

BUCHANAN HIGH SCHOOL

Home of the Bears



STUDENT – PARENT

HANDBOOK

2024-2025

1560 N. MINNEWAWA AVENUE · CLOVIS, CA 93619

(559) 327-3000 · FAX (559) 327-3090

Attendance Hotline: 327-3037

<https://bhs.cusd.com/>

Building Unity, Committed to Excellence

BUCHANAN HIGH SCHOOL 2024-2025 Bell Schedule



MONDAY FLEX SCHEDULE (PERIODS 1-7)			
Period	Start	End	Minutes
PERIOD 0	7:30 AM	8:23 AM	53
WARNING BELL	8:23 AM	8:23 AM	0
PERIOD 1 (Flag Salute)	8:30 AM	9:16 AM	46
PERIOD 2	9:23 AM	10:09 AM	46
BREAK	10:09 AM	10:12 AM	3
Flex	10:19 AM	11:03 AM	44
PERIOD 3	11:10 AM	11:56 AM	46
PERIOD 4	12:03 PM	12:49 PM	46
LUNCH	12:49 PM	1:28 PM	39
PERIOD 6 (Announcements)	1:35 PM	2:24 PM	49
PERIOD 7	2:31 PM	3:18 PM	47
TUESDAY/WEDNESDAY (COLLABORATION BLOCK SCHEDULE)			
Period	Start	End	Minutes
PERIOD 0 (Tuesdays only)	7:30 AM	8:23 AM	53
TEACHER COLLABORATION	8:00 AM	8:33 AM	33
WARNING BELL	8:33 AM	8:33 AM	0
PERIOD 1-2	8:40 AM	10:36 AM	116
BREAK	10:36 AM	10:39 AM	3
PERIOD 3-4	10:46 AM	12:39 PM	113
LUNCH	12:39 PM	1:18 PM	39
PERIOD 6-7	1:25 PM	3:18 PM	113
THURSDAY/FRIDAY SCHEDULE (REGULAR BLOCK SCHEDULE)			
Period	Start	End	Minutes
PERIOD 0	7:30 AM	8:23 AM	53
WARNING BELL	8:23 AM	8:23 AM	0
PERIOD 1-2	8:30 AM	10:29 AM	119
BREAK	10:29 AM	10:32 AM	3
PERIOD 3-4	10:39 AM	12:35 PM	116
LUNCH	12:35 PM	1:14 PM	39
Period 6-7	1:21 PM	3:18 PM	117

SPIRIT/ASSEMBLY SCHEDULE			
Period	Start	End	Minutes
PERIOD 0	7:30 AM	8:23 AM	53
WARNING BELL	8:23 AM	8:23 AM	0
PERIOD 1-2	8:30 AM	10:10 AM	100
BREAK	10:10 AM	10:13 AM	3
PERIOD 3-4	10:20 AM	11:57 AM	97
SPIRIT/ASSEMBLY	12:04 PM	12:55 PM	51
LUNCH	12:55 PM	1:35 PM	39
PERIOD 6-7	1:41 PM	3:18 PM	97
MINIMUM DAY SCHEDULE (STATE TRACK MEET & LAST DAY OF SCHOOL)			
Period	Start	End	Minutes
PERIOD 1	8:30 AM	9:05 AM	35
PERIOD 2	9:12 AM	9:46 AM	34
BREAK	9:46 AM	9:49 AM	3
PERIOD 3	9:56 AM	10:30 AM	34
PERIOD 4	10:37 AM	11:11 AM	34
LUNCH/PERIOD 5	11:11 AM	11:26 AM	15
PERIOD 6	11:33 AM	12:07 PM	34
PERIOD 7	12:14 PM	12:48 PM	34

BUCHANAN HIGH SCHOOL PHILOSOPHY



MOTTO

“Building Unity, Committed to Excellence”

MISSION

Buchanan High School will provide a safe and inclusive environment where all students become informed and productive citizens by teaching approved content standards, modeling appropriate academic and social-emotional behavior, and providing support systems, guiding all students to reach their full potential.

CORE VALUES

- All students can learn.
- Education is a journey of continuous improvement involving the school, the family and the community.
 - Preparation, work ethic, and accountability promote achievement.
 - Public responsibility and citizenship promote unity.
 - Together we succeed; It’s people not programs.

CRITICAL LEARNER OUTCOMES FOR ALL BHS GRADUATES

- Students will be critical thinkers and problem solvers.
 - Students will show integrity and respect.
- Students will have a growth mindset and resilience.

ALMA MATER

Standing tall in proud display of
Strength and loyalty
We are forging bonds of kinship
Bears, we’ll always be

We salute the Red and Blue
Our pride will never die
Hail to you, our Alma Mater
Hail Buchanan High!

Roger Bergman and Key Poulan
August, 1994

PRINCIPAL'S MESSAGE

Hello Bear Nation,

My name is Omar Hemaïdan, and I am proud to be the principal at Buchanan High School. As a community member for 29 years, the Buchanan Area is a special place my family calls home. With three Buchanan graduates (Classes of 2017, 2021, and 2023), my wife and I have appreciated our kids' excellent education at Buchanan. This comprehensive site truly values ALL students in Mind, Body & Spirit.

In the Fall of 1996, I was fortunate to have started my teaching career at Buchanan High School. At that time, peach orchards and an occasional country home surrounded BHS. Although some orchards remain, this community has grown, and Buchanan has become one of the most respected schools in California. Its rich history and success encompass academics and various programs, including athletics, visual and performing arts, and Career Technical Educational programs. After 28 years in education, I am thrilled to be part of a school that has tremendously impacted our community.

In Bear Nation, we value the community and consider parent/guardian involvement a true partnership necessary for student success. As an educational team, we are honored to work with you and are committed to ensuring your students feel valued and supported throughout their academic journey.

We are excited to start the upcoming school year and encourage all parents to stay informed by visiting our website, the CUSD App, social media platforms, and Parent Connect. These useful tools will provide you with valuable information throughout the year. We look forward to a wonderful 2024-25 school year. Go Bears!

Sincerely,

Omar Hemaïdan

Frequently Requested Numbers/Services

Call 327- 3000 and request the following extension:

Activities – Club Information, Dances, ID Cards	Activities	73264
After School Labs - Intervention	Student Services	73331
Athletics Schedules	Athletics	73271
Attendance	Attendance	73435 / 73436
Bus Transportation - Schedules & Questions	CUSD Transportation	327-9700
Career Information Center	Career/Counseling Center	73146
Counselors	Counseling Center	73138
CTE / ROP Information	Office 100	73182
Finances, Obligations, Parking Permits	Finance Secretary	73435
Health Office/Nursing Service	Health Office	73077 / 73078
Guest Passes (Dances)	Student Services	73331
Insurance – Athletics / Study Table	Athletics	73271
Mental Health Counselor	Main Office	73074
PE Lockers	Athletics	73271
Peer Counseling	Peer Counseling Advisor	73156
Psychological Services	School Psychologist	73389 / 73393
Scholarships	Counseling Center	73138
Student Leadership and Government	Activities	73264
Student Connect and Parent Connect	Data Processor	73438
Textbooks	Library	73081
Transition Team	Room 558	34420
Transcripts	Registrar	73443
Work Permits	Career/Counseling Center	73138
Yearbook	Yearbook Advisor	73161

School Calendar 2024-2025

July 22	Annual Information Update/Enrollment
August 15	Freshman Orientation
August 19	First Day of School
September 2	Labor Day – Holiday
September 16	Back-To-School Night
September 16	Senior Parent Night
September 27	6 Week Grading Period (Progress Report)
October 4	Homecoming Football Game
October 26	Sadie Hawkins Dance
November 1	12 Week Grading Period (Progress Report)
November 11	Veterans’ Day – Holiday
November 18	National Honor Society (NHS) Induction Ceremony
November 25 – 29	Thanksgiving Break
December 2	School Resumes
December 17 – 19	First Semester Finals
December 20	End of Fall Semester – Report Card
December 23 – January 6	Winter Break
January 7	School Resumes
January 20	Martin Luther King, Jr. Day – Holiday
February 10	Lincoln’s Birthday – Holiday
February 17	Washington’s Birthday – Holiday
February 21	6 Week Grading Period (Progress Report)
April 11	12 Week Grading Period (Progress Report)
April 14 – April 21	Spring Break
April 22	School Resumes
April TBA	Athletic Scholarship Dinner
April 30	Military Signing
May 13	California Scholarship Federation (CSF) Ceremony
May 19 - 22	Senior Finals & Make-ups
May 22	Senior Completion Day “White Card Day”
May 26	Memorial Day – Holiday
May 23	Senior Farewell Assembly, Yearbook Dedication & Athletes of the Year
May 27	Scholarship Awards Night
May 27	Elementary Graduation Walk
May 29	Grad Nite
May 28, 29, June 2 & 3	Mandatory Graduation Practice
June 3	Graduation
June 3 – 6	Underclassmen Finals
June 6	Last Day of School

**dates subject to change

BUCHANAN HIGH SCHOOL ADMINISTRATION

Leadership Team

Omar Hemaidan	Principal
Noelle Golling	Deputy Principal
Methinee Bozeman	Learning Director
Simi Gill	Learning Director
Dr. Latisha Pitts	Learning Director
Jonathan Slater	Learning Director
Jennifer O'Meara	Athletic Director Learning Director
Deanna Certain	Activities Director

Counselors

Troy Wagner	Head Counselor
Tracy Brandon	Counselor
Mandie Engelbert	Counselor
Daniel Felix	Counselor
Connor Loggins	Counselor
Stacy Rudolph	Counselor
Jessica Salazar	Counselor
Sarah Tozlian - Reyes	Counselor

BUCHANAN HIGH SCHOOL 2024-2025

Principal – Omar Hemaidan
Office Manager – Nancy Majors
Vision, Core Values, Curriculum and Instruction, Personnel, Budget, Activities, Staff Evaluation, Athletics, Master Schedule, Technology Services

Deputy Principal – Noelle Golling
Administrative Assistant – Annette Burger
Facilities/Plant, Campus Operations, Campus Safety, Event Coordination, Student Services, Code of Ethics, Complaint Procedures, Master Calendar, Business Support Services, Library Services, Counseling/Psychological Services, Graduation Planning, Senior Off Campus Passes, School Communication, Volunteers

<p>Learning Director <i>Simi Gill</i></p> <p>Administrative Assistant <i>Jennifer Holtermann</i></p> <p><i>Curriculum and Instruction, Staff Evaluation, Student Services Support</i></p> <p>English/ELD Categorical Peer Counseling Clovis Support Intervention (CSI) Instrumental Music</p> <p>ACTIVITIES Academic Awards 7-12 Band/Color Guard/ Jazz/Orchestra California Scholarship Federation National Honor Society Clovis Support and Intervention (CSI) Yearbook</p>	<p>Learning Director <i>Methinee Bozeman</i></p> <p>Administrative Assistant <i>Crystal Potter</i></p> <p><i>Curriculum and Instruction, Staff Evaluation, Student Services Support</i></p> <p>Credit Recovery Business/Student Store Career/Technical Education/ROP Electives Industrial Technology Social Science Special Education Visual Arts</p> <p>ACTIVITIES Academic Decathlon CUSD Art Awards Art Competition History Day Mock Trial ROP Competitions</p>	<p>Learning Director <i>Jonathan Slater</i></p> <p>Administrative Assistant <i>Elaine Armo</i></p> <p><i>Curriculum and Instruction Staff Evaluation Student Services Support</i></p> <p>Choir Drama Energy Academy Health Mathematics Science</p> <p>ACTIVITIES Choir Drama Math Team Robotics Schools to Watch Science Bowl Science Fair Science Olympiad</p>	<p>Athletic /Learning Director <i>Jennifer O'Meara</i></p> <p>Administrative Assistant <i>Lorie Ruth</i></p> <p><i>Oversees Athletic Program Monitors Athletic Budget Staff Evaluation Curriculum and Instruction</i></p> <p>Physical Education</p> <p>ACTIVITIES Athletic Awards Athletic Eligibility Athletic Facilities Code of Ethics Fundraising Game Management NCAA/NAIA Requirements Physical Fitness Testing</p>	<p>Learning Director <i>Latisha Pitts</i></p> <p>Administrative Assistant <i>Miranda Hernandez</i></p> <p><i>Student Services Curriculum and Instruction Staff Evaluation</i></p> <p>AVID Student Services Transition World Languages</p> <p>ACTIVITIES Conflict Resolution Student Discipline Student Relations Liaisons Youth Court Mandatoritorial Intervention</p>	<p>Counseling & Career Center</p> <p>Head Counselor <i>Troy Wagner</i> Secretary <i>Elise Souza</i> <i>Supervises Counselors, Counseling Services</i></p> <p>Career Center <i>Tara Rowland</i></p> <p>Counselors: <i>Tracy Brandon</i> <i>Mandie Engelbert</i> <i>Daniel Felix</i> <i>Connor Loggins</i> <i>Jessica Salazar</i> <i>Sarah Tozlian-Reyes</i> <i>Stacy Rudolph</i></p> <p>Academic and Social-Emotional Counseling College and Career Preparation and Planning College and Post-Secondary Admissions Military Information NCAA Clearinghouse SARBs Scholarship and Financial Aid AP Testing</p>	<p>Activities Director <i>Deanna Certain</i></p> <p>Administrative Assistant <i>Tracey May</i> <i>School Activities and Leadership</i></p> <p>ACTIVITIES Associated Student Body Fundraising Graduation Planning Human Relations Multicultural Awareness Link Crew New Student Orientation Philanthropy Rallies and Assemblies Senior Activities Student Leadership Intramurals Social Media Coordinator Pep & Cheer Class/Club Advisors</p>	<p>Transition Coordinator <i>Marcos Martinez</i></p> <p>ACTIVITIES Coordination of Transition Team</p> <p>Feeder School Liaison Parent Outreach</p>
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Special Education and Mental Health Support:

Shelley Taber – Program Specialist, Special Education
 Scott Berglund and Kris O'Rourke – School Psychologist
 Mental Health/Social & Emotional Counselor: Trish Orr Counseling
 and Support Services · Group Support · Student Study Team
 504 Evaluation · Special Education IEP Support
 STAR Program Mediation · Special Education Evaluation

C.U.S.D. DISTRICT ADMINISTRATION

Corrine Folmer, Ed.D.
District Superintendent

Norm Anderson
Deputy Superintendent

Michael Johnston
Associate Superintendent
Administrative Services

Barry Jager
Associate Superintendent
Human Resources

Denver Stairs
Assistant Superintendent
Facilities Services

Jennifer Thomas
Assistant Superintendent
Clovis East Area

Kevin Kerney
Assistant Superintendent
Buchanan Area

Darin Tockey
Assistant Superintendent
Clovis North Area

Susan Rutledge
Assistant Superintendent
Business Services

Mark Hammack, Ed.D.
Associate Superintendent
School Leadership

Erin Waer
Associate Superintendent
Curriculum and Instruction

Scott Dille, Ed.D.
Assistant Superintendent
Clovis Area

Kristen Belknap, Ed.D.
Assistant Superintendent
Clovis West Area

Steve France
Assistant Superintendent
Educational Services Area

Monica Castillo
Assistant Superintendent
Instructional Service

2024-2025 C.U.S.D. GOVERNING BOARD

David DeFrank
Board President

Hugh Awtrey
Board Vice-President

Steven G. Fogg
Board Clerk

Clinton Oliver
Board Member

Yolanda Moore
Board Member

Deena Combs-Flores
Board Member

Tiffany Stoker-Madsen
Board Member

DISTRICT PHILOSOPHY



CUSD VISION

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

CUSD MISSION

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

CUSD AIMS

Maximize achievement for ALL students.
Operate with increasing efficiency and effectiveness.
Develop, sustain, and value a quality workforce.

