

# BUCHANAN HIGH SCHOOL

*Home of the Bears*



## STUDENT – PARENT HANDBOOK 2023-2024

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

## 2023-2024 Bell Schedule



MONDAY 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 (Announcements)	8:30 AM	9:26 AM	56
PERIOD 2	9:33 AM	10:28 AM	55
BREAK	10:28	10:31	3
PERIOD 3	10:38 AM	11:33 AM	55
PERIOD 4	11:40 AM	12:35 PM	55
LUNCH	12:35 PM	1:14 PM	39
PERIOD 6	1:21 PM	2:16 PM	55
PERIOD 7	2:23 PM	3:18 PM	55
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			
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

Revised 6/22/23

## BUCHANAN HIGH SCHOOL PHILOSOPHY



### **MOTTO**

“Building Unity, Committed to Excellence”

### **MISSION**

BHS will graduate productive citizens by teaching the California State Standards, appropriate academic and social behaviors, as well as provide interventions until all students achieve and maintain proficiency.

### **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**

College and Career Ready

Healthy Lifestyle Choices and Good Citizenship

### **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 28 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 a wide range of programs, including athletics, visual and performing arts, and Career Technical Educational programs. After 27 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 look at parent/guardian involvement as a true partnership that is 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 educational journey.

We are excited to start the upcoming school year and encourage all parents to stay informed by visiting our website, the CUSD App, and Parent Connect. These useful tools will provide you with valuable information throughout the year. We look forward to a wonderful 2023-24 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

## INDEX

ABSENCES (CLEARANCE OF)	23
ACADEMIC BLOCK “B”	20
ACADEMIC POLICIES	16-19
ACADEMIC RECOGNITIONS	20-21
ACADEMIC SCHOLAR OF DISTINCTION	21
ACADEMIC STANDARDS FOR CO-CURRICULAR PARTICIPANTS	31-32
ACADEMIC SUPPORT	19
ADMINISTRATION	12
ADMINISTRATIVE STRUCTURE AND FLOW CHART	13
ALTERNATIVE EDUCATION	54
ALMA MATER	2
ATHLETIC MISSION	36
ATHLETIC SCHOLAR AWARD	22
ATHLETIC / ACTIVITY CODE OF ETHICS	42
ATHLETICS	36-46
ATTENDANCE REGULATION & PROCEDURES	32-35
AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)	30
BELL SCHEDULE	1
BICYCLE / SCOOTER RACKS	60
BOOK CHECK OUT / IN	66
BULLETIN (DAILY)	60
BUS USE REGULATIONS (SCHOOL AND CHARTER)	55-57
CALIFORNIA SCHOLARSHIP FEDERATION (CSF)	21
CALIFORNIA STATE SEAL OF BI-LITERACY	22
CALENDAR (BHS)	10
CALENDAR (CUSD SCHOOL)	11
CAMPUS CATERING	64
CAMPUS MAP	63
CATEGORIAL PROGRAMS	75
CELLULAR PHONES (ELECTRONIC DEVICES)	56
CHEATING POLICY (PLAGIARISM)	49
CLASS / SCHEDULE CHANGES	17
CLASS CUT	25
CLASSROOM / CAMPUS CONDUCT (RULES FOR)	48
CLOSED CAMPUS POLICY (ENFORCEMENT OF DISTRICT)	27
CO-CURRICULAR ELIGIBILITY	35
CO-CURRICULAR PARTICIPATION (ACADEMIC STANDARDS)	32

CODE OF ETHICS	40
COLLEGE COURSES (UNIVERSITY AND COMMUNITY COLLEGE)	20
CORE VALUES	2
CREDIT REQUIREMENT	23
CRITICAL LEARNERN OUTCOMES	22
CSI (CLOVIS SUPPORT INTERVENTION)	28
DAMAGE OR LOST PROPERTY & PERSONAL INJURY	74
DELIVERIES	59
DETENTION PROGRAM	51
DIPLOMA / CREDIT REQUIREMENT	23
DISTRICT ADMINISTRATION	14
DISTRICT ADVISORY COMMITTEE (DAC), SCHOOL ADVISORY COMMITTEE (SAC)	75
DISTRICT ENGLISH LANGUAGE ADVISORY COMMITTEE (DELAC)	75
DISTRICT INDIAN EDUCATION PARENT ADVISORY COMMITTEE (IPAC)	75
DRESS CODE	50
DRESS CODE (CO-CURRICULAR)	50
DRESSING AREAS (APPROPRIATE)	50
EARLY GRADUATES	23
ELECTRONIC DEVICES (CELLULAR PHONES, PAGERS)	49
EMERGENCY CONTACTS	69
EMERGENCY PROCEURES GUIDELINES	62-63
ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)	76
EXTRA CREDIT	19
FAILURE NOTICES (SENIORS)	23
FINAL EXAMS	17
FINANCE OFFICE	65
FIRST AID	69
FOREIGN EXCHANGE STUDENTS (HONORARY DIPLOMA)	23
FORGERY	49
FORMAL COMPLAINT	64
FOUNDATION (BUCHANAN)	16
FUNDRAISING POLICY	65
GANG RELATED ACTIVITY	52
GENERAL STUDENT INFORMATION AND PROCEDURES	59-75
GOVERNING BOARD MEMBERS (CUSD)	17
GOVERNMENT, STUDENT	34-35
GRADE CHANGE POLICY	19
GRADE REPORTING / PARENT CONNECT (LINK ON WEBSITE)	19
GRADING CRITERIA	18-19

