

# 2022-2023 Garfield Parent Handbook

## Clovis Unified School District

We are the Cubs and we're proud to say  
"Red, white, and blue every day!"



1315 N. Peach Ave.  
Clovis, CA 93619  
(559) 327-6800  
www.garfield.cusd.com

### Important Dates

Aug. 22, 2022	First Day of School	Jan. 9, 2023	Staff Development Day
Aug. 31, 2022	Back to School Night	Jan. 16, 2023	Martin Luther King Day
Sept. 5, 2022	Labor Day	Feb. 13, 2023	Lincoln's Birthday
Oct. 7, 2022	Carnival	Feb. 20, 2023	Presidents Day
Oct. 28, 2022	Elementary Conf. Day	Mar. 31, 2023	Open House
Oct. 31, 2022	Staff Development Day	Apr. 3-10, 2023	Spring Break
Nov. 11, 2022	Veteran's Day	May 26, 2023	State Track Meet
Nov. 21-25, 2022	Thanksgiving Break	May 29, 2023	Memorial Day
Dec. 26-Jan. 6, 2023	Winter Break	June 9, 2023	Last Day of School

### Kindergarten

<b>AM Regular Schedule</b>	7:45 - 11:15	<b>PM Regular Schedule</b>	11:20 - 2:50
<b>AM Early Release</b>	7:45 - 10:30	<b>PM Early Release</b>	10:35 - 1:20

### First – Third

Regular Schedule		Early Release		Rainy Day	
8:00	1 <sup>st</sup> Bell	8:00	1 <sup>st</sup> Bell	8:00	1 <sup>st</sup> Bell
8:05	Tardy Bell	8:05	Tardy Bell	8:05	Tardy Bell
10:05-10:25	Recess	10:05-10:25	Recess	10:05-10:25	Recess
11:25-12:15	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch	11:25-12:15	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch	11:25-11:55	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch
11:55-12:45	3 <sup>rd</sup> Lunch	11:55-12:45	3 <sup>rd</sup> Lunch	12:05-12:35	3 <sup>rd</sup> Lunch
2:50	Dismissal	1:20	Dismissal	2:50	Dismissal

### Fourth - Sixth

Regular Schedule		Early Release		Rainy Day	
8:00	1 <sup>st</sup> Bell	8:00	1 <sup>st</sup> Bell	8:00	1 <sup>st</sup> Bell
8:05	Tardy Bell	8:05	Tardy Bell	8:05	Tardy Bell
10:35-10:55	Recess	10:35-10:55	Recess	10:35-10:55	Recess
11:55-12:45	4 <sup>th</sup> Lunch	11:55-12:45	4 <sup>th</sup> Lunch	12:05-12:35	4 <sup>th</sup> Lunch
12:25-1:15	5 <sup>th</sup> & 6 <sup>th</sup> Lunch	12:25-1:15	5 <sup>th</sup> & 6 <sup>th</sup> Lunch	12:45-1:15	5 <sup>th</sup> & 6 <sup>th</sup> Lunch
2:50	Dismissal	1:20	Dismissal	2:50	Dismissal

### CA State Track Meet

Grades 1 – 6	8:05 am – 12:35 pm
AM/PM Kindergarten	7:45 am – 11:15 am
Transitional Kindergarten	7:45 am – 11:15 am

Principal Jennifer Bump  
GIS Methinee Bozeman  
Office Manager Nancy Sternfels

## **Message from the Principal**

On behalf of the faculty and staff, welcome to Garfield Elementary School, Home of the Cubs. We look forward to working in partnership with you to provide the best education possible for your children. The Garfield program reflects our belief in high standards and high expectations in the Buchanan Area. We are committed to maintaining a strong academic program using innovative approaches with a focus on continuous improvement for all students. This handbook has been prepared to provide a convenient reference for basic and essential information concerning the operation of the school. We are dedicated to teamwork and maintaining a tradition of excellence at Garfield Elementary. We are eager to work with you and your children to make this a rewarding and productive year.

## **Air Quality Precautions**

CUSD has established Board Policy No. 2403 to lessen and prevent unhealthful consequences from polluted air conditions and to respond to mandates issued by the San Joaquin Valley Air Pollution Control District. Allowances will be made for any student experiencing health problems whenever the AQI reaches unhealthy for sensitive groups range (above 101). There will be mandatory restrictions of physical activities in school or at school-sponsored activities during episodes of poor air quality or Health Advisory episodes as outlined in Exhibit No. 3514.

## **Arrival Time at School**

Supervision is provided only during the school day, beginning at 7:40 am. Students who are enrolled in Campus Club may be on campus before that time. The Garfield library does not open until 7:40. Any students found on campus prior to 7:40 will be assigned consequences.