CORE VALUES WHICH ARE NON-NEGOTIABLE

STUDENTS

Educate the whole child in Mind, Body and Spirit
A fair break for every kid
Every child can learn and we can teach every child
Meet the educational needs of all students
Student based decision making

Employees

It's people, not programs
Support our employees
Mutual respect
Professionalism
Commitment
Shared decision-making
Accountability – high standards both
Individually and collectively
Area concept
Site-based management
Agility

Community

Education is a partnership
Parent involvement
Community involvement
Business partnerships
Collaboration with stakeholders
Mutual respect

Schools and Facilities

World class
Community centered
Kids deserve the best
Community accessible

Expectations

Continuous improvement
Quality education
Clear expectations
Win with class, lose with dignity
Do the right thing
Integrity
Innovation
Forward thinking
The higher the expectation,
the greater the achievement

HOW CAN PARENTS BE INVOLVED AT BUCHANAN

SCHOOL ASSESSMENT REVIEW TEAM (SART)

A parent forum that meets eight times per year. At Clovis Unified, parents and community members are active participants in decision-making processing and in evaluating the quality of programs serving their children. Apart from the traditional school site council and parent club, a body called the School Assessment Review Team exists to provide a forum to learn about a school and to influence the leadership regarding the operation of the school. Each Clovis Unified school has a SART committee, which serves as a vehicle of communication and as an advisory body to the principal.

PARENT OUTREACH- (IDAC/INTERCULTURAL AND DIVERSITY ADVISORY COUNCIL)

Clovis Unified School District identifies three focus groups: African American, Hispanic, and Hmong students to provide outreach as minority populations. The Buchanan Educational Center hosts outreach meetings each year. All parents are welcome to attend. Each group identifies areas they would like to review and then, presentations include this information. This group is an extension of SART and will be the Intercultural and Diversity Advisory Committee as well. The IDAC is a council with members at the site, Buchanan Area feeder schools, and district members. The focus groups address concerns and/or strategies for improvement at the site, area, and district level.

BUCHANAN FOUNDATION

The Foundation is the high school Parent Teacher Club. This group is primarily a fundraising and support team for the students, staff and community at large. The purpose of the BHS Foundation is to involve membership in supporting scholarships for graduating seniors, grants for teachers, academic teams, and other projects to improve the school. Membership is open and board positions are available every two years.

SCHOOL SITE COUNCIL (SSC) AND ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

(Refer to page 76)

VOLUNTEERS

There are a number of ways that parents can volunteer time on the campus and working to support our students and teachers. Contact the Deputy Principal's office for more information 327-3073

ACADEMIC POLICIES

SCHEDULE CHANGE REQUEST

If a schedule change is desired, students must fill out a Class Change Request Form through the Counseling Center. Class changes will be considered but may not be granted due to prerequisites, class size and/or availability.

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 from a class will result in a "WF" grade on the student's transcript. A "WF" grade is computed as an "F" grade on the student's transcripts.

AP/HONORS COURSES AND ADD/DROP POLICY

Buchanan High School encourages students to challenge themselves academically. While we think it is best for students to give themselves time in a course to fully understand if the course is the right fit for them, we know this may not work for all students. Students in an AP or Honors course wishing to move into another AP or Honors course (i.e. AP Biology moving to AP Environmental Science, Honors Physics to Honors Environmental Sustainability) **may change classes at any time within the first 4 weeks of the semester.**

Students in an AP or Honors course wishing to move to the general section of a class (i.e. Honors Chemistry to Chemistry, AP Composition to English 11) **must request the change before the 1st day of school. If not requested by then, students must stay in the AP/Honors course through the 3rd week of school.**

This time period will allow students to experience the course fully. Students may drop an AP or Honors course between the 4th week of the semester until the end of the 6th week as long as there is a comparable course to change to (i.e., AP Psychology to Psychology). This policy is only in effect for AP and Honors courses while all other courses fall under the schedule change policy.

REPEATING A COURSE

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

1. Original grade earned was a "D" or "F".
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 original attempt will remain on the student's transcript with the letter grade and the credits changed to zero but will not count in the computation of the GPA.
6. A student who substitutes a grade by repeating a course will not qualify for the Valedictorian Award.

UNSCHEDULED CLASS PERIODS

Students requesting any unscheduled class period initiate that request through their counselor. Approval is to be determined by the deputy principal. The specific period will be determined based on availability.

FINAL EXAMS

It is the policy of Buchanan High School to not allow early finals for non-school related absences. A final exam must be given during finals week. If you have any questions, please contact your student's counselor.

Student should make every effort to be in school for final examinations. Students will not be allowed to make-up finals that are missed due to an unexcused absence.

HOMEWORK POLICY

Buchanan High School believes that students benefit from doing their homework because it provides:

- **practice on specific skills**
- **preparation for future class discussions/activities**
- **positive contribution to the student's grade**
- **a positive impact on student's preparation for upcoming tests or positively impacts the student's ability to pass the class and to receive class credit**

Students may choose to work in Academic Clinics in the Library from 3:30 pm to 5:15 pm, Tuesday through Thursday, where subject specific teachers are available to help tutor.

Teachers may assign consequences for students that do not complete homework assignments. Parents/Guardians will be notified for consequences assigned within the classroom.

GRADING CRITERIA

The grading criteria listed below are a general representation of the quality expectations for student work and the desired level of student participation. From this, each department may create its own rationale as to what differentiates quality expectations, desired student participation, and desired quantity of work.

Quality Indicators:

- Interpretation of ideas
- Application of skills and processes
- Critical thinking
- Presentation of assignments
- Creativity of work
- Mastery of course material

Participation Indicators:

- Initiation of ideas
- Contribution to class discussion
- Efficient use of time
- Cooperative actions toward group and class work
- Preparation for class

BHS GRADING CRITERIA

A Grade - Demonstrates superior levels of understanding and involvement regarding all quality and participation indicators.

B Grade - Demonstrates high levels of understanding and involvement regarding all quality and participation indicators.

C Grade - Demonstrates average levels of understanding and involvement regarding all quality and participation indicators.

D Grade - Demonstrates a minimal level of understanding and involvement regarding all quality and participation indicators.

F Grade - Demonstrates less than a minimal level of understanding and involvement regarding all quality and participation indicators.

INCOMPLETE GRADE

A student who receives an incomplete grade (I) at the semester has **six (6) weeks** of the next semester 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.

GRADE CHANGE POLICY

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 six (6) week grading period unless administrative approval is granted in advance for extenuating circumstances.

Teachers may establish a written plan for students to make up for 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.

EXTRA CREDIT

At the teacher’s discretion, **extra credit** assignments may be given and must not exceed 2% of the final grade. Assignments must be tied to the curriculum and must be outlined in the syllabus.

PARENT CONNECT/GRADE REPORTING (LINK ON WEBSITE)

Students and parents may view grades using Student or **Parent Connect** by accessing the Buchanan website. Teachers will update grades no less than two times per month. Progress report grades are issued on the **sixth** and **twelfth** week. Final grades are issued at the end of each semester. **Six-week, Twelve-Week and Final Semester grades will determine eligibility for sports, co-curricular activities, and student privileges.**

You may request a password by contacting our Data Processor at 327-3438.

PROGRESS REPORTS/DEFICIENCY NOTICES

Official school-wide notification of student’s progress is reported at the end of the six and twelve-week grading periods of each semester. These progress reports will be available through Parent and Student Connect. Parents/Guardians must be contacted and advised if a student is failing or in danger of failing prior to the end of the semester. The twelve-week progress report will serve as a deficiency notice to parents. If at any time parents have concerns or questions regarding their student’s progress, they should contact the teacher as soon as possible.

Progress Reporting Dates:

September 27, 2024
November 1, 2024
February 21, 2025
April 11, 2025

SEMESTER REPORT CARDS

Final grades are issued to students two (2) times a year at the end of each semester. All report cards will be available on Parent and Student Connect. Semester grades become part of a student’s permanent transcript.

Semester End Dates:

December 20, 2024

June 6, 2025

ACADEMIC SUPPORT

Academic support is integrated into your student's schedule through BEAR Hour – a weekly, 45-minute, flexible intervention period which is offered school-wide. You may also contact your student's teacher(s) for suggestions and support available to them both during the school day and after school hours. Additional information can be obtained by contacting your student's counselor. Academic Clinics are held Tuesday – Thursday from 3:30 – 5:15 in the BHS Library starting in September.

USE OF PLANNER

9th grade students will be supplied with a planner. In grades 10, 11, and 12, students are encouraged to continue to use this strategy to assist them in maintaining strong organizational skills.

UNIVERSITY, COMMUNITY COLLEGE COURSES AND DUAL ENROLLMENT

To be eligible, students must have a minimum 2.5 GPA for Juniors and Seniors (3.0 GPA for Sophomores) certified by counselor. The student must be on track for graduation (the college course cannot be included in the graduation requirement credits for BHS). If interested, contact your student's counselor.

ACADEMIC RECOGNITIONS

HONOR ROLL

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

1. Principal's Honor Roll - The principal will recognize those students earning an "A" grade in all classes.
2. High Honors – Each counselor will recognize those students who have earned a weighted GPA that is 3.75 and 3.99.
3. Honor Roll - Each counselor will recognize those students who have earned a weighted GPA that is between 3.25 and 3.74.

ACADEMIC BLOCK "B"

In recognition of academic achievement, Buchanan High School awards a Block "B" letter with an accompanying "Lamp of Knowledge" emblem to eligible students. To qualify for this honor, a student must have a minimum GPA of 3.25 and be involved in a Buchanan competitive academic team for two years. Qualifying students will be awarded their Block "B" through their coach or advisor.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

The California Scholarship Federation is a state honor society, which requires its members to take college preparatory classes and maintain a high-grade point average. Members have the opportunity to visit major colleges and universities throughout the school year.

At graduation, those seniors who have been members of CSF for four semesters during their sophomore, junior, and senior years (**one must be from their senior year, based on senior grades**) are declared CSF Life Members. These life members receive the gold seal of CSF on their diplomas, which is recognized by most colleges and universities throughout the nation. These students receive special recognition at graduation including the traditional gold cord.

Should a student need the last semester of their senior year to qualify for Life Membership, the advisor will rely on a progress report. **If a student does not qualify at that time, Life Membership will not be bestowed.**

Membership dues are \$10.00 that must be paid when signing up each semester. **Applications and dues should be brought to the CSF advisor to confirm grades and classes approved by the California Scholarship Federation.** (Additional information available on the BHS website or email brookconstable@cusd.com)

NATIONAL HONOR SOCIETY (NHS)

The purpose of The National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to further develop character in students. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Sophomores, juniors and seniors with a minimum cumulative GPA of 3.0, *may qualify for membership*. Candidates must have attended Buchanan High School the equivalent of one semester prior to membership consideration. A Student Information/Activities form will be required and will be available the first week of school. These students receive special recognition at graduation, including the traditional silver sash. NHS membership dues are \$20.00 that are paid upon acceptance. (Additional information available on the BHS website or email stefanipendergrass@cusd.com)

NATIONAL MERIT SCHOLAR

Students who enter the merit program in the current year by taking the preliminary SAT/National Merit Scholarship qualifying test the previous year and placed in the top five percent or more than one million other students.

VALEDICTORIAN AWARD

This is awarded to all graduates who have earned an “A” grade in all high school classes during their first seven semesters of high school. Students may not repeat a class. These students receive individual recognition at graduation.

SALUTATORIAN AWARD

This is awarded to all graduates who have earned all A’s and one B during their first seven semesters of high school. Students may not repeat a class. These students receive individual recognition at graduation.

ACADEMIC SCHOLAR OF DISTINCTION

This is awarded to all graduates who have earned a CSU weighted grade point average of 4.15 or higher during their first seven semesters of high school and have completed five or more advanced placement classes. These students receive individual recognition at graduation.

ATHLETIC SCHOLAR AWARD

This is awarded to varsity athletes with a 3.5 or above G.P.A. Fall awards will be presented at the end of the first semester. Winter/Spring awards will be presented at the end of the second semester.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

Seniors who have been members of AVID for a minimum of three years (including their senior year) will receive recognition and a special AVID adornment. These students must also complete a minimum of 20 hours of community service, complete at least one Advanced Placement course and take the corresponding AP test, be accepted into at least one four-year college (does not have to enroll), and take at least one appropriate college test (PSAT, PLAN, SAT, ACT) per year.

CALIFORNIA STATE SEAL OF BI-LITERACY

This state recognition is awarded to high school students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. Students will have the State Seal of Bi-literacy insignia placed on their diploma. The intent of this state recognition is to promote a linguistically proficient and culturally literate student who will impact the needs in both California and throughout the world.

INTERNATIONAL THESPIAN SOCIETY HONORS SCHOLAR

Students that attain membership in the International Thespian Society Honors Scholar program are required to complete a minimum of 600 hours to Buchanan High School theater productions, community service projects, and theater festivals throughout the State of California while maintaining a minimum 3.0 overall grade point average. The Thespian Society Honor Scholar (600 hours), National Honor Scholar (1200 hours), and International Honor Scholar (1800 hours) designations are recognized as the highest levels of dedication and excellence in High School Theater by colleges and universities in the United States and Canada.

SENIOR INFORMATION

During the spring semester, seniors will receive a “Senior Handbook” that covers all the expectations and policies for senior activities including the graduation ceremonies. All seniors will be required to sign a senior contract. **Only seniors enrolled at Buchanan High School and in good standing will be able to participate in senior activities.**

GRADUATION DATE

June 3, 2025, at Veteran’s Memorial Stadium

CREDIT REQUIREMENT

Students must meet the **230-credit** requirement and complete all required course work.

FAILURE NOTICES FOR SENIORS (WHITE CARD POLICY)

The **last day for seniors to qualify for graduation ceremonies** will be **Thursday, May 22, 2025, at 3:18 p.m.** Teachers are required to turn in all grades and failure notices (white cards) to the Deputy Principal’s Office by this time.

EARLY GRADUATES

Students must complete a request form through their counselor. Seniors who graduate midyear **cannot participate in any senior activities, including the graduation ceremony.**

FOREIGN EXCHANGE STUDENTS

Foreign Exchange students will receive an honorary diploma upon successful completion of a senior course of study as outlined by the CUSD School Board.