GRADUATION	23
GRAFFITI PARAPHERNALIA	49
GUIDANCE AND LEARNING SERVICES	30-31
HARASSING/BULLYING OR THREATENING BEHAVIOR	51-52
HATE MOTIVATED BEHAVIOR	51
HEAD APPAREL	50
HEALTH OFFICE (SCHOOL)	69
HEARING & VISION SCREENING	70
HOMEWORK POLICY	18
HONOR ROLL	21
HUMAN DIGNITY POLICY	47
ID CARDS, STUDENT	48
ILLNESS	69
IMMUNIZATION REQUIREMENTS	70
INCOMPLETE GRADE	19
INDEPENDENT STUDY	26
INSURANCE, STUDENT	60
INTERNATIONAL THESPIAN SOCIETY HONORS SCHOLAR	22
INTERNET ACCESS / USE	67
INTERVENTION (HIERARCHY OF)	28-29
LASER PENS	48
LAW ENFORCEMENT NOTIFICATION	54
LIBRARY MEDIA CENTER	66-67
LINK CREW	28
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)	75-77
LOITERING	48
LOST AND FOUND	74
MAKE UP POLICY (FOR ABSENCES)	25
MANDATUTORIALS	20
MEDICAL PE	70
MEDICATION AT SCHOOL (FORM)	71-73
MISSION (BHS)	2
MOTTO (BHS)	2
NATIONAL HONOR SOCIETY (NHS)	21
NATIONAL MERIT SCHOLAR	21
NONDISCRIMINATION / HARRASSMENT (BOARD POLICY No. 5145.3)	50
NON-PRIVILEGE POLICY	54
OFF-CAMPUS CLASSES (STATE CENTER COMMUNITY COLLEGE)	27
OFF-CAMPUS PASSES	27



OFF-CAMPUS PRIVILEGE (SENIOR)	23
OFF-CAMPUS WITHOUT PERMISSION (LEAVING CAMPUS)	50
PE CLOTHING	64
PARENT CONNECT	19
PARENT INVOLVEMENT AND OUTREACH	16
PARKING AND PARKING PERMITS	74
PEER COUNSELING	28
PETITIONS, STUDENT	49
PHILOSOPHY (BHS)	2
PHILOSOPHY (DISTRICT)	15
PHYSICAL EDUCATION (PE) MEDICAL EXCUSE	70
PLAGIARISM (CHEATING POLICY)	49
POLICE OFFICER (CUSD)	
PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE	22
PRINCIPAL’S WELCOME	3
PROGRESS REPORTS / DEFICIENCY NOTICES	19-20
PROHIBITED ITEMS/PRACTICES	48
PSYCHOLOGICAL COUNSELING SERVICES	28
PUBLIC DISPLAY OF AFFECTION	50
REPEATING A COURSE	17
REPORT CARDS	19-20
RESPONSIBILITIES (STUDENT)	47
SART (SCHOOL ASSESSMENT REVIEW TEAM)	16
SCHEDULE CHANGE REQUEST	17
SAFETY READINESS	62
SALUTATORIAN AWARD	22
SARB (STUDENT ATTENDANCE REVIEW BOARD)	24-25
SCHOOL ACTIVITIES (STUDENT ATTENDANCE)	59-60
SCHOOL COMMUNITY RELATIONS (BOARD POLICY NO. 1250.1)	
SCHOOL SITE COUNCIL (SSC)	76
SECTION 504 PLAN	29
SENIOR INFORMATION	23
SEXUAL HARASSMENT	52
SIGNS, POSTING	49
SITE PLANS	
SKATEBOARDS, IN-LINE SKATES, SCOOTERS	49
SPECIAL HEALTH NEED	70
SPECTATOR CODE OF ETHICS	46-47
STAFF	12-14