## **Attendance Policy**

Should your child be absent from school for any reason, please call the school office, use the "Report an Absence" link on the Garfield app or Garfield website, or send a doctor's note to the office when your child returns. Pursuant to California Education Code 48200, parents or guardians are responsible for sending students to school for the entire day. All absences and tardies must be cleared through the office and not the classroom teacher. Parents/guardians must contact the school within five days to clear an absence. Students with one or more unexcused tardies are not eligible for perfect attendance. Additionally, students on independent study are not eligible for perfect attendance

## **Block "G" Award**

The Garfield Block "G" Award is the highest award a student may earn. Students in grades 4-6 are eligible for this award. The criteria for earning this award reflect a range of participation, achievement and service which exemplifies the Clovis Unified Spartan model of achievement in Mind, Body and Spirit. In order to earn the Block "G" Award student must accrue points in each category as outlined in the Block "G" handbook and scoring sheet. Students earning this prestigious award will receive a Block "G" plaque/disc presented at a special ceremony at the end of the school year.

## **Bus Rules and Regulations**

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 and participate in activities. Board Policy requires passengers to follow instructions of the bus driver. All school and CUSD regulations apply while students are aboard the bus (school or

charter bus).

### **Bus Rules of Conduct:**

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

## **Campus Club**

Before and after school childcare may be available through the Campus Club program. Campus Club begins at 7:00 am and ends at 6:00 pm. Prices vary according to hours. For more information call 327-9160.

## **CHARACTER COUNTS!**

CHARACTER COUNTS! is a widely implemented approach to character education, which has been adopted by the Clovis Unified School District. CHARACTER COUNTS! is a framework based on basic values called the Six Pillars of Character which include: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Garfield Elementary uses the pillars to advance curricular and behavioral goals.

## **Deliveries**

No flowers, balloons, or special deliveries will be accepted by the office. No phone orders or food delivery orders such as Door Dash, Grubhub, or Uber Eats will be accepted. Students will not be summoned, and deliveries will not be made to the classroom. Students may not meet food delivery drivers during the school day.

## **Dismissal and Pick-Up of Students**

All students should go home immediately at the end of the school day or be picked up within 15 minutes unless they are involved in an after-school activity or are enrolled in Campus Club. Any student not in a co-curricular activity must be picked up after school and may not wait for an older sibling who is in a co-curricular activity, as the student will not be supervised. An administrator or teacher may request that a student remain after school, but only with parent permission. On game days, all students who regularly go home after school will do so unless they remain under adult supervision by a parent or guardian.

Parents picking up their children should use the loading zone on Nees Avenue. Parents should not park in parking stalls labeled for staff. They may park in unmarked parking stalls or use identified loading areas. Do not block parked cars while waiting for students. Parents and students must use the crosswalk when crossing Peach or Nees Avenue. Please do not jay-walk. The bus loading zone is directly in front of the school on Peach Avenue. After school supervision is not available in the office or the Garfield library. However, it is available through Campus Club. If you are not available to pick up your student on time every day, please call Campus Club at 327-9160 to make arrangements for after school care.

### **Early Dismissal**

School is dismissed at 1:20 pm every Wednesday for students in PM Kindergarten and grades 1-6. Students in AM Kindergarten are dismissed at 10:30 am every Wednesday. On May 26<sup>th</sup>, 2023 school will be dismissed at 12:35 pm to accommodate the State Track meet. Kindergarten will be released at 11:15 am on that date. June 9<sup>th</sup> will be the last day of school, and school will be dismissed at 1:20 pm.

### **Emergency Plan**

Garfield has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists, the Safe School Plan informs and mandates procedures that immediately provide consistent responses from school employees. Regular drills are planned and conducted to ensure appropriate reactions from students and school employees. Plans include fire, earthquake, lockdown, and facility alert.

### **Field Trips**

All field trips will be curriculum based to increase student achievement. Approved permission slips must be signed by a parent or guardian before a student can go on a field trip. Telephone permission is not allowed. In some instances, a fee may be asked to off-set the cost of the transportation on long distance field trips. Collection of money for field trips must be paid in advance; therefore, it is very important parents and guardians pay attention to the deadline for the permission slip and money needed for the trip. Chaperones for all field trips must adhere to CUSD guidelines for dress code and submit the CUSD volunteer application with picture ID and TB assessment no later than one week prior to the day of the field trip to allow for processing. For some field trips, finger printing may also be required. Due to limited bus space, not all interested chaperones may be able to attend every field trip. No other children may attend fieldtrips. All students are required to ride in the bus with their classmates. Students must return to school before parents can check them out; however, if Form 6153 is on file with the staff member supervising the field trip the student may be released to his/her parent/guardian.