SENIOR OFF-CAMPUS PRIVILEGE

According to Board Policy, seniors must request permission each year from the Governing Board to leave campus for lunch. If approved, the procedure is as follows:

1. Seniors must bring a signed off-campus permit application to the Deputy Principal’s office giving permission for the student to leave campus during his/her lunch period.
2. Seniors may go to any establishment for lunch once they have obtained a Senior Off-Campus Permit.
3. Seniors must present a valid Buchanan Off-Campus digital ID before leaving campus.
4. Seniors are not permitted to transport underclassmen off-campus for lunch or be in a vehicle with an underclassman. Any underclassmen attempting to leave campus during the school day will receive a Saturday School. The accompanying senior(s) will receive a Saturday School and have their Senior privileges removed for each offense.
5. Seniors in violation of off-campus privileges will have those privileges revoked and/or receive other disciplinary actions.
6. Seniors who are not in good standing, failing a class(es), have attendance problems, or who have been placed on non-privilege may have their senior lunch privileges revoked.

ATTENDANCE REGULATIONS AND PROCEDURES

ATTENDANCE HOTLINE 327-3037

PROCEDURES FOR A CLEARANCE OF ABSENCES

State law requires students to be in school daily unless excused by a parent or legal guardian.

Our procedure is a period-by-period online attendance, which is posted daily by the teacher. We are currently using a web-based Parent Notification System that notifies parents of their student's uncleared absence, in a prompt and efficient manner. Calls are sent twice a day, on the same day as the student's absence.

1. All absences and tardies **must be cleared** by telephone or online (Q) within **five (5)** school days.
2. To accommodate the needs of the entire student body, the telephone calls will be handled as follows:
 - a. Parents may call the Attendance Office between the hours of 7:30 a.m. and 4:30 p.m. and speak directly to one of the attendance clerks.
 - b. Parents may leave a message on the Attendance voicemail between the hours of 3:30 p.m. and 7:15 a.m. The attendance voicemail number is **327-3037**. **Uncleared absences over five (5) days will be considered truant.** (NOTE: Only biological parents, legal guardians/caregivers, with appointed "educational rights," as per Ed. Code, may clear student's absences or request off-campus passes.)
3. Students who are truant will be contacted by counselors to begin the SARB process.
4. Students arriving at school after the tardy bell must report to the Attendance Office before going to class.
5. All doctors' notes and/or excuses must be submitted within a 5-day period from the excused day of the absence.
6. Parents notes are not accepted.

1. STATE AUTHORIZED ABSENCE:

The following absences are exempt from truancy.

- a. Illness or injury
- b. Quarantine
- c. Doctor's appointments
- d. Jury Duty/Court Appearances
- e. Immediate Family Member Funeral
- f. To obtain Immunizations
- g. Employment Conferences
- h. Religious Holidays/Retreats (limited)
- i. Care taking of own child

2. SCHOOL EXCUSED ABSENCE:

In addition to the above, the following are excused by the school:

- a. Extenuating family or personal needs.
- b. Other reasons deemed justifiable by school authority (college visit).

Parents/guardians are encouraged to use Independent Study as an option, whenever a student is going to be absent three (3) days for any reason other than suspension. They must contact the Counseling/Career Center prior to the absence, as assignments need to be collected from teachers. (See Independent Study Procedures.)

3. AUTHORIZED ABSENCE – UNEXCUSED DUE TO SUSPENSION:

A student who has been suspended from school will be allowed to complete all assignments and other work missed during the suspension, including tests that can reasonably be provided. Students have one day (class period) for every one day (same class period) of suspension to complete missing assignments.

4. EXCESSIVE ABSENCE/SARB

Attendance is an important factor in student achievement, therefore, if at any time, a student's attendance prevents them from succeeding in school, the student may be referred to a CUSD SSSA-Student Services and School Attendance Officer by the Learning Director or Counselor.

- a. Any student who has been determined to be excessively absent may be subject to a SARB (School Attendance Review Board) hearing. These hearings involve the student, parents, and school in a legal action designed to compel the attendance of a student.
- b. All students who are attending Buchanan High School due to inter-district or intra-district transfer must maintain satisfactory attendance. Unsatisfactory attendance will result in a recommendation to rescind the transfer.

STUDENT MAKE-UP POLICY FOR ABSENCES

Board Policy No. 5113 Excused Absences: The Board, while stressing the importance of regular school attendance to the learning process, recognizes that illness, other medical reasons, death in the family, and other justifiable personal reasons may necessitate a student's absence from school. The Board, therefore, directs the Superintendent to develop a program which will provide a student with the opportunity to complete, within a reasonable time, course assignments and tests missed due to an approved absence, and upon completion are given full credit, therefore, within the limits established by existing statutes.

- a. It is the **student's responsibility** to make up work missed due to excused absences.
- b. Some educational activities cannot be duplicated; therefore, absences may affect a student's grade.
- c. Students will be given at least the time to make up work that is equivalent to the number of days missed. Example: two days **excused** absences, two days for make-up work.

CLASS CUT

The Attendance Office will determine if there is a valid excuse for the student being over ten (10) minutes late to class and/or a student that leaves class without permission. If not, the student will be returned to class with an unexcused class cut. Students will be referred to Student Services for disciplinary action.

TARDY POLICY

Students must be on time in order to not disrupt the learning environment in the classroom. The student shall be considered late when they have not crossed the threshold of the classroom when the second bell rings. Students who are late shall be referred to the Attendance Office for clearance.

Disciplinary Process – If tardy, students will report to the attendance window for a pass. 1st tardy - warning; 2nd tardy – lunch detention; 3rd and 4th tardies – afterschool detention, 5th tardy Saturday School; 6th tardy and beyond – referral to Student Services for consideration of attendance contract and/or the SARB process.

Infractions will reset at semester; however, consequences will continue to be owed if not served and cleared.

TRUANCY LETTERS

Students classified as truant per Section 42826 of the California Education will receive a truancy letter. Parents and guardians may contact the student's counselor for questions pertaining to student attendance leading to receipt of a truancy letter.

INDEPENDENT STUDY

Independent Study is a short-term alternative method to classroom instruction, which is consistent with the school district's course of study. The law requires that an independent study program corresponds to the curriculum offered in the classroom. Students may be placed on Independent Study for any reason other than a suspension. If students are going to be absent for **three or more days**, independent study should be encouraged and requested prior to the absence. **These contracts may not exceed fourteen days, unless approved by the deputy principal. Excessive use of the Independent Study contract that affects grades or classroom performance, or is not completed, may initiate the S.A.R.B. process. Anytime a student fails to turn in a completed Independent Study contract, no further contracts will be issued.** The following steps should be followed:

STEP 1: PARENT CONTACTS THE COUNSELING CENTER TO REQUEST INDEPENDENT STUDY FOR ANY ABSENCE, OTHER THAN SUSPENSION.

Parent and student sign the Master Agreement the day of, or before contract begins.

The counselor fills out the Master Agreement Contract and the Assignment Sheet.

Student **must** return to the Counseling Center with the I.S. Contract

STEP 2: THE STUDENT IS RESPONSIBLE TO CIRCULATE THE MASTER AGREEMENT AND THE ASSIGNMENT SHEET TO THEIR TEACHERS. (If student is out due to illness, the contract will be circulated by the office.)

STEP 3: THE STUDENT RETURNS THE COMPLETED COURSE CONTRACT AND ASSIGNMENT SHEETS TO THEIR COUNSELOR.

STEP 4: UPON RETURN, IT IS EXTREMELY IMPORTANT THAT STUDENTS REPORT DIRECTLY TO THE **COUNSELING CENTER** BEFORE GOING TO CLASS WITH THEIR CONTRACT AND COMPLETED WORK.

Counseling Center will contact parent if work is not completed.

Give student proper instruction on how to complete the process.

STEP 5: AFTER REPORTING TO THE COUNSELING CENTER, THE STUDENT WILL TAKE CONTRACT AND COMPLETED ASSIGNMENTS TO THEIR TEACHERS.

TEACHERS WILL:

Sign or initial work

Date when work was received

Evaluate work (grade, Pass or Fail)

Give hourly value

Sign contract

***IMPORTANT: Students must return the completed Independent Study Contract to the Counseling Center upon returning to school to clear attendance and receive credit.**

STEP 6: THE COUNSELING Center IS RESPONSIBLE FOR THE FOLLOWING:

Give student proper instructions on how to complete contract.

Make copies of completed and evaluated work.

Calculate contract hours and submit student's completion for attendance clearance.

Refer students with incomplete contracts to their counselor.

STUDENTS LEAVING CAMPUS

CUSD practices a Closed Campus Policy, therefore, all students must have a valid pass to leave campus.

- 1) Off-Campus Passes are issued by the Attendance Office, but those for emergency illness are issued by the School Nurse prior to the student's departure from school. Parent/Legal guardians must call in to authorize the release of their student. According to Policy 2107, Off-Campus passes will be issued for the following reasons:
 - a) Illness verified by the School Nurse.
 - b) Appointments with a 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) Students must obtain an off-campus pass prior to leaving campus during the school day.
 - a) Failure to obtain an off-campus pass prior to leaving campus will be considered a violation of CUSD Policy. Students will receive a referral for discipline action.
 - Parents/Guardians **must call the morning of/or at least 3 hours prior** to the requested release time for their child.
 - Due to CUSD Closed Campus Policy, all students must be picked up and signed out in the attendance office by parents/guardians. Please have your child meet you in the front office.
 - Although the Student Release Authorization form filled out by the parent/guardian gives permission for others to sign out a student, we still request a call be made to advise the front office that an individual other than the parent/guardian will be signing their child out.
 - Student drivers may be released via phone by parent/guardian, but student must also report to the attendance office for an off-campus pass.
 - Seniors who have Off Campus Lunch Permits are still required to obtain off campus passes from the Attendance Office anytime they leave campus other than lunch.

OFF-CAMPUS CLASSES

All students must have a valid school ID with an off-campus sticker/CART/ROP card and present it to any school personnel prior to leaving campus.

INTERVENTION SUPPORTS

CLOVIS SUPPORT INTERVENTION (CSI)

Assists students who have been referred for CSI services and coordinates student interventions. Referrals are initiated from a variety of sources including teachers, counselors, and parents. The CSI Coordinator schedules the group interventions, which are led by a trained staff member in a weekly pull-out session. Student support groups have been offered in anger management, family issues, grief and loss, self-esteem, teen issues, anxiety/depression, social skills, and substance recovery.

SCHOOL NURSE

To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the schools.

STUDENT RELATIONS LIAISON (SRL)

To act as a liaison between the school, home, and community agencies regarding student attendance and behavior. The liaison officer also mediates student conflicts as well as works with harassment, racial, cultural, and gender issues.

PSYCHOLOGICAL SERVICES & MENTAL HEALTH SUPPORT

Psychological services are available to all students at Buchanan High School. Students may be referred to the school psychologist by their parents, teachers, guidance and learning specialist or learning director.

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 will receive training before being certified as peer counselors. We hope to provide a positive outlet for our student body with this program.

LINK CREW

Junior and senior students are chosen as Link Crew leaders to mentor and support all incoming freshman students. Freshman students participate in an orientation day and are counseled, supported, and mentored throughout the school year. Link Crew is a support system to help freshman students transition to high school.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

CUSD has established a Student Attendance Review Board called SARB. The purpose of the SARB committee is to divert students with school attendance, tardiness and/or behavioral problems and provide interventions that positively impact the student's learning process. Buchanan follows the district SARB process, starting with an Attendance Letter of Concern.

STUDENT STUDY TEAM/SST

Students struggling academically or behaviorally may be referred to SST services. A teacher or counselor may request an SST, but parents may also request a referral. Teachers are required to attend SST meetings scheduled for students in their class.

SECTION 504 PLAN

Qualified disabled students will have a 504 Plan developed by an educational team that will include the school site 504 coordinator, your child's teacher(s), other support personnel as needed, and you, the parent. This plan will be reviewed annually and will address appropriate interventions to assist your child's educational program. For transfer students with current 504 Plans, an educational team will determine whether to continue the 504 Plan until the next annual review date or to schedule a 504 meeting in a timely manner.

For more information, contact your child's teacher or Counselor.

GUIDANCE AND LEARNING SERVICES

Counseling services are available to all students at Buchanan High School. Students are encouraged to seek individual help through their counselor when they feel it is necessary.

Services provided by the counselors include:

1. Graduation information
2. Selection of high school courses
3. College entrance test interpretation
4. Scholarship and financial aid information
5. Registration policies
6. Grades and grade point average
7. Vocational and career guidance
8. Personal counseling
9. Transcripts (interpretation)
10. NCAA Eligibility Center info

Conferences are held with students regarding policies and procedures in relation to the academic program at Buchanan High School. Your familiarity with these areas will help make your years at Buchanan High School more rewarding.

The counseling staff maintains an “open door policy” for those students in need of personal counseling. Students should seek counseling and guidance any time there is a need. The general objective of the Counseling Department is to provide services to enable students to make independent, intelligent life decisions.

YEARLY COUNSELING GOALS

1. EIGHTH GRADE

- a. Pre-registration for high school, which will include freshman parent orientation.

2. NINTH GRADE

- a. The establishment of a four-year educational/career plan.

3. TENTH GRADE

- a. Sophomores will complete educational activities including:

- Interest Inventory
- Career Exploration
- Learning System Inventory
- College Exploration

- b. The Sophomore Counseling educational/career plan will be updated by the student with assistance of the counselor.

4. ELEVENTH GRADE

- a. Students will continue with the Career Educational Program.
 - To include educational/career plan update.
 - To include anything that may be necessary for identification of interests or aptitudes. (optional)
- b. Students will be informed of their progress toward graduation.
- c. Students will be given the following:
 - The opportunity to meet with college representatives.
 - Information on career-related vocational choices.
 - Junior Parent College Information Night.

5. TWELFTH GRADE

- a. A senior conference which includes a graduation requirements update will be conducted.
- b. Parents will receive notification when a student is deficient in a class required for graduation.
- c. Seniors will be given upon request:
 - Scholarship and financial aid information.
 - Assistance in filling out applications for scholarship and college admission.
- d. Vocational counseling is available to all seniors.
- e. Senior Parent Information Night.

6. SERVICES FOR ALL STUDENTS AT ALL GRADE LEVELS.

- a. Registration, scheduling, mental health support, and program adjustments
- b. Parents can request progress reports
- c. The BHS school website (Counseling page) contains pertinent information for all grade levels.

ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPATION

The governing board has established the following guidelines 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 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).

A. Grade Point Average Requirement

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 study table program. 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 co-curricular activities in the subsequent grading period (7-12th grades).

B. Academic Probation Requirements

If a student fails to earn a 2.0 grade point average at the conclusion of any six-week grading period, they will be placed on academic probation. The student shall participate in Study Table. Should the student fail to attend Study Table on a weekly basis and/or not demonstrate progress in improving achievement, that student shall be restricted from activity/athletic participation the subsequent week. Should the student fail to earn a 2.0 grade point average at the conclusion of any grading period they are on academic probation, they shall become ineligible from participation for the complete subsequent six-week grading period. Upon earning the minimum 2.0 grade point average at the conclusion of the next grading period, the student shall regain his/her eligibility for activity/athletic participation and will no longer need to attend Study Table.

C. Progress Towards Graduation Requirements

The following number of accumulated credits towards high school graduation will be the standard for minimum achievement (at the start of semester).