STUDENT BODY / CLASS OFFICERS / FACULTY CLASS ADVISORS	34-35
STUDENT PLANNER	20
STUDENT RELATIONS LIAISON (SRL)	28
STUDENT STORE	64
STUDENT STUDY TEAM (SST)	28
STUDENT USE OF TECHNOLOGY (BOARD POLICY No. 6163.4)	
STUDY TABLE	38
SUSPENSION	52
TAMPERING WITH SCHOOL PROPERTY / INFORMATION	51
TARDY POLICY	25
TEXTBOOKS	66-67
TRIPS, STUDENT	58-59
TRIPS, STUDENT FORMS	
TRUANCY LETTERS	25
UNSCHEDULED CLASS PERIODS	17
VALEDICTORIAN AWARD	22
VISION & HEARING SCREENING	70
VISITORS, CAMPUS	59
VOLUNTEERS	16
WHITE CARD POLICY	23
WORK PERMITS	65
YEARLY COUNSELING GOALS (YEARLY PLAN)	30-31

## School Calendar 2023-2024

August 14	Schedules released online if Annual Update is complete
August 17	Freshman Orientation
August 21	First Day of School
September 4	Labor Day - Holiday
September 7	Senior Parent Night
September 18	Back-To-School Night
September 29	6 Week Grading Period (Progress Report)
September 29	Homecoming Football Game
October 21	Sadie Hawkins Dance
November 10	12 Week Grading Period (Progress Report)
November 10	Veterans' Day – Holiday
November 20-24	Thanksgiving Break
November 27	School Resumes
December 19-21	First Semester Finals
December 21	End of Fall Semester – Report Card
December 25 – January 5	Winter Break
January 9	School Resumes
January 15	Martin Luther King, Jr. Day – Holiday
January 27	Winter Formal
February 12	Lincoln's Birthday – Holiday
February 19	Washington's Birthday – Holiday
February 23	6 Week Grading Period (Progress Report)
March 25 – April 1	Spring Break
April 2	School Resumes
April 19	12 Week Grading Period (Progress Report)
April 22	NCAA Athletic Scholarship Dinner
April 29	National Honor Society (NHS) Induction Ceremony
May TBA	Military Signing
May 4	Prom
May 13	California Scholarship Federation (CSF) Ceremony
May 21 - 24	Senior Finals & Make-ups
May 24	White Card Day
May 27	Memorial Day - Holiday
May 28	Senior Farewell Assembly/ Yearbook Dedication/Students of the Year
May TBA	Scholarship Awards Night
May 29	Grad Nite
May 31	Elementary Graduation Walk
June 3 - 6	Mandatory Graduation Practice
June 4 - 7	Underclassmen Finals
June 6	Graduation
June 7	Last Day of School

\*\*dates subject to change



## CLOVIS UNIFIED STUDENT CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES						
<u>School Starts</u>						
Aug 21						
<u>School Ends</u>						
Jun 7						
<u>Elem Conference Day</u>						
(No school for elementary students)						
Oct 27						
<u>Grading Period *</u>						
Sept 29						
Nov 10						
Dec 21						
Feb 23						
April 19						
June 7						
<u>End of Quarter #</u>						
(Elementary Only)						
Oct 20						
Jan 19						
April 5						
June 7						
HOLIDAYS						
Jul 4 - Independence Day						
Sept 4 - Labor Day						
Nov 10 - Veterans Day						
Nov 20 - 24 - Thanksgiving Break						
Dec 25 - Jan 5 - Winter Break						
Jan 1 - New Year Holiday						
Jan 15 - Martin Luther King Day						
Feb 12 - Lincoln's Birthday						
Feb 19 - Washington's Birthday						
Mar 25 - Apr 1 - Spring Break						
May 27 - Memorial Day						
June 19 - Juneteenth						
No School						
December 22						
January 8						
Every Wednesday						
90-minute early dismissal for						
Elementary students only						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19#	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29		
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5#	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7*#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## **BUCHANAN HIGH SCHOOL ADMINISTRATION**

### **Leadership Team**

Omar Hemaïdan	Principal
Noelle Golling	Deputy Principal
Methinee Bozeman	Learning Director
Simi Gill	Learning Director
Dr. Latisha Pitts	Learning Director
Jonathan Slater	Learning Director
Kory Anderson	Athletic Director Learning Director
Deanna Certain	Activities Director