### **Foggy Day Schedule**

During the winter months dense fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial A or B delay will be broadcast over most local radio and television stations. In such events, normal bus pick up times will be delayed. Even though busses are delayed, classes will begin at their usual start times. All students not using bus transportation are expected to be at school at the regular time.

### **Grading Policy**

Garfield students in grades 1-6 are graded on the following scale:

O = Outstanding  
S = Satisfactory  
N = Needs to Improve

A = 90-100% Outstanding work  
B = 80-89% Above average work  
C = 70-79% Average work  
D = 60-69% Below average work  
F = Below 59% Failing work

These criteria scales are ways to help parents see and understand their child's academic progress.

Students in kindergarten and 1<sup>st</sup> grade will also receive a district-wide report card based on standards and key assessments. More information about grading procedures will be shared at parent conferences.

### **Homework for Absent Students**

If your child is absent from school and you wish to request his/her homework, please email your child's teacher before 10:00 am. This will give the teacher time to gather materials and send the homework to the office for pick up after 3:30 pm. Teachers are not required to provide homework for unexcused absences.

### **Independent Study**

If a student is going to be absent from school (other than illness), the student should be placed on an Independent Study Contract. This contract is to be signed by the parent. All assignments are to be written on the contract and handed in completed once the student returns. **Parents must request the Independent Study Contract at least one week before the student will be absent from school.** This will allow time for the teacher and staff to prepare the work for the student. Independent Study Contracts are subject to state guidelines and may include but is not limited to rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of the request. Approval of contracts is at the principal's discretion. Students who do not return from Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. An Independent Study packet that is not returned or turned in incomplete will receive an unexcused absence for each day absent during the Independent Study. Students may not exceed 15 days on Independent Study per school year.

### **Loading Zones**

Parents must not leave their vehicles unattended in designated loading zones. This includes Kindergarten drop off and all red curbs. Vehicles left unattended may be ticketed or towed. Parents picking up their students should use the loading zone on Nees Ave.

### **Lost and Found**

To prevent the loss of items, be sure to mark all items of clothing your child may take off while at school with his/her full name. Label all items sent to school such as lunch bags, binders, etc. Garfield Elementary is not responsible for lost or stolen items. Weather permitting, lost and found will be displayed and then donated to charities at the end of each month.

### **Lunch**

Students should know if they are eating hot or cold lunch before leaving for school each day. If a student accidentally leaves their lunch at home, they may eat hot lunch instead.

Effort/Achievement

All dates, times, and information subject to change.

Students will not be permitted to call home for lunch as this is disruptive. If a parent drops off a forgotten lunch to school, there will be a table outside the office for them to place it on, labeled with their student's name, and **the parent should email the teacher**. The lunches will not be monitored and will not be delivered to students.

### **Office Hours**

The main office at Garfield Elementary is open on all school days from 7:00 am to 4:00 pm.

### **Parent Involvement**

At Garfield Elementary there are a variety of exciting ways parents can get involved. Parents can join the School Assessment and Review Team (SART), the School Site Council (SSC), the Intercultural Diversity Advisory Council (IDAC) or the Parent Teacher Club (PTC). They can also volunteer in the library, in the classroom at teacher discretion, or in the snack shack. Volunteers must complete the Clovis Unified Volunteer Application and TB Risk Assessment. Volunteers should dress appropriately and sign in at the office on arrival. Do not bring small children when volunteering.

### **Parent/Teacher Conferences**

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or emailing the teacher. Parents may not confer with teachers during class time. If cancelling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

### **Parent Visitation**

In the interest of safety, all visitors must report to the office and submit their ID through Raptor before being allowed on campus. Prior arrangements must be made with the teacher to work in or visit the classroom. All visitors without a Raptor name badge will be directed to the office. Teachers will not conference with parents during class time. Parents must report to the office when picking up their child for lunch and not to the classroom. Parents may not visit with students on the playground or in the amphitheater and may not loiter on campus during school hours.

### **Parent Teacher Club**

Please consider joining our Parent Teacher Club (PTC) by signing up at [www.garfieldptc.org](http://www.garfieldptc.org). Your support ensures participation in an organization that provides our students with activities and raises money for support of special purchases for the school. Meetings are announced in the school newsletter Paw Prints. PTC information is sent home at the beginning of each school year and can also be found through a link on the school website.

### **Physical Education**

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, 1312 AR which can be found at <http://boardpolicies.cusd.com/>.