Sophomore (fall semester)

55 credits

Sophomore (spring semester)

85 credits

Junior (fall semester)

110 credits

Junior (spring semester)

140 credits

Seniors (fall semester)

165 credits

Seniors (spring semester)

195 credits

A student who does not accumulate the required number of units towards high school graduation may 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 co-curricular activities in the following semester.

D. Written Notification

The school will provide written notification whenever a student is placed on probation or becomes ineligible under the standards of this policy.

E. Tutorial Assistance Program (Study Table)

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

F. Summer School

Summer school grades may be combined with Spring semester grades in computing the grade point average to determine eligibility for the next school year.

G. End of Grading Period

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

H. Intermediate to High School

Grades earned during the spring semester of the eighth grade must be used to determine probation/eligibility for the first grading cycle of the Fall of the ninth grade for athletics and co-curricular participation.

I. Transfer Students

A transfer student is subject to all 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 course-work for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed.
2. The student must attend a weekly study table.
3. There are specific rules regarding transfer and foreign exchange students. Please see the Athletic Director regarding eligibility

STUDENT GOVERNMENT

During April of the 2023-24 school year at Buchanan High School, the student body elected ASB and class officers for the **2024-25** school year.

ASSOCIATED STUDENT BODY OFFICERS

President Addison Eisele	Vice President Lily McCarty	Commissioner of Communications Haylee Stairs
Historian/Treasurer Joseph Casarez	Commissioner of Spirit Payton Studt	Commissioner of Athletics Amir Syed
Commissioner of Arts & Academics Raina Gaheer	Commissioner of Philanthropy Marissa Brusseau	

SENIOR CLASS OFFICERS, CLASS OF 2025

President Miranda Renteria	Vice President Alex Perez	Secretary Vanessa Chen
Treasurer Katelyn Bacigalupi	Historian Malania Lopez	Rally Commissioner Rylee Griffith

Faculty Class Advisors: Christy Lilles and Stacy Rudolph

JUNIOR CLASS OFFICERS, CLASS OF 2026

President Moriah Reyna	Vice President Samiel Sohal	Secretary Jesslyn Nakamura
Treasurer Camila Barajas	Historian Jiah Gill	Rally Commissioner Abigail Graves

Faculty Class Advisors: Jennifer Harris and Abigail Paxton

SOPHOMORES CLASS OFFICERS, CLASS OF 2026

President Audrey Ray	Vice President McKayla Stoeckle	Secretary Kendall Metzler
Treasurer Nandakishore Sukesh	Historian Ryan Ngo	Rally Commissioner Nolan Aalto

Faculty Class Advisors: Holly Kendall and Joey Neuenschwander

FRESHMEN CLASS OFFICERS, CLASS OF 2027

President Isabella Medina	Vice President Sydney Slakey	Secretary Esabelle Palafox
Treasurer Mehreen Gill	Historian Jacquelynn Hannon	Rally Commissioner Gavynn Peterson

Faculty Class Advisors: Spencer Whitlow and TBA

INTER-SCHOOL COUNCIL OFFICERS REPRESENTING BUCHANAN HIGH SCHOOL

Addison Eisele
Moriah Reyna

Haylee Stairs
Amir Syed

Miranda Renteria
Joseph Casarez

Student government officers serve for the entire school year. To become a candidate for office, a student must file an appropriate petition and satisfy the citizenship requirement. A plurality of votes cast is necessary for election.

STUDENT LEADERSHIP/GOVERNMENT

Each class elects officers and conducts business under the leadership of its officers and advisors. Students can request a copy of the Student Body Constitution or By-Laws from 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 the direction of the Activities Director. Any student or organization having questions about student government, election procedures, or any leadership programs may see the Activities Director.

All students involved in a co-curricular activity are required to sign and complete the "Extra-Curricular and Co-Curricular Codes of Ethics."

CO-CURRICULAR ELIGIBILITY

The Clovis Unified School District requires all participants in co-curricular activities to maintain a 2.0 or better G.P.A. during the previous grading period. If a participant falls below these requirements, they may retain eligibility by attending study table. If a student does not meet eligibility criteria for two consecutive grading periods, they will automatically be ineligible to participate. Failure to adhere to study table obligations will result in ineligibility for all co-curricular contests the following week.

POLICY ON ATTENDANCE

Students must be in attendance for a minimum of four (4) hours of class time the day of competition/activity, or the day prior to a non-school day competition/activity, to be eligible to participate.

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 STUDENT:

1. To inform the teacher(s) involved of any conflict as soon as possible.
2. To be fully aware of his/her obligation to all groups involved.

RESPONSIBILITY OF THE TEACHER:

1. Teachers shall make their schedule of activities known to the students involved as soon as possible.
2. Mutual cooperation among staff members shall be encouraged.
3. Teachers shall make the students fully aware of their obligation to themselves and to the other students involved.
4. If a student needs assistance in deciding as to which activity to participate in, the teachers involved will meet with them in an attempt to jointly rectify the problem.

ATHLETICS

“The Mission”

Promote a “Total Person”

Concept to our Student-Athletes:

- ❖ stress excellence in athletic competition
- ❖ stress excellence in academic achievement
- ❖ develop positive character traits of sustaining value

Integrity:

- ❖ Conform to the letter and spirit of all rules and regulations for Buchanan High School, the Clovis Unified School District, the Tri-River Athletic Conference, and the California Interscholastic Federation.

Communication:

- ❖ Recognize and anticipate the public need for information regarding our athletic programs.
- ❖ Meet these needs in an honest and enthusiastic manner.
- ❖ Promote involvement and awareness among parents, boosters, and supporters train, educate, and graduate first-class student-athletes.
- ❖ Foster camaraderie and enthusiasm among all who participate in our athletic program.
- ❖ Provide the opportunity for the multi- sport athlete by encouraging and supporting the student in pursuing a variety of interests.
- ❖ Make our program a source of pride for participants, alumni, student body, faculty, and the broader community we serve.
- ❖ Provide a physically safe environment through sound teaching principles, integration of the best practices in athletic training and conditioning, and zero tolerance in regard to substance abuse and any form of “hazing”.
- ❖ Manage funds responsibly and display genuine appreciation for the generous support of our booster organizations, and the wide variety of businesses and individuals who support Buchanan Athletics.
- ❖ Continually seek improvement in our performance and facilities and make the best possible use of our current assets and resources.
- ❖ Maintain our Standard of Performance regardless of the situation.

RULES OF ELIGIBILITY

1. RESIDENTIAL ELIGIBILITY

a. A student has residential athletic eligibility upon initial enrollment in the ninth grade at Buchanan. The student must live in the Buchanan attendance area.

2. TRANSFER OF ELIGIBILITY

a. A student may have transfer eligibility provided:

1. There is a bona fide change of residence from one attendance area to another when the entry family moves to the new attendance area, provided that the full family move is not the result of disciplinary action at the student's previous school.

2. The student will become eligible after sitting out of athletics for one calendar year from the time they entered the school if there hasn't been a bona fide move.

3. INTRA DISTRICT TRANSFERS

a. Intra district transfers are transfers from a Clovis Unified School to another Clovis Unified School without a full family move.

1. The student who transfers on an intra district transfer is ineligible for 365 days at the new school.

2. The student who transfers on an intra district transfer and is ineligible can appeal the ineligibility to the Clovis Unified School District athletic eligibility committee.

a. The appeal will be evaluated according to the CIF 215 rule "Hardship".

4. INTER DISTRICT TRANSFERS

a. Complete the CIF transfer form 510/207. Inter-district transfers will be eligible after the CIF mandated sit out period.

b. The one-year ineligibility includes foreign exchange students, foreign students, and any student who has transferred from another District without the student's parents, legal guardian(s) or caregiver even though a new legal guardian or caregiver is appointed who does meet the one-year residency requirement

5. WAIVER OF INELIGIBILITY

a. If a student is determined to be ineligible due to the residency requirement, the student may apply for a waiver of ineligibility.

b. To qualify for a waiver the student must be able to demonstrate that a hardship caused the student to be ineligible. A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition, or event, which causes the imposition of a severe burden, that is nonathletic related and unrelated to the activity in which the student wishes to participate, upon the student or his/her family and outside of the student or family's control. (See, e.g., CIF Rule 215.) Further, if a foreign exchange student can prove they has never previously participated in a specific or related sport or competitive extracurricular activity, said student may apply for a waiver of ineligibility; however, the burden of proof is the student's and all other eligibility rules will apply.

6. PROCEDURE TO OBTAIN WAIVER

a. The student shall submit an application for waiver to the waiver committee, a three-person committee appointed by the Superintendent. The application shall include a statement of facts and circumstances that excuse the student's ineligibility. In addition, the application shall be signed by the student and if the student is under eighteen (18) years of age, by a parent or guardian.

b. If the waiver committee finds that the circumstances that cause the student to be ineligible were caused by involuntary and /or unavoidable action such as the committee could not reasonably expect the student to comply with the residency requirement, the committee shall grant a waiver. All decisions of the committee shall be final and binding, without further review by the Board.

7. OPEN ENROLLMENT INTRA DISTRICT TRANSFER

a. All students requesting an Open Enrollment transfer will be athletically ineligible for 365 days as per CUSD POLICY 2208. You may appeal athletic ineligibility to the CUSD Athletic Eligibility Committee. The recommendation will follow the criteria of the 215 rule. If a student chooses to go through the open enrollment process a second time and receives an open enrollment transfer for education purposes, the student will then be athletically ineligible for the remainder of his/her high school career at the new school. Please see CUSD Policy 2505 for further information.

8. ELIGIBILITY SEMESTER RULE

a. Elementary School Athletic Eligibility Semester Rule - When a student first enters the fifth grade, they has 4 consecutive semesters to complete athletic eligibility in student football, boys volleyball, girls volleyball, boys basketball, student baseball and softball.

b. Intermediate School Athletic Eligibility Semester Rule - When a student first enters the 7th grade, they has four (4) consecutive semesters to complete their athletic eligibility.

c. High School Athletic Eligibility Semester Rule - When a student enters the 9th grade, they has eight (8) consecutive semesters to complete their athletic eligibility.

d. Reclassification Eligibility – To determine a student's normal progress toward graduation, the school will use the graduation date of the class the student originally enrolled in at the seventh or ninth grade level that began his/her intermediate or high school eligibility.

ACADEMIC STANDARDS FOR ACTIVITY/ATHLETIC PARTICIPATION

1. The Clovis Unified School District requires all participants in activity/athletic activities to maintain a 2.0 or better G.P.A. during the previous six-week grading period. All participants must be making satisfactory progress. If a participant falls below these requirements, they may retain eligibility by attending a two (2) hours per week academic lab and demonstrate satisfactory progress. If a student does not meet eligibility criteria for two (2) consecutive grading periods, they will automatically be ineligible to participate during the subsequent grading period.
2. Buchanan Study Table Obligations:
 - a.** Students are responsible for providing transportation, if needed.
 - b.** Be on time.
 - c.** Bring necessary materials to class.
 - d.** Complete assigned work to the satisfaction of the teacher.
 - e.** No horseplay will be tolerated.
 - f.** Complete a grade check with teachers when requested.
 - g.** Students are required to attend all study sessions for each six-week period until they have removed themselves from activity/athletic probation.
3. Failure to adhere to study table obligations will result in ineligibility for all co-curricular contests the following week.

4. Academic Probation Requirements:

Should a student who fails to earn a 2.0 grade point average at the conclusion of any six-week grading period, they will be placed on academic probation. The student shall participate in the study hall requirements listed above. Should the student fail to attend academic lab on a weekly basis and/or not demonstrate progress in improving achievement, that student shall be restricted from activity/athletic participation the subsequent week. Should the student fail to earn a 2.0 grade point average at the conclusion of any particular quarter they are on academic probation, they shall become ineligible from participation for the complete subsequent six-week grading period. Upon earning the minimum 2.0 grade point average at the conclusion of the next grading period, the student shall regain his/her eligibility for activity/athletic participation.

RESPONSIBILITY OF THE TEACHER

1. Teachers shall make their schedule of activities known to the students involved as soon as possible.
2. Mutual cooperation among staff members shall be encouraged.
3. Teachers shall make the students fully aware of their obligation to themselves and to the other students involved.
4. If a student needs assistance in making a decision as to which activity to participate in, the teachers involved will meet with them in an attempt to jointly rectify the problem.

WHAT HAPPENS WHEN AN ATHLETE/STUDENT QUILTS OR IS REMOVED FROM THEIR CURRENT SPORT/ACTIVITY?

- A. An athlete must wait until the sport has finished before they can practice or compete with another sport that season or the next season.
- B. Coaches cannot release or accept an athlete that has quit or been removed from that sport.
- C. Parents must contact the athletic director for any appeals.
- D. Athletes who quit or are cut/removed from an athletic team will be removed from their sport specific PE class and transferred to a PE Core class.

CALIFORNIA INTERSCHOLASTIC FEDERATION ETHICS IN SPORTS

This policy governs intermediate and high school athletes.

Policy Statement

I. The Central Section, C.I.F., is committed to the exhibition of sportsmanlike and ethical behaviors in and around all athletic contests. All contests must be safe, courteous, fair, controlled, and orderly for all athletes and fans alike.

It is the intent of the C.I.F. that violence in any form will not be tolerated. In order to enforce this policy, the Central Section has established rules and regulations that set forth the manner of enforcement of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct, and to enforce the rules and regulations set forth by C.I.F.

The Central Section requires the following Code of Ethics be issued each year and requires signing by student athletes, parent/guardian, and coaches each year prior to participation as a guide to govern their behavior.

II. Code of Ethics

- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- B. To eliminate all possibilities which tend to destroy the best values of the game.
- C. To stress the value derived from playing the game fairly.
- D. To show cordial courtesy to visiting teams and officials.
- E. To establish a happy relationship between visitors and hosts.
- F. To respect the integrity and judgment of sports officials.
- G. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- H. To encourage leadership, use of initiative, and good judgment by the players on a team.
- I. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- J. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

Violations and Minimum Penalties (applicable to players and coaches from time of departure until time of return from all contests)

ACT:

1. First ejection of player or coach from a contest for unsportsmanlike conduct.
2. Second ejection of player or coach from a contest during same season of sport for unsportsmanlike conduct.
3. Third ejection of player or coach from a contest during same season of sport for unsportsmanlike conduct.
4. Any player that leaves the "bench" area to begin a confrontation or leave these areas during an altercation.
5. When players leave the bench area to begin a confrontation or leave the bench area during an altercation and in the opinion of the officials, the situation is OUT OF CONTROL.
6. Illegal participation in next contest by player ejected in previous contest.
7. Illegal placement of ejected player or illegal participation by coach ejected in previous contest.
8. Any acts of a more serious nature by individuals or teams or situations not specifically covered by the policy or the Constitution or governing rules.
9. If the act occurs in C.I.F. Section Finals and both teams are charged with a forfeit.
10. A suspended player or coach is not allowed to attend a game or contest as either a spectator or participant. The player or coach must be TOTALLY removed from the area or building in which the contest is being conducted. The player or coach may be allowed to participate in practices on days other than the day of the contest.