### **Counselors**

Chris Salone	Head Counselor
Tracy Brandon	Counselor
Sarah Tozlian	Counselor
Mandie Engelbert	Counselor
Daniel Felix	Counselor
Connor Loggins	Counselor
Jessica Salazar	Counselor
Troy Wagner	Counselor

# BUCHANAN HIGH SCHOOL 2023-2024

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

Scott Berglund and TBA

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

Revised 6/23/23

## 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 Services

## 2023-2024 C.U.S.D. GOVERNING BOARD

**David DeFrank**  
*Board President*

**Steven G. Fogg**  
*Board Clerk*

**Yolanda Moore**  
*Board Member*

**Tiffany Stoker-Madsen**  
*Board Member*

**Hugh Awtrey**  
*Board Vice-President*

**Clinton Oliver**  
*Board Member*

**Deena Combs-Flores**  
*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 anytime 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 1<sup>st</sup> day of school. If not requested by then, students must stay in the AP/Honors course through the 3<sup>rd</sup> 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 8th 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 periods initiate that request through their counselor. Approval is to be determined by the deputy principal.

### FINAL EXAMS

**It is the policy of Buchanan High School to not allow early finals. 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 After School Detention for students that do not complete homework assignments. Parents/Guardians will be notified by phone or by After School Detention Form sent home with student. Students assigned to After School Detention are required to work on assignments the entire session. Students who do not attend After School Detention will be referred to Student Services for disciplinary consequences.

### **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 29, 2023

November 10, 2023

February 23, 2024

April 19, 2024

### **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 21, 2023

June 7, 2024

**MANDATUTORIALS**

Mandatutorials is for any student who is failing 1 to 2 classes at Buchanan High School. Mandatutorials lasts for half of the grading period (3 weeks). If a student has 1 to 2 Fs at the first 6-week grading period, they may be enrolled in this program. Mandatutorial eligibility is determined every 3 weeks until the semester. Mandatutorials are held during lunch three days a week, and parents will be informed via email and letter.

Mandatutorial attendance will be subject to the same rules as other scheduled classes and attendance will be taken daily. A 50% or greater absence rate will result in after-school detention. Failure to bring failing grades up will result in the student continuing with the program until the next reporting period.

**ACADEMIC SUPPORT**

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**

9<sup>th</sup> 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 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](mailto: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 October. These students receive special recognition at graduation, including the traditional silver sash.

### 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.

#### **PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE**

The recipients of this award have had to maintain an overall GPA of 3.5 or above throughout high school and obtain a score at or above the 85<sup>th</sup> percentile on the ACT or scored 1,275 point or higher on total Math and Reading on the SAT tests.

#### **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 cord. 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 6, 2024, at Veteran’s Memorial Stadium

### CREDIT REQUIREMENT

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

### FAILURE NOTICES FOR SENIORS (WHITE CARD POLICY)

The **last day for seniors to qualify for graduation ceremonies** will be **May 24, 2024, at 12:00 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 ID card 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** –Teachers/Student Services will monitor and assign consequences as needed including, but not limited to, detention, non-privilege status, attendance contract and/or the SARB process for students who are continually tardy. **Infractions will reset at semester.**

### **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 ID card 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 activity via Xello 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.
- a. Vocational counseling is available to all seniors.
- b. Senior Parent College Information Night.

#### **6. SERVICES FOR ALL STUDENTS AT ALL GRADE LEVELS.**

- a. Registration, scheduling, 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 (7-12<sup>th</sup> 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.

### 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 2022-23 school year at Buchanan High School, the student body elected ASB and class officers for the **2023-24** school year.

### ASSOCIATED STUDENT BODY OFFICERS

President <b>Billy Kidd</b>	Vice President <b>Mia Urabe</b>	Commissioner of Communications <b>Miranda Renteria</b>
Historian/Treasurer <b>Lily McCarty</b>	Commissioner of Spirit <b>Jenna O'Keefe</b>	Commissioner of Athletics <b>Jemma Nelson</b>
Commissioner of Arts & Academics <b>Katie McGary</b>	Commissioner of Philanthropy <b>Addison Eisele</b>	

### SENIOR CLASS OFFICERS, CLASS OF 2024

President Tyler Yang	Vice President Elena Coronado Ortiz	Secretary Heidee Hergenroeder
Treasurer Paige Metzler	Historian Aly Hastings	Rally Commissioner Brooklyn Miller