### **Release of Students During School Hours**

When picking up students during school hours, all parents/guardians must sign their children out in the office. Students may not be picked up directly from the classroom.

Students will only be released to adults with verified identification that are identified on the Student Release Authorization filled out each year through the Annual Information Update process. Students will be called out of class when parents arrive and will not be called out of class early. Parents with court ordered custody must provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval. When picking up students for lunch, it must be within the student's lunch period.

### **Safety Concerns**

Please notify the office staff or administration if you have any on-site or off-site safety concerns that may impact the well-being of our students. Please remind your children to follow all safety rules, including using the crosswalk as the only area to cross the street. If your child walks to school, discuss the route they will take. Advise them to walk with a friend. They should always go straight home. If your child rides a bike, review all bike safety rules. Remind your child to wear a helmet at all times and lock their bike in the bike rack. All bikes and scooters must be walked on campus and in crosswalks.

### **School Meals**

Breakfast and hot lunches, which include milk, are available at no charge to students during the 22-23 school year

Students may not share food. Parents may drop off forgotten lunches at the table outside of the office, labeled with the student's name. The office will not be responsible for any food or lunch left on the table.

### **School Parties and Birthday Treats**

Room parents plan class parties during the year for each teacher. Room parents coordinate with the teacher for these events, which generally are scheduled at the end of the day. A small treat for birthdays is permitted, but please coordinate with your classroom teacher. Please do not deliver treats to classrooms. Be mindful of food allergies when selecting class treats. No balloon or gift deliveries can be sent to the school. Please do not distribute invitations to private parties at school.

### **Student Discipline**

Each student discipline situation is handled on a case-by-case basis. Discipline measures will first be addressed in the classroom. Progressive steps in the discipline process may be omitted depending on the severity of the infraction. The age of the child, behavior history, and the severity of the infraction will all be considered when progressive disciplinary decisions are made.

### **Tardies**

If your student reports to school after 8:05 am, he/she must first report to the office to obtain a tardy slip to be given to the teacher. If your student is late due to a doctor's appointment, please submit a note from the doctor to the attendance office.

### **Telephone Use**

Students should use the telephone in their classrooms only in the event the teacher directs them to do so. Students' cell phones are to be stored and turned off during the instructional day. Student use of their cell phone during the instructional day without permission will result in consequences. Phone calls from parents for their students will not be put through to the classroom. The office is unable to relay messages to your student without disrupting the class, and may not reach them in a timely manner if they are out of the classroom. Therefore please confirm end of day pick up and other pertinent information before dropping off your child each day. In the event there is a family emergency, please contact the front office for assistance.

## **Volunteers**

A key part of Garfield's success is community involvement and volunteers are always needed. If you are interested, please talk to your child's teacher regarding how you can volunteer. All volunteers must conform to CUSD guidelines by submitting a volunteer application picture ID to the school office each year. TB assessments must be provided every four years. Volunteers should dress appropriately and sign in at the office with their ID. Do not bring small children with you when you volunteer. Volunteers may not use or enter student restrooms.

## **Withdrawing Your Child from School**

Should your family find it necessary to move out of the Clovis Unified School District, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least two days prior to your child's last day at school.
2. Return all library books, textbooks, uniforms, or musical instruments and pay any fines or loans.
3. A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of the Clovis Unified attendance area and have not notified the office your child can be withdrawn and your request for an intra or inter district transfer for your child to remain at Garfield may be denied. All financial obligations must be cleared before withdrawing.

The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator - Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, [SteveFrance@cusd.com](mailto:SteveFrance@cusd.com); Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com.

*This document is available on the Garfield website and may be updated throughout the year.*

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## NURSING SERVICES

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### School Nurse & School Health Services Assistant

**Health Services Assistant** will be in the health office 5 days a week. When necessary, the site H.S.A. will contact parents/guardians regarding illness and injuries that occur during the school day. All H.S.A. are CPR/First Aid certified. H.S.A. are also LVNs or RNs.

**Credentialed School Nurses** are on campus for the following:

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

### Reasons to keep students' home:

Temperature 100.0F or greater within 24 hours.

Illness affecting child's ability to learn.

Vomiting/Diarrhea.

Starting antibiotics within 24 hours.

Sore throat with headache and/or upset stomach.

Coughing that won't stop.

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## 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:

- Symptom free for 24 hours. This includes fever, vomiting, diarrhea, cough and rash.
- Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.
- Student should complete 24 hours of any prescribed antibiotic treatment prior to returning to school.