Penalty:

- Ineligibility for next C.I.F. contest (league, contest for unsportsmanlike conduct. non-league, tournament, invitation, playoff etc., scrimmages excluded). The next contest could be the second game of a doubleheader or even the next season of sport. Athletes competing in concurrent sports would be ineligible for both sports.
- Ineligibility for next two C.I.F. contests as above.
- Ineligibility for all C.I.F. contests for one calendar year (365 days). Any Appeal must be made through the C.I.F. Eligibility Committee.
- Ejection from the contest for those players designated by the officials. The contest may be terminated by the officials. One or both teams may forfeit the contest.
- Contest stopped. Ejection from the contest for those players designated by the officials. The team(s) that left the bench area must forfeit contest, record a loss, and the team(s) and players, will be put on probationary status for the balance of the season. A second similar infraction during the season of sport will result in cessation of the season for the team(s) and/or players. If the act occurs at the end of a season, the probationary period will extend to the next year's season of that sport. Any appeal would have to be made to the C.I.F. Executive Board.
- Ineligibility for remainder of season for player. Forfeiture of contest.
- Constitution and sport governing rules and procedures for a coach who knowingly violates C.I.F. or Section rules.
- Section Commissioner may determine and implement penalties for individuals and teams not otherwise specified by C.I.F. Central Section Constitution and Bylaws.
- There will be no champion.

APPEALS PROCEDURE

An appeal of the ineligibility of a player or coach may be made in writing to the player or coach's principal. The principal's decision will be final whether the appeal will be conveyed to the president of the league(s) involved, and to the C.I.F. Section Commissioner.

PHYSICAL ASSAULT

C.I.F. State Constitution Article 5, Section 522. Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. (Note: Central Section also includes coaches, administrators or other school personnel assigned to the contest or event.) A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State Commissioner.

CODE OF ETHICS

Students who participate in all co-curricular activities, including athletics, pep & cheer, Visual and Performing Arts (VAPA), and academic teams, at Buchanan are expected to adhere to a high standard of behavior as outlined in the Code of Ethics. It is important for our students to realize they represent the school and the community at all times. The Code of Ethics applies seven (7) days a week/24 hours a day, 365 days a year. Students in co-curricular activities serve as role models for the younger students in our district and the rest of the student body. They have a commitment to their teammates and coaches; to be at their best, physically and mentally, at all times. Participation in these activities is a privilege.

1. Your citizenship is to be satisfactory as judged by the principal or designee. Any actions that result in suspension shall be considered a code violation.
2. Any serious or on-going violation of school or team rules. Things such as disruptive behavior, profanity, tardies, and attendance, may result in suspension from the activity or team.

DISCIPLINE FOR VIOLATION OF THE CODE OF ETHICS

Any participant who violates any provision of the code will be subject to an Activity/Athletic Board hearing that will be conducted during the non-privilege period. The Board will determine if the student will be allowed to return to his/her co-curricular activity and, if allowed to return, under what conditions.

Depending on the severity of the offense, the Board has the right to:

- a. Suspend the student from competition for one calendar year.
- b. Extend the length of the non-privilege period as they deem appropriate.
- c. Accept the student back on the team immediately after non-privilege period ends.
- d. Assign the student to additional counseling or a rehabilitation program.

Repeat offenses may result in recommendation for continued suspension or removal from the co-curricular program.

CO-CURRICULAR BOARD

1. The purpose of the Board is to deal with each individual incident in a fair and appropriate manner based on the circumstances involved.
2. The chairperson of the Board will be the Principal's designee and could include but is not limited to the following people:
 - a. Athletic Director, Activities Director, or Director/Coach of that activity.
 - b. Other staff member.
3. Parents and students must attend the Board hearing.

OTHER REGULATIONS

1. Participants quitting a sport will not be allowed to participate in another sport until the season of that sport has concluded.
2. The District has very specific academic requirements for all participants in co-curricular activities. Briefly stated:
 - a. All participants must be making satisfactory progress toward graduation.
 - b. A student who falls below a 2.0 grade point average for the first time, will be allowed to participate if they attend academic detention or academic lab each week during the season of the sport. If the student falls below a 2.0 GPA for two consecutive grading periods, they will be ineligible until the next grading period at which the student must have a 2.0 GPA or higher.
 - c. Every student must be passing a minimum of four (4) subjects to retain eligibility.
 - d. Co-curricular participants may be held to additional standards as determined by the coach or advisor for that activity.
3. Attendance is required on days of contests. Athletes must be in class a minimum of four (4) hours the day of a contest or four (4) hours the day before a contest if the contest is on a non-school day. This includes excused or unexcused absences. Only the principal, with prior knowledge, can excuse an athlete's absence from school.

PARENT/GUARDIAN GUIDELINES/ EXPECTATIONS OF STUDENT ATHLETES

1. In each program, a coach and/or coaches are hired by the school district to be responsible for team selection. The head coach establishes criteria for selection, possibly with input from the entire coaching staff. By its very nature, this may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff.
2. The Buchanan High School's athletic programs have become highly competitive. Due to a large school and limited opportunities, we are not able to place every student-athlete on a team who wishes to participate. While this is not our desire, it is our reality. The hardest thing our coaches have to do is to tell young people they will not be on a team. Please be sure when your student-athlete tries out for a team, both you and they understand there is a real possibility they may not be selected. Normally, coaches have a very short amount of time to make team selections. They try to do the best they can in keeping the most skilled and hardworking athletes and filling positions for play. Their goal is to assemble the most competitive team possible. Any one of us might select different athletes for the team. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season.
3. Our experience in athletics reveals that there are many "club, travel, or all-star teams" sponsored by many different organizations. Each coach looks for something different in his or her players. Participation on a "club, travel, or all-star team" does not guarantee any player a spot on any school team. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to 'guarantee' a spot on a school team. Please remember club sports are not going to get your student-athlete a scholarship. Your student-athlete will get himself/herself a scholarship by being good. There are a number of misinformed parents out there thinking just because their student-athlete is on a club team, they will go to the next level.
4. In addition to teaching life's lessons, a component of a competitive athletic program is to put the most capable members of a team in competition to win the contest. Starting positions and playing time are not guaranteed to anyone. Each member of a team is very valuable to the team's overall progress. Some may play a great deal of time in a contest while others may not see what a parent would consider "significant" playing time. Each student should have personal improvement as one of

his or her goals. Keep in mind that everyone develops at his or her own pace. Sometimes a talented athlete may be overlooked. Students who are not selected for a team are encouraged to keep practicing and preparing for next year. Some of the most skilled high school, college, and professional players were not selected to play for their intermediate school.

5. The student-athlete and parent need to understand a commitment must be made to attending all practices, contests, and team meetings. An athlete must be willing to sacrifice his/her own desires for the good of the team. If a conflict arises, the commitment to the team takes priority. Interscholastic athletics is a voluntary program. Thus, competition is a privilege and not a right. Along with this privilege comes the responsibility to conform to standards established for the school athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with the rules.
6. By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable life lessons. Among them are the following: citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.
7. Remember what sports are about. Appreciate what school athletics can do for an adolescent. It's important to take an active role in your student-athlete's athletic career, but we would like you to do so for the sake of making them a better person not a better athlete. **Please keep things in perspective.**

We sincerely hope this helps you to understand the goals and philosophies of the competitive athletic program at Buchanan High School. Please feel free to contact us if you have any questions regarding any aspect of the athletic program.

SPORTSMANSHIP

Parents play an essential role in helping student-athletes learn the values of winning and losing, and the expectation of good sportsmanship. The importance of parents behaving as model spectators cannot be overstated. Of particular concern are parents who harass officials or opponents or make comments in the stands regarding judgment decisions made by the coach. This is counterproductive and tends to destroy the values of good sportsmanship and the game. **Buchanan reserves the right to ask any person who is not demonstrating good sportsmanship to leave the gym or playing field.**

MAKING THE TEAM

The Athletic program at Buchanan High School wants to encourage all students to go out for a sport and participate. All of our coaches want to include as many student athletes in their programs as they are able to accommodate. It is not always possible, however, for all students to make every team for which they try out. Each coach determines his/her own specifications and conducts a tryout to select the most capable student athletes for his/her particular team. The coach has the final decision on student athletes who will participate on the team. Student athletes cut from one sport may want to try out for a second sport during the same season and are encouraged to do so. Student athletes need to make contact with the coach responsible for the second sport to arrange a try out. The scope and breadth of the tryout is the coach's discretion.

NINE STRATEGIES FOR PARENTS OF ATHLETIC STUDENT-ATHLETES

1. Make sure your student-athlete knows that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Be completely honest about your student-athlete's athletic capability, their competitive attitude, sportsmanship, and actual skill level.
3. Be helpful but don't "coach" your student-athlete on their way to and from practice, during games, at meals, etc. It is tough not to, but it is a lot tougher for the student-athlete to be inundated with advice, pep talks, and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes...to take the physical bumps and come back for more. Help them develop the feel for competing, for trying hard, and for having fun.
5. Listen to your student-athlete. This will help you understand what your student-athlete wants rather than what you want.
6. Don't compete with the coach. You may not always agree, but it's a perfect opportunity to discuss with your athlete the importance of learning how to handle problems, discipline, rules, reaction to criticism, disappointment, etc.
7. Don't compare the skill, courage or attitudes of your student-athlete with other members of the team. If your student-athlete shows a tendency to resent the treatment they gets from the coach, or the approval other team members get, be careful to talk over the facts quietly and try to provide fair and honest counsel.
8. Get to know the coach so you can be assured you are happy to have your student-athlete under this leadership. Offer support. The coach can have a tremendous influence on your athlete.
9. Always remember student-athletes tend to exaggerate both when praised and when criticized. Temper your reactions and don't over-react and rush off to the coach if you feel an injustice has been done. Investigate, but anticipate that the problem is not necessarily as it might appear.

The job of a parent of a student-athlete is the toughest one of all and it takes a lot of effort to do it well. It is worth all the effort when you hear your athlete say (now or later on) "My parents really helped--I was lucky in that respect."

WHEN A CONCERN ARISES

What are appropriate issues to discuss with the coach? This is often the question many parents have when their student-athlete is participating in sports.

Parents Are Encouraged to Discuss:

- the treatment of their student-athlete
- ways to help their student-athlete improve
- concerns about their student-athlete's behavior
- coaches' philosophy
- coaches' expectations for their student-athlete and team
- team rules and requirements
- sanctions incurred by their student-athlete
- scheduling

Parents Are Not Encouraged to Discuss:

- placement on teams
- playing time
- strategies used by the coach during contests
- other student-athletes

Special Note: It is very difficult to accept that your student-athlete is not playing as much as you hoped he or she would. Coaches are professionals. They make judgment decisions based on what they believe to be in the best interest of the team. The coach must consider all members of the team, not just your son or daughter.

WHEN CONTACTING A COACH

It is imperative that parents respect the position of the coach and direct any concerns to the coach first. If you wish to discuss a problem or issue concerning your student-athlete, begin by contacting his/her coach. Often the problem or issue is resolved at this level. ***Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.***

If you feel the meeting with the coach did not provide a satisfactory resolution, please contact the Athletic Director. The Athletic Director will attempt to mediate a resolution.

SPECTATOR 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 athletics. School athletics are part of the education of each student, whether students are participants or spectators. We at Buchanan are in a position to utilize athletics as a part of the educational program by continuing to develop the responsibilities that belong to the school and the public. We encourage all students to learn the fundamentals of each game and to participate in each sport to the maximum 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 games so that they may enjoy participation in athletics and be well-informed 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 at Buchanan High School.

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. Booing, stamping of feet, and disrespectful remarks should be avoided at all times. (Cheer for your team, not against the other team.)
5. Bells, whistles, or noisemakers of any kind that interfere with any athletic event are not acceptable.

As adult behavior affects student behavior, spectators should encourage all people to observe the Buchanan High School CODE OF ETHICS. Those who do not respond should be reported to the proper school authorities immediately.

STUDENT CONDUCT

Buchanan High School prides itself on the conduct of its students. 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 rights and responsibilities as a student attending Buchanan High School. If questions concerning these areas arise, contact Student Services for clarification.

HUMAN DIGNITY POLICY

The staff at Buchanan 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 students or staff that insults, degrades, or stereotypes any race, gender, handicap, physical condition, ethnic group, or religion.

SAFE SCHOOL ENVIRONMENT

Buchanan High School strives to provide a safe learning environment. This includes quickly addressing misconduct, enforcing the dress code, controlling campus access, issuing visitor I.D. cards, providing many student activities, adequate student counseling, conflict resolution programs, and encouraging school pride.

STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

(see CUSD Rights and Responsibilities)

The laws of the State of California and the Policy of the Governing Board recognize the rights of students to exercise the practice of freedom of expression. The following District rules are established to ensure this right is granted to all students.

1. The principal of each school shall designate a person, (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 or her decision shall be final in regards to the prohibitions mentioned in this policy. However, any student may appeal a decision concerning this policy, the deputy principal 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. Failure to observe these rules can result in confiscation of the material, curtailment of the privilege, or when necessary, disciplinary action, including suspension.
2. The designated local school administrator shall develop administrative rules and regulations to implement the Board Policy and District Regulations in conjunction with standard government representatives. In case of a disagreement, the decision of the designated administrator shall be final.
3. 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. The use of self-discipline (responsibility for one's own actions) is one of the ultimate goals of education. The Governing Board believes, also, that while education is the right of American youth, it is not an absolute right. It is qualified first by eligibility, that is, should the student fail to perform those duties required of him upon attendance in public school, he might then be excluded from the school.
4. Students are expected to observe high standards of conduct, respect for property of others and comply with the regulations of the school.

5. Each student is a representative of the school wherever he may be; our student body prides itself on good sportsmanship, good morals and good manners at all times.

RULES FOR CLASSROOM AND CAMPUS CONDUCT

The instructional program of Buchanan High School is based upon the belief that students have a right to learn and teachers have a right to teach. All conduct codes are intended to enhance the learning environment of our school and maximize the progress of all students.

STUDENT EXPECTATIONS

1. Come to class on time, be prepared to work with the necessary equipment, complete homework assignments, and work productively the entire class period.
2. Do not disrupt the class.
3. Follow class rules and teacher instructions.
4. Do not leave class without permission.
5. Respect other people, their property and school property.
6. Use good judgment in personal relationships.

STUDENT IDENTIFICATION CARDS

All Buchanan students are required to always have their student ID. This requirement is based upon our desire to provide a safe school environment free of non-students. Violations of this policy may result in disciplinary action. Although all school ID's are digital (on the Student Connect App), if a student doesn't have a device – a hard copy ID card may be acquired at the activity's office. If a hard copy card is lost, it may be replaced for a \$10.00 fee.

LOITERING IN HALLWAYS / PARKING LOTS

Students are not to loiter in the parking lots or hallways before school, between classes, during lunch, or after school. Students are not allowed in parking lots during the school day with the exception of seniors going to lunch or individuals with appropriate passes. Students may not use vehicles as lockers. Students are not to loiter in unsupervised areas, such as hallways, before, during or after school (break and lunch). Violation of these policies may result in disciplinary action.

