistants. The Teacher Librarian is available to support student research and promote independent reading.
2. The total collection at the REC exceeds 22,000 print and non-print materials. Although the majority of the collection is curriculum-driven, a large number of free reading materials are available.
3. Technology is available for student use, which includes but is not limited to:

- a. 34 student computer work stations
 - Electronic Catalog of Library resources
 - Electronic encyclopedias; 1100 magazine and newspaper subscriptions, and online data bases.
- b. Microsoft Office including Word, Excel, PowerPoint
- 4. Magazines and newspapers are available for patrons.

LIBRARY MEDIA OFFICE RULES

1. **Students must have their Student Body I.D. card to check out library materials and textbooks.**
2. **STUDENTS MUST HAVE A PASS TO BE ADMITTED TO THE LIBRARY DURING CLASS TIME.**
3. Library books are checked out for a two-week period.
 - a. Students may check out two books at a time.
 - b. Books may be renewed if they have not been requested by another patron.
 - c. Students will be charged \$.10 per day per item for overdue materials with a maximum of \$2.50 per item late fee.
 - d. Videos may be checked out overnight and fined \$.50 daily with a maximum charge of \$5.00.
4. Students with library obligations will be denied check-out privileges until their obligations are cleared.
 - a. **Students are encouraged to clear library obligations quickly.**
 - b. **Students who have not cleared fine obligations by the end of the school year must pay their obligation before they can pick up registration materials for the following school year.**
 - c. **Students are responsible for all materials they check out.**
5. Lost, stolen or damaged materials must be paid for by the student.
6. **No food, gum or drinks are allowed in the Library Media Office.**
Please remember: if you need help, see the Teacher Librarian or the Library Technician.

TEXTBOOK PROCEDURES

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

DAMAGED BOOK CHARGES

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

•Minor liquid damage (Book still usable, no mold):	\$ 5.00
•Major liquid damage (Any mold, discolored pages):	Replacement cost of book
•Inside pages damage (Tears, highlighting, writing):	\$ 1.00 per page
•Minor cover damage (Bent corners, excessive wear):	\$ 5.00
•Major cover damage: (Excessive writing inside/outside of cover; torn or broken cover)	\$12.00
*Exception: Perm abound books	\$ 2.00
•Cover missing: Replacement cost of book	Replacement cost of book
•Minor spine damage:	
Slightly loose:	\$ 5.00
Loose; usable for another year	\$10.00
•Major spine damage:	Replacement cost of book
(No longer usable; needs to be discarded)	

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

NURSE'S OFFICE

LOCATION

The health office is located in the Administration office. Parents may stop at the receptionist's desk for directions when coming to pick up an ill/injured student.

The Reagan Educational Center has a health office available to students, faculty, and staff. A full time registered nurse and a part-time trained health assistant are available every school day from 7:30-3:30. Parents and court-appointed guardians are the only persons able to give permission for a student to be excused from school through the health office.

EMERGENCY CARDS (IMPORTANT)

Keep emergency cards updated with current home and work telephone numbers. Provide names and phone numbers of relatives or friends who should be contacted in the event that a parent is unable to be reached. With very busy schedules, it is often difficult to reach a parent or responsible adult when students become ill or injured. Keep your child posted on your whereabouts. **A PARENT OR LEGAL GUARDIAN must sign the authorization allowing the school to seek emergency treatment for their child.** This authorization is located on the back of the emergency card. This signature also gives the school permission to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at (559) 327-4018.

School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

1. Mandated vision and hearing tests.
2. Complete special education and 504 health assessments.
3. Ensure immunizations are compliant with CA state law.
4. Provide health education resources for school staff, students and parents/guardians.
5. Maintain student health records.
6. Contact parents/guardians regarding health problems and/or excessive absences.
7. Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
8. Develop health/safety plans for students with high risk medical diagnosis.