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### First Aid, Illness, Injuries

- If a student is injured or ill at school, he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and that the student has been educated to use the device.
- Injuries and illnesses occurring at home should be cared for at home.
  - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

## LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Student's must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Students must check in with the Health Office and be cleared to return to class. Class checks are no longer part of district guidelines. Refer to **Head Lice Guidelines** on the *CUSD Nursing Services website*.

**ALL Medications** - even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) must be checked in through the Health Office and require a physician order that must be updated at the Beginning of each School Year.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the *original container from the pharmacy*.
- The **Medication at School form** is available from the school or on the *CUSD district website – under Parent*.
- The Health office does not keep medication for general student use.

## **Immunizations – Refer to School Board Policy 2204**

### **First Grade Physical**

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical. **CHDP Form** is on the *CUSD website – Parent*.

### **Child Protective Services**

It is important parents understand that all school personnel are "Mandated Reporters" of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

## Physical Education Excuse

**Parent Notes- Students will be limited to 3 days per quarter for handwritten parental note excusals from PE. Doctor's note will be required after the 3 days.**

This note should include a diagnosis and specific date for returning to PE, as well as any limitations that might apply.

Doctor's note: If your child has an injury that requires student to remain out of PE they will also be held out of recess and sports.

## AIR QUALITY PRECAUTIONS

**Refer to School Board Policy 2403**

## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted. It is very important that the Health Office have updated contact information.

**If there is a change in contact information, please contact the Health Office to ensure the correct information is on your student's health information card.**

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## CLOVIS UNIFIED SCHOOL DISTRICT

### STUDENTS

#### Rights and Responsibilities

#### **DRESS AND GROOMING**

This administrative regulation specifies standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with Board Policy No. 5132.

#### 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 schoolwork; or 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.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
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 midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. 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.
7. Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
8. Straps on shoes and clothing must be fastened at all times.

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## CLOVIS UNIFIED SCHOOL DISTRICT

9. Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
10. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as “flip-flops,” “beach shoes,” “soccer sandals,” “zories,” and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
11. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes, or sandals without a heel strap. See Exhibit No. 5132(2).
12. No slippers will be allowed.
13. Excessively baggy pants are not allowed. Pants cannot exceed five inches (5”) when measured out from the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not drag on the ground. Pant hems must not be stapled or pinned.
14. Sleepwear is not permissible.
15. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
16. If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
17. Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
18. Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
19. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.

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## CLOVIS UNIFIED SCHOOL DISTRICT

20. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotions, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination or harassment of race, religion, or sexual orientation.

21. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils).

### B. Grooming

1. Hair shall be clean and neatly groomed.

2. Hair, beard, or mustache styles which disrupt the learning environment are not acceptable, e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.

3. Bangs or other hairstyles must not obstruct nor interfere with vision.

4. 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.

5. Tattoos, permanent or temporary, must be covered at all times.

### C. Jewelry

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

### D. Exemptions

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 Board Policy No. 5132.

2. A petition for an exemption from enforcement of a specified portion of Board Policy No. 5132 (see Exhibit No. 5132(1) – Petition for Waiver of Dress and Grooming Compliance) may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent of School Leadership within 30 calendar days of the denial.

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- a. In the event that an appeal does not raise allegations within the District's uniform complaint procedures (UCP) in Board Policy No. 1312.3, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent of School Leadership 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 of School Leadership shall be final.
- b. In the event that the allegations raised in the appeal are determined to fall within the District's UCP in Board Policy No. 1312.3, the District will use the District's UCP process to investigate and respond to the appeal rather than the above appeal process. Consistent with law and Board Policy and Administrative Regulation No. 1312.3, any appeal of that decision may be appealed to the California Department of Education.

### E. School Uniform Policy

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school S.A.R.T. committee and the site principal.
2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.
3. For a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.
4. The Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
5. The school site shall notify all parents or guardians no less than six months prior to the time the uniform policy is implemented.
6. Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students and a procedure for parents/guardians to opt out of the policy shall be in place.

Adopted: 06/04/1975

Reviewed: 05/28/2008, 05/27/2009, 05/26/2010

Amended: 05/23/1984, 05/28/1986, 06/28/1989, 01/04/1978, 05/28/1980, 05/22/1985,  
06/08/1988, 07/08/1992, 06/25/1993, 01/26/1994, 06/08/1994, 05/24/1995,

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03/27/1996, 03/17/1997, 06/18/1997, 01/28/1998, 01/09/2002, 06/26/2002,  
08/24/2005, 06/14/2006, 05/23/2007, 03/08/2011, 06/12/2013, 01/15/2014,  
04/06/2016, 10/24/2017, 07/01/2019, 07/21/2021 (AR 2105 renumbered as AR  
5132), 01/12/2022

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