ENFORCEMENT OF DISTRICT CLOSED CAMPUS POLICY

Just as it is our expectation that Buchanan High School will be free of non-Buchanan students, all Buchanan students are required to remain off all other campuses during the school day. Buchanan students will only be permitted on other C.U.S.D. campus' during school hours through the prior approval of the school site principal or his/her designee. Violation of this policy may result in disciplinary action at the school site and/or police intervention.

AFTER SCHOOL ACTIVITIES

Students must be at an assigned after-school activity by 3:30 pm. Students not attending sports, intervention, detention, or academic clinics must be off campus by 3:30 pm. Habitual violations will be determined to be in defiance of district policy. Disciplinary consequences will be considered.

PROHIBITED ITEMS/PRACTICES

The following items and/or practices are prohibited and Buchanan High School:

- possession of any simulated weapons and masks
- chains of any sort or length

LASER PENS

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

GRAFFITI PARAPHERNALIA

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

SKATEBOARD/SCOOTERS/BIKES

Bicycles, scooters, and skateboards are not to be used on campus. If these are a means of transportation for the student to and from school, they must pick it up and walk it to where they are keeping it during the duration of the school day. If a student is in violation of this policy, they will have the item confiscated and a parent/guardian will be required to retrieve it from Student Services. Students will be assigned consequences.

BICYCLE RACKS

Bicycle racks are provided for students to lock their bikes/scooters. All other areas are prohibited. There will be no loitering allowed in this area. The school is not responsible for lost, stolen, or damaged bicycles/scooters.

STUDENT PETITIONS

Parents and students are reminded that the circulation of student petitions during school time is considered a disruptive behavior and may be subject to disciplinary action.

POSTING SIGNS

At no time are there to be any postings of any material whatsoever on any school facility without permission from the Activities Director. Anything posted without permission will be removed and subject to disciplinary action.

LITTERING

Buchanan High School prides itself on maintaining a clean campus. It is our goal to give students a clean and safe environment in which to learn.

FORGERY

Students forging calls, doctor's notes, passes, permission slips or any other documentation will result in a referral to Student Services for appropriate discipline per Ed Code.

CHEATING POLICY

Students are not allowed to copy each other's work or plagiarize documents. This is considered cheating. This includes but is not limited to copying answers on tests or assignments, swapping papers, uploading assignments from any electronic format, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. Plagiarizing also includes the use of internet materials without appropriate citation. The use of ChatGPT and any other AI generated work is also considered plagiarism. The visibility of **any electronic device** without the permission of the teacher during a test or quiz is unacceptable and will be considered cheating. Stealing and/or distribution of stolen materials will result in suspension. Students are expected to conduct themselves with integrity.

Teachers will contact parents. The student(s) will receive a zero on the assignment or test. They cannot make up the assignment, test or quiz and may not receive an alternate assignment. The student will be referred to Student Services and will receive appropriate consequences which could result in a code of ethics violation.

ELECTRONIC DEVICES

As per Ed. Code 51512, the use of electronic signaling devices is considered disruptive to the educational process. Therefore, the use of electronic devices is only permitted when given prior permission by the teacher for educational purposes. The school will not be responsible for the investigation of the theft or loss of electronic device(s) including cell phones and prohibited items. Exceptions shall be made in the event a student has received prior permission for the use of an electronic signaling device by district staff or when the principal, teacher, or designee has determined that the use of the electronic signaling device is essential for the student's health or safety (Reference Calif. Ed. Code 48901.5). Under the guidelines of these devices, the principal or

designee **will** confiscate the electronic signaling device if used inappropriately. Upon a third offense, a parent/guardian will be required to retrieve the cell phone, electronic device, or other prohibited items from Student Services. **Parents should not expect their students to read/send text messages or receive calls during class time.** (Refer to the Student Conduct Chart). Electronic devices may be used before school, during break, during lunch and after-school. Electronic devices **are to be turned off and put away (not visible) during class time**, unless permission is given by the teacher. The visibility of an electronic device, without the permission of the teacher, **is unacceptable and will be considered cheating.**

NONDISCRIMINATION

Discrimination, according to Board Policy 0410, consists of verbal or physical conduct relating to any of the grounds or actual or perceived characteristics identified in Education Code section 220 or Penal Code section 422.55, or any other bases prohibited by law, or the association with a person or group with one or more of these actual or perceived characteristics.

RULES GOVERNING DRESS AND GROOMING

The dress code will be reviewed each May by a committee of students, faculty, parents, and administration with a revised version being re-submitted to the Board of Trustees for approval and for use during the next school year. Please refer to the CUSD most current dress code <https://www.cusd.com/DressCode.aspx>, for the most current dress code policy.

DRESS CODE FOR CO-CURRICULAR ACTIVITIES

The CUSD dress code policies will be enforced at all school activities on or off campus. Students are required to leave any activity if not in the dress code. Exceptions may be made for special days or special events as approved by the administration.

HEAD APPAREL

A hat or visor must be worn forward. Head apparel may not be worn inside buildings except during rallies, dances, and at athletic events. Non-approved head apparel is not to be carried or visible on campus or at any school sponsored event. Hats or head apparel that are school colors or are school-related are appropriate. No professional teams allowed. No Bulldog mascot or Bulldog wording on hats. If a student is sent to Student Services for inappropriate head apparel, the item must be left and picked up at the end of day, on the third offense, parent/guardians must pick up the item from Student Services.

LEAVING CAMPUS WITHOUT PERMISSION

Students are not permitted to leave campus at any time without an off-campus pass, senior lunch pass, ROP pass, CART pass, or other appropriate authorized CUSD or BHS pass. Seniors who assist underclassmen in the violation of the lunch off-campus policy will be subject to off-campus privileges being revoked with additional discipline.

PERSONAL STUDENT CONDUCT/ PUBLIC DISPLAYS OF AFFECTION

During the time students are in school, they should use good judgment in their relationships with others. The following behavior is not permitted: kissing, lying or sitting together in an inappropriate manner. Parents will be contacted when necessary.

APPROPRIATE DRESSING AREAS

Students should use the restrooms or locker rooms to change their clothing. Violation of this policy may result in a suspension.

DETENTION PROGRAM

Buchanan utilizes a detention program as part of the school's discipline procedures. Students are expected to report to all assigned detentions, earn credit by being on time and being productive and exhibiting appropriate behavior as indicated below. Students failing to serve or who receive no-credit on assigned detentions will be reassigned double the original assignment. Students who habitually fail to attend detention will be considered as willfully defiant and additional consequences will be assigned. The administration follows district policy in regard to California Education Code.

AFTER-SCHOOL DETENTION

Students assigned to after-school detention are to report to the assigned classroom no later than 3:30 p.m. No student will be allowed into after-school detention late. Students are expected to bring appropriate study materials and teacher-assigned work. Talking to other students is not allowed. Students may not leave the detention room without a pass from the teacher. Appropriate behavior is expected at all times. Students must work on school-related assignments/projects until dismissal. Failure to comply with the above expectations will result in the student being sent to Student Services for appropriate disciplinary action. Any student off-task will receive no-credit and will be reassigned after school detention, double the original assignment. After-school detention is provided from 3:30 p.m. to 5:30 p.m. on Monday and Wednesday. Students may take the recreation bus home departing school at 5:35 p.m. They must have a bus pass from the teacher supervising detention to ride the bus.

SATURDAY SCHOOL

The Clovis Unified School District has adopted the Saturday School Program as an alternative disciplinary measure for students. The purpose of the program is to facilitate the disciplinary measures for students who have been truant, excessively tardy or guilty of other offenses. Saturday School is a form of discipline that allows students to remain in a regular school setting without missing assignments and instruction. Buchanan High teachers facilitate the program by supervising participating students. Students are to report to Saturday School on time, have their identification card, Saturday School contract, and enough schoolwork for four hours of class time. Students are expected to remain on task and behave appropriately, or otherwise receive no-credit for Saturday School. Students who receive no-credit are reassigned two days of Saturday School.

Saturday School starts at 8:00a.m. and ends at 12:00p.m. The room number will be specified on the contract that will be sent home for a parent/guardian's signature.

SCHOOL PROPERTY

Education Code states, "Any pupil who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension, or expulsion and the parent or guardian shall be liable for all damages caused by the pupil. The parent or guardian shall be liable to a school district for all property belonging to the school district, loaned to the pupil, and not returned upon demand of an employee of the district authorized to make the demand."

HARASSING OR THREATENING BEHAVIOR

If a student feels that they are being harassed or threatened, they should immediately report to any staff member, Student Services or the Counseling Center and be prepared to write a statement. The writing of a statement initiates an investigation.

HATE MOTIVATED BEHAVIOR

A safe school environment mitigates against anxiety-producing or demeaning incidents taking place within the confines of the school.

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

GANG RELATED ACTIVITY

A safe school environment is free of gang related conduct or activity. Gang related conduct or activity includes, but is not limited to: symbols, graffiti, apparel, colors, hazing/initiations, hand signals commonly associated with gangs, and inciting other students to act with physical violence upon any other person. Students who engage in a gang related activity shall be subject to suspension or expulsion.

SEXUAL HARASSMENT

A safe school environment is free of sexual harassment as defined in Section 212.5 of the California Education Code. Acts of sexual harassment may be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment and have a negative impact upon the victim's academic performance. Students who engage in sexual harassment shall be subject to suspension or expulsion.

SUSPENSIONS/EXPULSIONS

Students who exhibit habitual or severe inappropriate behavior will be considered for suspension and/or expulsion. When the principal or designee determines a suspendable offense has occurred, according to the 48900 Education Code, the following actions will be initiated:

1. Students are removed from school.
2. Number of days suspended determined.
3. The student is to remain under adult supervision during the suspension and may not be on or around any school campus or activity.
4. Ten days non-privilege is assigned upon the first school day following suspension.
5. A student who has been suspended from school may be allowed to complete all assignments and other work missed during the suspension, including tests that can reasonably be provided.

BULLYING/HARASSMENT

Bullying, as defined by Education Code section 48900, subd. (r)(1), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined Education Code sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil* to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil* to experience substantial interference with his or her physical or mental health.
4. Causing a reasonable pupil* to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, included, but not limited to, any of the following:

1. A message, text, sound or image.
2. A post on a social network internet web site, including, but not limited to:
 - a. Posting to or creating a burn page. "Burn page" means an internet Web site created for the purpose of having one or more of the effects listed above.
 - b. Creating a credible impersonation of another actual pupil or staff member for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed above. "False Profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

*"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

California Education Code 48900(r): A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- 1. While on school grounds**
 - 2. While going to or coming from school**
 - 3. During the lunch period whether on or off the campus**
 - 4. During, or while going to or coming from a school sponsored activity.**
- Suspension may occur upon first offense depending on the violation.**

NON-PRIVILEGE POLICY

The following policy will be in effect for all students who are **suspended, truant, or persistently refuse to obey school rules** will be suspended from participating in any school related activity for a minimum of ten (10) days.

LAW ENFORCEMENT NOTIFICATION

Section 48902 of the California Education Code requires the school principal or the school principal's designee to notify the appropriate law enforcement agency when a pupil is considered for suspension or referred for consideration for expulsion, **prior to the pupil being suspended**, when the reason for such consideration may be a violation of Section 245 of the Penal Code.

Section 245 of the California Penal Code pertains to assaults or attempted assaults with a deadly weapon, a firearm, an instrument other than a firearm, or by any means of force likely to produce great bodily injury.

Section 48902 of the California Education Code requires the school principal or the designee within one school day after suspension or recommendation for expulsion to notify by telephone, the appropriate law enforcement agency when the pupil may be in violation of Section 48900 (c) or (d) of the California Education Code or Section 626.9 or 626.10 of the California Penal Code.

Ed Code Section 48900 (b) Possession of Weapons, Explosives, any knife or other dangerous object.

PC 626.9, the pupil brings or possesses a firearm upon the grounds of any school campus.

PC 626.10, the pupil brings or possesses any dirk, dagger, knife having a blade longer than 3-1/2 inches, folding knife with a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun.

It is expected that the police officer (Clovis Police Department, Fresno Police Department, or the Fresno County Sheriff's Office) will determine if police action is warranted. An official Police Report will be filed by the officer indicating the disposition. School personnel do not have the authority to determine if a statutory violation has occurred or if an arrest is warranted, that is the responsibility of the police officer. The police officer will determine if the pupil's activities necessitate the pupil being taken into custody, booked and/or cited to Juvenile Court. School personnel at the direction of police officer will make parent notification only. If the police come on campus to talk about an issue that is an off-campus issue, the school personnel are not obligated to contact the parents about the police contact.

ALTERNATIVE EDUCATION

Students who are referred to Student Services and School Attendance for expellable offenses and/or multiple suspensions may be referred to an alternative education site. The mission of alternative education is to prepare students academically to be successful and productive members of society by establishing interpersonal relationships and providing services and support in a safe, nurturing environment. Alternative educational programs embrace a philosophy of individual accountability and responsibility, coupled with a commitment to maintaining an atmosphere in which students feel secure, accepted, and challenged.

SCHOOL AND CHARTER BUS USE

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.

For the **2024-25 school year**, home to school transportation is provided at no charge for students that attend Clovis schools and reside in the radius zone as defined below.

The established radius zone distance for students shall be as follows:

- a. For Grades K-6, radius zone will be drawn at a distance of 1 mile from the school site.
- b. For Grades 7-12, radius zone will be drawn at a distance of 2.5 miles from the school site.
- c. The radius zone will be measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary.

REQUIREMENTS FOR RIDING A SCHOOL BUS

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place, at least 12 feet back, well off the road and on the same side of the road the bus picks you up.
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.
5. All students shall board or exit the school bus only at the students' authorized bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent's signature and signed by a school administrator. The written statement 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.)

POSTED BUS RULES OF CONDUCT

ALL SCHOOL AND CUSD REGULATIONS APPLY WHEN 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 is 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, or skateboards will not be permitted.
13. The use of cellular phones is prohibited on the bus and can only be used in emergencies.
14. Headphone equipment is OK.
15. 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 bus
- **Level One – 5-day suspension from bus (1 written warning before referral issued)
- *Level Two – 2-day suspension from bus (2 written warnings before referral issued)

The third referral: suspension from all CUSD buses for the remainder of the school year.

California law governing school buses and school pupil activity buses (SPAB) “Holds the driver responsible for the orderly conduct of pupils while aboard the bus” (5CCR 14103). It also states “a school bus or SPAB bus shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion.”

(13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB bus while the bus is in motion. Failure to abide by one or more of these rules shall result in the loss of bus riding privileges. Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.

PROCEDURE FOR ISSUING A WARNING OF UNSATISFACTORY CONDUCT ON OR NEAR A SCHOOL BUS

Before issuing a “Notice of Unsatisfactory Conduct” the driver is required to issue a “Warning of Unsatisfactory Conduct on or Near a School Bus” for Level 1 & 2 infractions as follows:

1. Level 1 infractions require the driver to issue ONE written warning slip before issuing a “Notice of Unsatisfactory Conduct”
2. Level 2 infractions require the driver to issue TWO written warning slips before issuing a “Notice of Unsatisfactory Conduct”

A maximum of two warnings shall be issued per student, as indicated on the warning report. Appropriate discipline will be determined and administered by the school site administrator.