FIRST AID, ILLNESS, & INJURIES

If a student becomes ill or injured at school, he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature, or if a student is too ill to remain at school. School nurse is available to consult with parents/guardians regarding health problems upon request. Injuries which occur at home should be cared for at home. After an extended illness, communicable disease, or injury, the student should follow up with the school nurse for any needed care or accommodation. If your child has one of the following, he/she should be kept at home:

1. Illness with fever of 100.0 or greater
2. Vomiting /diarrhea
3. Illness affecting child's ability to learn
4. Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat)
5. Fever of 100.0 or greater within the last 24 hours
6. 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. The Reagan Educational Center administration asks for parent/guardian cooperation in keeping students out of school and school activities if there is reason to believe their student has a contagious disease (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Student may not return until the following criteria are met:

1. Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.
2. Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.
3. Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

Most students entering intermediate and high school have completed their immunization requirements for entrance into school. Required immunizations are as: Polio (IPV/OPV-series and booster; Tetanus (DPT, dT, DTaP)-series and TDAP booster; Measles, Mumps, Rubella (MMR)- 2doses; Hepatitis B (HEP B)-series of 3 doses; Varicella (chicken-pox) at least one, but 2 is recommended; Tuberculosis Screening-a Mantoux TB skin test (PPD) is required for all students entering a CUSD school for the first time. A repeat PPD may also be required if your student has been out of the United States after starting in a CUSD school. **All students in grades 7-12 are required to have a current TDap immunization or they will not be allowed to attend school per California State Law.**

Other immunizations which are recommended are: Human Papaloma Virus (HPV) recommended for females ages 9-11, however if not received during this age group, it is still recommended & available to older teens; Meningitis (Menactra) is recommended for all college students living in dorms.

MEDICATIONS

Students may NOT carry medications on campus, including over the counter medications. All medication must be clearly labeled and is to be kept in a locked cabinet in the Health Office; the only exception to this policy is an inhaler. All medication, including inhalers, prescription meds, & over-the-counter meds, are to be reviewed by the school nurse. A "Medication at School" form signed by the parent and physician must be presented to the school nurse (and renewed each academic school year) for all medication which is to be administered at school.

The Health Office does not keep medication for general student use.

Education Code Section 49423 defines certain requirements for administration of medication, ".....any pupil who is required to take, during the school day, medication prescribed for him/her by a physician, if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which

such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement."

SPECIAL HEALTH NEEDS

If your child has special needs i.e., diabetes, asthma, seizure disorder, bee sting allergy, chronic illness, or physical limitations, please contact the school nurse **BEFORE the FIRST week of school.**

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

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

PHYSICAL EDUCATION (P.E.) MEDICAL EXCUSE POLICY

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

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

SHORT TERM (4 weeks or less)

Physician Excuse

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

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

LONG TERM (greater than 4 weeks)

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

Students will be required to complete make-up work in the form of a 2-page report on the particular unit of study for every week they are excused from P.E.

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

CUSD CATEGORICAL PROGRAM INFORMATION 2013-2014

"Children Are Our Most Precious Resource"

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

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

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

School Site Council (SSC)
English Language Advisory Committee (ELAC)
District Advisory Committee (DAC) and School Advisory Committee (SAC)
District Learner Advisory Committee (DELAC)
District Migrant Education Parent Advisory Committee
District Indian Education Parent Advisory Committee (IPAC)
School and District level School Assessment Review Team (SART)
Intercultural and Diversity Advisory Council (IDAC)

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

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

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

District Advisory Committee (DAC)/School Advisory Committee (SAC): If a district uses Economic Impact Aid (EIA) funds for State Compensatory Education programs, as Clovis does, it is required to have both a SAC and a DAC. The SAC and DAC is an advisory committee for the purpose of advising schools and district regarding compensatory education programs. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

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

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

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

Rationale

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

Philosophy

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

Categorical Program Descriptions

- **21st CCLC Grant** - This state- administered, federally funded program provides five year grant funding to establish or expand before and after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the 21st CCLC program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of these programs are to: 1) improve academic achievement, 2) provide enrichment opportunities that reinforce and complement the academic program, and 3) offer Family literacy and related educational development services.
- **After School Safety and Education Funds (ASES)** - This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe

environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.

- **Economic Impact Aide (EIA)** - A state-funded program to provide supplementary services to meet the needs of English Learners, students not meeting proficiency on the state tests, and socio-economically disadvantaged students.
- **4. Title I, Part A (Improving the Academic Achievement of the Disadvantaged)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
- **5. Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families.
- **6. 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.
- **7. Title III (Language Instruction for English learners (ELs))** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and helping these students meet the same challenging State standards required **of all other students.**
- **8. Title VII (Indian Education Formula Grant)** - A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

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

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