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 a School Bus” referral as outlined:

a. The first referral and second referral the school site administrator issues appropriate discipline as outlined:

“Zero Tolerance” section = 10-day suspension from bus

“Level One” section = 5-day suspension from bus (1 written warning before referral issued)

“Level Two” section = 2-day suspension from bus (2 written warnings before referral issued)

b. The third referral: suspension from all CUSD buses for the remainder of the school year.

3. In cases where the disciplinarian determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from ridership.
4. Ridership for a community funded run or when a bus pass is purchased is subject to regular rules and regulations.

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.

STUDENT TRIPS

All CUSD and BHS policies and procedures are in effect and students are responsible to follow all policies and procedures for the duration of the student trip. Students will be subject to consequences if policies or procedures are not followed.

Additional referrals will be considered willful defiance of school policy and suspension from school will be considered. Bus privileges will be suspended for the remainder of the semester/year.

CLOVIS UNIFIED SCHOOL DISTRICT FIELD TRIP CODE OF CONDUCT

TRIP PURPOSE/PHILOSOPHY STATEMENT

The trip you are embarking upon to represent your school, the Clovis Unified School District, and the community promises to be a great experience. We are confident that each of you will put your total effort and concentration into this event. Not only will you be experiencing participation at its highest level but, hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute so much to the school. Remember who you are. Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

RULES AND REGULATIONS

Please be aware that all school and Clovis Unified School District rules and policies apply, and any trip discipline will be followed by school discipline and code of ethics consequences upon your return. Any student not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the trip. Gambling, drinking, use of drugs, tobacco, controlled substances, theft, profanity, or other inappropriate behavior will not be tolerated. School officials may search a student's suitcase, backpack, sports bag, or other personal property when related to a student's travel or participation in extra-curricular or off-campus activities. If alcohol, drugs, or other prohibited items are found, the student may be subject to discipline, removal from the team/club, loss of privileges, or other consequences.

HOTEL EXPECTATION

Upon arrival at our hotel, keys will be issued to those who have been assigned that responsibility. If you lose your keys, extras will be available after you pay the replacement cost. Remember that the hotel will be full of other guests, and you should be considerate of their presence. Any problems or damage with any room will be considered to have been caused by all the room members. Never should anyone other than the assigned students or parents be in the room without advisor permission. Absolutely no one of the opposite sex will be allowed in the rooms. Students should not give out the name of the hotel, room number, and/or phone number to anyone other than their own immediate family members.

Upon check-out, the room will be charged for any missing items. All keys will need to be turned into the chaperone, and all room charges will need to be cleared before check-out is completed.

Remember that hotels charge for all phone calls (except those made within the hotel). Cell phones are to be used for all personal calls. Also, many hotels have pay TV included on "in-room" television sets. Very often this is an additional charge and if you use the service, you will need to pay for it. Only appropriately rated programming should be viewed. Many hotels have mini refrigerators in the rooms. The contents of these units are not complimentary, but often expensive, and anything taken will be added to your bill.

Be considerate of other guests. After room check and "lights out," there should be no TV, radio, hair dryers, etc. Get some sleep at night—you will have a full itinerary, which demands your full energy.

TRANSPORTATION

All students shall comply with instructions given by advisors and employees of the transporting service. Safety standards should always be observed. Remember that you represent your school and organization throughout the trip.

GENERAL STUDENT INFORMATION AND PROCEDURES

CAMPUS VISITORS

In compliance with board policy, students are not permitted to bring guests on campus during the school day. Parents wanting to visit classrooms must make prior arrangements with the Deputy Principal's Office at least one day in advance of their visit. All visitors must check into the administration office and show proper identification. Visitors must wear a visitor badge and visit areas designated on badge only. For students' safety, compliance with board policy will be strictly enforced for activities such as noontime activities, rallies, senior video show, and any classroom.

DELIVERIES

No flowers, balloons or special deliveries will be accepted by any office. No phone orders will be accepted. Students will not be summoned to pick-up deliveries and deliveries will not be made to classrooms. Buchanan and CUSD are not responsible for any food deliveries.

STUDENT ATTENDANCE AT SCHOOL ACTIVITIES

Students who are enrolled and attending a comprehensive high 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.

Students who maintain less than a 2.0 grade point average (GPA) are not entitled to represent the school of attendance in competitions/activities.

Students who attend Buchanan, Clovis, Clovis East, Clovis North, and Clovis West High Schools and who are deemed to be in violation of school rules and regulations are subject to disciplinary actions. Normally, such actions include denial of admission or participation in school sponsored activities for stipulated periods. The non-privilege status varies according to the violation.

School sponsored activities include both activities which are open to the public and activities restricted to students in good standing their school of attendance.

Students who have been removed from their comprehensive site are not in good standing and are not authorized to attend any comprehensive school sponsored activity during the duration of their assignment to, and attendance in, a continuation school.

Appeals of the denial of authorization to attend school sponsored activities open to the public will be submitted to the principal of Gateway High School or Clovis Community Day School. The principal will review the student's attendance, behavior, and academic standing and a recommendation will be made in approval or denial of the petition.

The petition will be forwarded to the deputy principal at the comprehensive high school the student formally attended. The deputy principal will review the application and recommend approval or denial of the petition.

The application will be forwarded to the Assistant Superintendent of Instruction who is responsible for the high school the student previously attended. The Assistant Superintendent of Instruction will approve, deny, or issue a conditional authorization for the student to attend activities open to the public. The decision of the Assistant Superintendent is final.

THE DAILY BULLETIN

The Daily Bulletin will be read on announcements each school day. Buchanan High School sends the bulletin to CART daily. The bulletin can also be accessed through the BHS website.

STUDENT INSURANCE

All BHS 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 in the registration process in August.

DANCE REGULATIONS

Dances are for BHS students only with the exception of Winter Formal, Sadie Hawkins and Prom at which guests are allowed to attend. Guest passes may be obtained and submitted to Student Services for approval. To provide a safe and positive environment at school events, BHS reserves the right to deny admission to anyone regardless of approval from the home school. **Students who attend intermediate schools are not allowed to attend high school dances.**

All guests must be in good standing at the school of their residence and the guest pass must be signed by the guest's school administrator prior to submitting. An alternative education student may attend a BHS activity with the approval from their home school and the Deputy Principal. If a student has been expelled or involuntarily assigned to alternative education, **they may not attend** the home school activities. High school age students who have dropped out of school will not be granted a guest pass.

A student who leaves a dance may not return.

If any student is suspected of being under the influence of a controlled substance, the parents will be notified and/or the student may be referred to law enforcement officers and taken into custody. Student may also receive school disciplinary consequences.

Students must attend school on the day of the dance or the day prior if the dance is on a Saturday.

No guest may be 21 or older.

Guest passes must be signed **before** ticket purchase.

Guests MUST be in CUSD dress code and adhere to all other CUSD policies. Any guest refusing to follow CUSD policies may be removed from the dance.

A Buchanan High School student I.D. for BHS students and a valid driver's license, school I.D., or California I.D. for guests must be presented at the door for all dances.

Buchanan High School is not responsible for any lost or stolen items.

DANCING – ATTIRE AND BEHAVIOR

The administrative staff at BHS would like to remind students of the appropriate behavior to follow when dancing at any of the school dances. Students 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 and may not be allowed to attend future dances. **THIS INCLUDES ANY DANCE STYLE THAT IS EXTREMELY SUGGESTIVE IN NATURE AND NOT APPROPRIATE AT A SCHOOL DANCE. THIS IS THE ONLY WARNING THAT WILL BE ISSUED. ANY STUDENT OR GUEST PARTICIPATING IN INAPPROPRIATE DANCING WILL BE ASKED TO LEAVE THE DANCE WITHOUT A REFUND, AND WILL NOT BE ALLOWED TO ATTEND FUTURE DANCES.**

SCHOOL SAFETY READINESS

EMERGENCY PROCEDURE GUIDELINES

POWER OUTAGE

This alert is used with a rolling blackout/power outage or other emergency.

Alarm: The principal, deputy principal or site administrator will send messages via “runners” notifying students and staff that the school is experiencing a rolling blackout. BHS has a generator back-up and will use this if necessary.

FACILITY ALERT

This alert is used when police or other law enforcement agencies have notified administrators that a potentially hazardous situation may reach a district facility. A facility alert is similar to a temporary lockdown; however, in this situation employees must be prepared to evacuate a room when prompted to do so.

Alarm: an all-call “Facility Alert” announcement.

Procedures: continue normal classroom procedures with all students IN the building until notified. Students may use the restroom if accompanied by an adult; otherwise students do not leave the classroom. Classroom doors remain unlocked unless staff is directed otherwise. Staff and students listen carefully for “all-call” messages and check e-mail frequently for additional directions from site administrators.

EVACUATION

An evacuation is called when a serious threat exists to students if they remain inside school buildings.

Evacuations typically occur in the event of a fire, following an earthquake or other natural disaster, or when it is deemed unsafe for students and employees to occupy a building.

Alarm: in the event of fire, fire alarm will sound interspersed with all-call announcement: “Evacuate Facility.”

Procedures: students are to leave the building quietly and calmly to designated areas away from the crisis.

At Buchanan High School this area is the soccer fields behind the swimming pool area. Students follow instructions from staff in waiting area.

LOCKDOWN

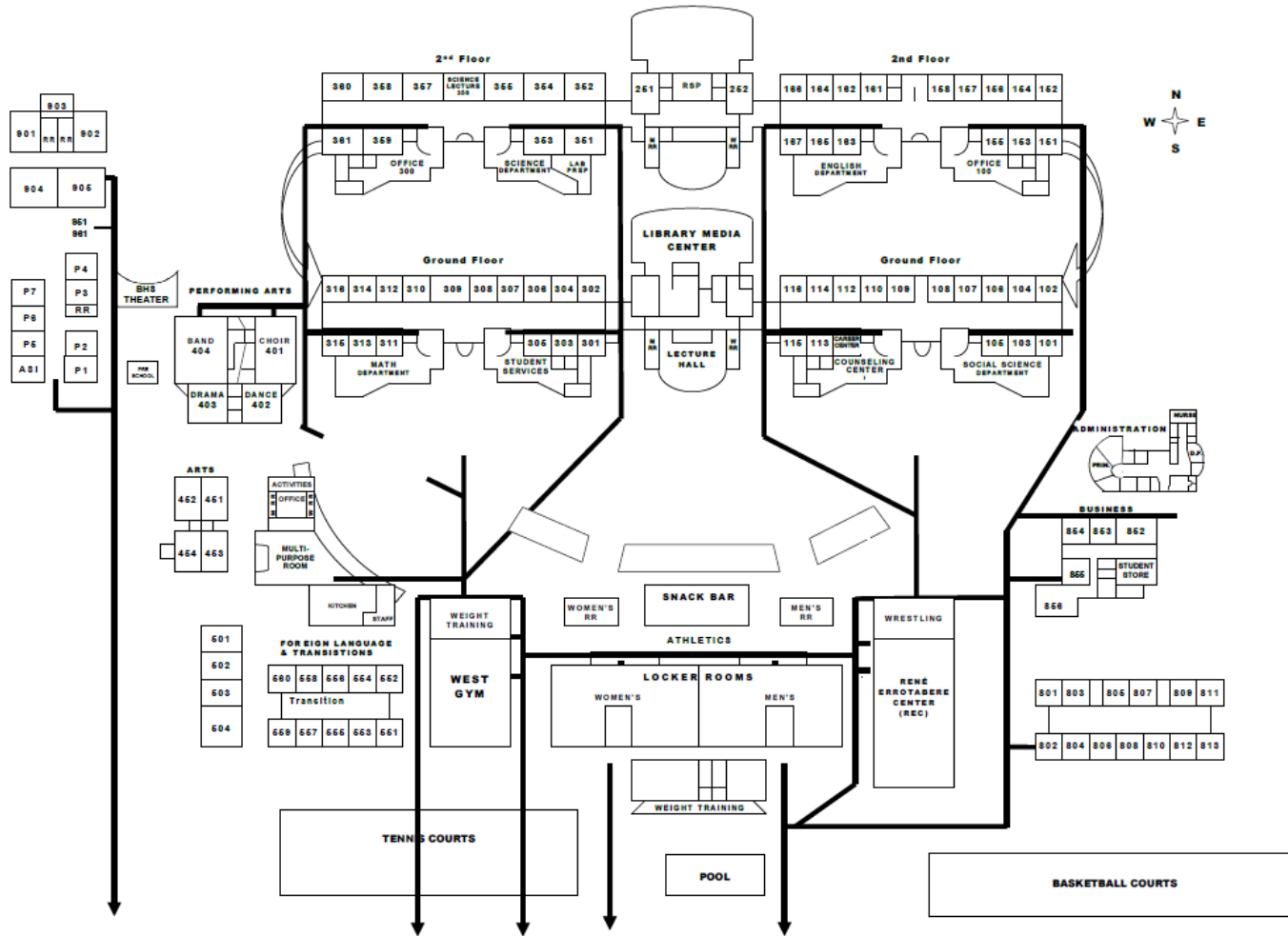
A lockdown is used when there is the existence of an immediate, serious threat against students or faculty of a school. This may include the sighting of someone with a weapon on campus, a threat made against students or staff members, or other imminently dangerous situations that threaten the safety of students and staff.

Alarm: repeated blast on whistles by staff members and an all call facility alert “LOCKDOWN”.

Procedures: students immediately return to the nearest open building. Once inside, follow staff procedures and stay in a secure locked room. Staff may instruct students to “duck and cover” getting in position away from windows. Students are to wait for further instructions from staff.

Buchanan High School
 1560 N. Minnewawa
 Clovis, CA 93619

Buchanan High School Emergency Evacuation



GENERAL STUDENT INFORMATION AND PROCEDURES

FORMAL COMPLAINT

Please refer to Governing Board located in the District Handbook of Parent and Student Rights and responsibilities, found on the Buchanan [Website](#) or in Parent Connect (Annual Update Page).

CAMPUS CATERING

For those students who qualify for free and reduced-cost lunches, applications may be picked up at the Attendance Office or the Cafeteria. These applications help with funding of public schools, however all students receive free lunch regardless of income status.

STUDENT STORE - "BEAR NECESSITIES"

The student store, located in the Business Building (Room 851), provides the student body with the opportunity to purchase school supplies, school spirit items, and quality gift items. The store is open during lunch. Bear Necessities accepts cash, checks, and credit cards. Checks must be made payable to Buchanan Foundation for the amount of purchase only.

PE CLOTHING

The Physical Education Department will sell P.E. clothing and locks prior to school starting ([online](#)) and in P.E. classes once school starts. The prices are:

- ❖ Short and t-shirt set \$30.00
- ❖ Locks \$8.00 each

Checks, payable to Clovis Unified School District, for P.E. clothing/lock must be made out for the amount of purchase only.

GENERAL STUDENT INFORMATION AND PROCEDURES

POLICY ON STUDENT FUNDRAISING ACTIVITIES

All student fundraising activities must be associated with a BHS club or organization and must have prior approval from the Student Activities Office and follow all C.U.S.D. guidelines.

WORK PERMITS

Report to the Counseling Center for a work permit application. To qualify for a Work Permit, you must meet the following criteria:

- School attendance must be in good standing without excessive absences or tardies.
- Must be on track to meet all graduation requirements.
- Counselors must approve eligibility for all work permits.

Allow one day for processing your work permit. You will need to present your school ID card when picking up your work permit.

STUDENT BODY FINANCE OFFICE

The Finance Office does not cash checks for students. Checks should be written to Clovis Unified School District for the amount of purchase only. Returned checks are charged as an obligation to the student and a \$25.00 service charge is assessed on each returned check. Students with financial obligations will not receive their class schedules until all financial obligations are cleared. If the student cannot pay for their obligation, they will be directed to the Finance Office to make contract payment arrangements. If obligations are not cleared prior to graduation, students will not be allowed to participate in the commencement ceremony.

Financial obligations may be cleared from 7:30 a.m. until 4:15 p.m.

FABRICATION ACCOUNT

Students registering in classes that incur expenses for projects may volunteer to contribute towards their projects at the Financial Office before school, during break, and at lunch.

ADVANCED FINE ARTS

Art, Ceramics, and 3D Design classes incur costs for materials needed for projects completed in class. Students may contribute towards the materials should they want to keep their projects and take them home.

CULINARY ARTS

Food Science & Nutrition and Culinary Arts classes accept voluntary donations to cover the cost of materials.

INDUSTRIAL / TECHNICAL / WOODWORKING

Woodworking classes require materials for projects completed in class. Should the student want to take home any project, they may make a contribution towards the cost of their projects for the semester.

ADVANCED PHOTOGRAPHY / DIGITAL PHOTOGRAPHY

These classes require the purchase of film, paper, and all photo related processing chemicals for projects that the student makes during the course of the class. Voluntary donations are accepted to help offset the cost of materials. Students that want to keep their projects may make a contribution towards the cost of their projects for the semester.

GENERAL STUDENT INFORMATION AND PROCEDURES

LIBRARY MEDIA CENTER

The Buchanan Library is open during school days from 9:00 – 5:00 p.m. Students must present a pass and current student ID to be admitted to the library during class time. Students should have an educational purpose for being in the library. Students may study, work on assignments, use computers, browse, or read while in the library.

CUSD'S LIBRARY MISSION STATEMENT

By providing quality resources for both academic and personal endeavors and by collaborating with faculty members to enhance instruction, Clovis Unified School District's secondary libraries engage with the CUSD learning community and teach our students to be capable researchers, critical thinkers, enthusiastic readers, and ethical participants in the contemporary information landscape.

LIBRARY COLLECTION AND SERVICES

Students are assisted by a credentialed teacher librarian and a library technician. The library's collection of print and digital materials is continually growing. Although the majority of the collection is curriculum-driven, a large number of leisure reading materials are available. Digital resources (databases, eBooks, audiobooks), as well as the library's online catalog, can be accessed at <http://bhslib.cusd.com/>. Computers and printers are available for student use. We ask for a printing fee donation of \$.10 for black and white copies and \$.50 color copies per page.

LIBRARY BASICS

Students must have a current Buchanan Student Body ID card to check out library materials, textbooks, and to use computers. Students must have parent permission to use the internet independently in order to use library computers when they are not with a teacher. Library staff will verify permission each time students borrow a computer.

Students must have a pass and check in at the circulation desk to be admitted to the library during class time. Library materials are checked out for a three-week period. They can be renewed for extended reading time if they have not been requested by another patron. Students with overdue materials will be denied check-out privileges until they return what is overdue. Lost, stolen or damaged materials must be paid for by the student. No food or drinks are allowed in the library.

TEXTBOOK PROCEDURES

Students are TOTALLY responsible for textbooks checked out to them. EACH STUDENT MUST PRESENT HIS/HER CURRENT BUCHANAN ID CARD TO CHECKOUT A TEXTBOOK. Students are responsible for all books left out on campus, left in classrooms, or left in PE lockers that may be lost, stolen, or damaged. STUDENTS MUST TURN IN THE TEXTBOOK(S) THAT WAS ISSUED to them. Procedure for lost books:

- Students must pay replacement cost for lost or stolen books.
- Students may check for lost books in the textbook room or library.
- Students may check for lost/stolen books in the library after the custodians have cleaned out the PE lockers at the close of the school year. Many lost/stolen books turn up during this time.
- Student/Parent will be charged for stolen or lost books, excessive wear and/or damage

DAMAGED BOOK CHARGES

The library staff will assess damages when students return their books. Textbook charges must be paid by CASH, MONEY ORDER or CREDIT (when available). Damages will be assessed using the approximate guidelines below:

- Water Damage, but usable (no mold): \$10.00
- Cover/Spine Damage: \$25.00
- Missing Barcode/Marks in Books: \$5.00
- Anything that exceeds \$15.00: Cost of textbook
- Unusable: Cost of textbook

INTERNET AND ELECTRONIC MAIL POLICY

The Clovis Unified School District is pleased to offer students access to the district computer network for electronic mail and the Internet. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intention is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of student internet access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

District Internet and E-Mail Rules

Students are responsible for good behavior on the school network 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.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access carries with it a responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

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

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they would other information sources such as television, telephones, movies, radio and other potentially offensive media.

Copies of the District's approved Acceptable Use of Information Resources (Policy #7203) are found in the District Handbook of Parent and Student Rights and Responsibilities. Briefly stated, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language or intentionally getting access to obscene or pornographic material harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks Violating copyright laws

- Using another person's password Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

VIOLATIONS WILL RESULT IN THE LOSS OF ACCESS TO THE COMPUTER NETWORK AND MAY RESULT IN FURTHER DISCIPLINARY OR LEGAL ACTION.

BUCHANAN HEALTH OFFICE LOCATION

The Health Office is located in the Administration/Main Office building. Parents must stop at the Receptionist's desk in the Main Office and proceed back to the Health Office to sign out their student if they are ill or injured. The Health Office is available to students and staff Monday - Friday from 8:00 am to 3:45 pm. A full-time registered nurse and/or health assistant are available during the school day for all health care needs. Some of the services provided include the evaluation of illness and injuries, health assessments for vision, hearing, and the confidential management of all health-related issues, medical records, and emergency records. Please call if you have any questions or concerns.

NURSING SERVICES

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

EMERGENCY INFORMATION:

Ed Code 49408

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

IMMUNIZATIONS

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

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

At the time of registration, the school site is required to have proof that your child has received all currently due immunizations to complete the enrollment process. If required immunizations are not provided by the first day of school, your child will not be able to attend.

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

For additional information, please visit

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

Medical Exemptions:

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

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

Immunization Exclusion:

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

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

HEALTH ASSESSMENTS**Vision & Hearing Health Screening**

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

California Education Code allows qualified district employees (sections 49452, 49454) to conduct routine vision, color vision and hearing screenings to each student enrolled in the District. The State of California vision and hearing screening is to be completed for all new students entering the District, as well as upon a written referral from parent/guardian or teacher at any grade level (California Code of Regulations, Title 17, Section 2952 (1)). Vision and hearing screening for 8th grade students and hearing screening for 10th grade students will be conducted during the fall semester.

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

TUBERCULOSIS (TB) RISK ASSESSMENT

Board Policy 5141.26; A.R. 5141.26

New or Returning Students

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

1. All students moving from out of the country and/or residing in a high TB risk country will be required to be cleared through the Children's Health Center prior to enrollment at their school site.
2. If any blood or skin test is positive, proof of a negative chest x-ray indicating the student is free from communicable TB must be submitted to the health office.
3. A student who is assessed of being at risk of having TB shall: get a TB blood test (IGRA-Quantiferon or T-SPOT) or a TB skin test unless proof of documentation is provided to the health office showing treatment for current or prior positive IGRA or TST performed in the United States, have a negative chest x-ray or no new risk factors since last documented negative TGRA or TST.

TYPE 1 DIABETES INFORMATION

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

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

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

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

Type 1 Diabetic Student

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

TYPE 2 DIABETES INFORMATION

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

Pursuant to California Ed Code Section 49452.7, local education agencies are required to provide parents/guardians information on Type 2 diabetes to all incoming 7th grade students.

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

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

FIRST AID, ILLNESSES AND INJURIES

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

Assistive Devices

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

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

When to keep your child home due to illness:

1. Temperature 100.0 F or greater within 24 hours
2. Illness affecting child's ability to learn.
3. Vomiting/Diarrhea
4. Sore throat-difficulty breathing or swallowing, or continuous drooling.
5. Cold symptoms-continuous cough, difficulty breathing, uncontrolled wheezing, excessive nasal drainage (excludes seasonal allergies)
6. Ear/Eye irritation-redness with drainage, difficulty seeing or hearing, injury, intolerable pain.

- Suspected pink eye-notify healthcare provider for evaluation and provide medical documentation to health office.
- 7. Rash-worsening, painful, drainage, not healing.
- 8. Starting antibiotics within 24 hours for an illness

When your child may return to school due to illness:

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

PHYSICAL EDUCATION:

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

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

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

CONCUSSION PROTOCOL

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

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

COMMUNICABLE/INFECTIOUS DISEASE

Board Policy 5141.22; A.R. 5141.22

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

HEAD LICE:

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

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

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

MEDICATION AT SCHOOL:

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

All medications, even over-the-counter medication(s) (including Tylenol, Advil, cough drops, eye drops, essential oils, etc.) require a physician order and are reviewed by the credentialed school nurse. Medication orders must be updated at the **beginning of each school year**. The Medication at School form is available in the school health office or on the CUSD website. <https://cusd.com/HealthForms.aspx>

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

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

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

FIELD TRIPS/CO-CURRICULAR ACTIVITIES

If your child requires medication to be given while off campus, a Medication at School form is required and must be turned into the health office for review at least two weeks prior to the event. Late medication orders and medications may not be accepted, if past the due date.

If your child has a medical condition (ie: Seizure, Syncope, etc.) and will be participating in an event that involves swimming will require medical clearance from their healthcare provider to participate.

EMERGENCY ADMINISTRATION OF NALOXONE (NARCAN) NASAL SPRAY

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

AIR QUALITY PRECAUTIONS:

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

GENERAL STUDENT INFORMATION AND PROCEDURES

DAMAGED OR LOST PROPERTY AND PERSONAL INJURY

PARENTAL RESPONSIBILITY

The parent/guardian of a student 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 student who willfully:

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 student.
3. Injuries or damages in any way property belonging to a school district employee under the circumstances listed in Education Code Section 48910.
4. Engages in conduct leading to the death or injury of any student, school district employee or any person performing voluntary services for the District.

PARKING AND POLICE SERVICES

Parking and traffic regulations are designed to provide for maximum utilization of available parking and to insure SAFE TRAFFIC FLOW on campus.

EFFECTIVE TIMES

Permit parking regulations, both student and faculty, are enforced on school days during school hours.

PARKING AREAS

All areas on the campus where cars may be parked legally are designated for parking. Parking in other than designated areas is prohibited. Motorcycles and other motorized vehicles shall be parked in designated parking areas. Overnight parking is prohibited (11:00pm -7:30 am). Students must park in designated lots. Consequences will be issued through Student Services.

PARKING PERMITS

All vehicles must have a parking permit. A parking permit application is available online through Parent Connect (Update Annual Information page) and must be completed prior to purchasing a permit. Permits are only sold to students before school, during break and lunchtime in the main office. The cost of a parking permit is \$10.00 per vehicle. All Buchanan students must park in designated student lots **on campus**. Seniors with off-campus passes must exit a student parking lot.

SPECIAL ORDINANCES

The following ordinances and all state and municipal regulations are strictly enforced on and about school campuses of the district.

1. All vehicles parked on high school campuses in any designated parking area other than time limit zones are required to display a valid parking permit in the manner described on each type of permit and are to park only in the designated areas. Parking is specifically prohibited in handicapped spaces, except for vehicles displaying handicap decals.
2. Parking is specifically prohibited at all times:
 - In marked RED zones.
 - In marked GREEN zones.
 - In marked loading zone areas (WHITE) curb.
 - In any zone marked with ORANGE
 - CURBS and posted Restricted Parking, School Days 7:30 – 3:30

- Within fifteen feet of a fire hydrant.
 - Double parking
 - Faculty and students shall not park in any zone marked for temporary visitors.
3. Vehicles parked on the campuses of the District must be in designated areas and comply with the following:
- Completely contained in the marked stalls (diagonally and perpendicularly)
 - Parked vehicles must have one front wheel within eighteen (18) inches of the curb.
 - Diagonally and perpendicularly parked vehicles shall not be backed into parking stalls or pointed outward from the stall.
 - Parallel parking is required, unless marked for perpendicular parking, with both inside wheels within eighteen (18) inches of the curb.
4. It shall be unlawful to fail to obey any sign posted to designate a no parking area or to willfully fail or refuse to comply with any lawful order, signal or direction of any Clovis Unified School District Police Officer, Campus Monitor, or Safety Reserve Officer.
5. It shall be unlawful to park any vehicle displaying or using an altered, substituted, or unauthorized parking decal or permit. Clovis Unified School District service vehicles are classified as emergency repair vehicles and are exempt from these regulations. Questions, complaints, and other inquiries may be submitted to the Office of Police Services, 1465 David E. Cook Way, Clovis, CA 93611, **(559) 327-9222**.

CATEGORICAL PROGRAMS

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 30th each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – Improving the Academic Achievement, Title I, Part C – Migrant Education, Title II, Part A – Supporting Effective Instructions, and Title III – English Learner (EL) 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 (DMEPAC)**
- ❖ **District Indian Education Parent Advisory Committee (IPAC)**
- ❖ **School and District level School Assessment Review Team (SART)**
- ❖ **Intercultural and Diversity Advisory Council (IDAC)**
- ❖ **Local Control Accountability Plan Forums (LCAP)**

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each 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 Committees, please call your child's school. The Principal, Learning Director, or Deputy Principal would be happy to assist you, or go to: <https://www.cusd.com/SupplementalServices.aspx>. Listed below are several parent committees that assist with categorical programs and funding.

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

District Advisory Committee (DAC)/School Advisory Committee (SAC): The entirety of the SCC acts as the SAC. The SAC services as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for the school community. They serve to share information and comments both at the district and site level. 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 they represents, and 2) elected to serve as the DELAC representative by the site ELAC.

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

Local Control Accountability Plan (LCAP) Forums: CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parent and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the

District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

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

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

Rationale

General District funds provide support for the District's base/core curricular program. Some children have special characteristics, not reflective of the general school population, that affect their success in base/core programs. Some come from 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

1. **After School Safety and Education Funds (ASES)** - This state funded and administered program provides free intervention, enrichment opportunities and supportive services to help the students meet state and local standards in opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
2. **Title I, Part A (Improving the Academic Achievement)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds to provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title 1, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.
4. **Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families.

5. **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.
6. **Title III (Language Instruction for English learners (ELs) and Immigrants)** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.
7. **Title VII (Indian Education Formula Grant)** - A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

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

If you have any questions, please call your child's school or the CUSD Department of Supplemental Services at 327-0661, additional information may be found at <https://www.cusd.com/SupplementalServices.aspx>.