Faculty Class Advisors: **Priscilla Bowser and Briana Williams**

### JUNIOR CLASS OFFICERS, CLASS OF 2025

President <b>Angel Romo</b>	Vice President <b>Dillon Custer</b>	Secretary <b>Kaylee Astacio</b>
Treasurer <b>Katelyn Bacigalupi</b>	Historian <b>Tatum Custer</b>	Rally Commissioner <b>Rylee Griffith</b>

Faculty Class Advisors: **Christy Lilles and Stacy Rudolph**

### SOPHOMORES CLASS OFFICERS, CLASS OF 2026

President <b>Moriah Reyna</b>	Vice President <b>Sammy Sohal</b>	Secretary <b>Marissa Brusseau</b>
Treasurer <b>Jiah Gill</b>	Historian <b>Raina Gaheer</b>	Rally Commissioner <b>Amir Syed</b>

Faculty Class Advisors: **Shelly Taber and Abigail Paxton**

### FRESHMEN CLASS OFFICERS, CLASS OF 2027

President <b>Kendall Metzler</b>	Vice President <b>Mckayla Stoeckle</b>	Secretary <b>Michelle Acosta</b>
Treasurer <b>Nolan Aalto</b>	Historian <b>Jose Rodriguez-Mejia</b>	Rally Commissioner <b>Emily Astacio</b>

Faculty Class Advisors: **Luci Myers and Joey Neuenschwander**

## **INTER-SCHOOL COUNCIL OFFICERS REPRESENTING BUCHANAN HIGH SCHOOL**

Billy Kidd  
Avery Chaney

Ella Toncheff  
Miranda Renteria

Katie McGary  
Haylee Stairs

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 have 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 in 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 of 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 ID card. 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. A \$10.00 replacement card may be purchased during lunch in the Activities Office. All lost, stolen, or damaged cards must be replaced at the cost of the student.

### **LOITERING IN HALLWAYS / PARKING LOTS**

Students are not to loiter in the parking lots or hallways before school, between classes 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 other students' 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. 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.

#### **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 measure 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 **2023-24 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 in to 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 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 at the beginning of 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 I.D. card 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 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 Clovis Unified 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. Completed applications must be returned to the cafeteria for approval of eligibility.

For the 2023-24 school year, free meal service is offered at Buchanan's snack bar offering both breakfast and lunch.

### **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 \$7.00 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:

- Must maintain a minimum of a 2.0 grade point average
- 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 school days from 9:00 – 5:00 p.m. Students must present a pass and current ID card to be admitted to the library during class time. Students should have an education 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 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.

### **EMERGENCY CONTACTS**

Keep emergency contacts updated with current home, cellular, and work telephone numbers. Provide names and phone numbers of relatives and/or friends who should be contacted in the event that a parent/guardian is unable to be reached. A PARENT OR LEGAL GUARDIAN must sign the authorization allowing the school to seek emergency treatment for their child. Updates can be made on-line on parent-connect. This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at **(559)327-3077**.

### **FIRST AID, ILLNESS, & INJURIES**

If a student becomes ill or injured while at school, they will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. If the student needs to go home for an injury or illness the nurse or the assistant will contact the parent. Students will be released through the Health Office. The nurse is always happy to consult with parents regarding health problems; however, please note that injuries which occur at home should be cared for at home. If your child has ONE of the following, they should be kept at home:

- Illness that affects your child's ability to participate in class.
- Vomiting and/or diarrhea
- Fever of 100.0 or greater within the last 24 hours.
- Initiation of antibiotics within the past 24 hours.

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

### **CONTAGIOUS DISEASE POLICY**

Clovis Unified School District follows California Education Code guidelines for students with infectious or contagious diseases. B.H.S. asks parents/guardians' cooperation in keeping students out of school and school activities if there is reason to believe they have a contagious disease (see CUSD: Student and Parent Rights and Responsibilities for policies and regulations).

## **IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)**

All students entering Intermediate and High School must meet all current California Immunization requirements for schools. Information can be found at [www.shotsforschool.org](http://www.shotsforschool.org)

## **MEDICATIONS**

ALL medications (even over the counter medications including Tylenol, Advil, Midol, inhalers, etc.) must be accompanied by a physician's written statement and checked in through the health office. **Students allowed to carry inhalers and EpiPens must have written authorization from a physician.** The California Education Code Section 49423 and Clovis Unified School District require that prescription and over the counter medication to be taken during the school day must be presented with:

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

The "Medication at School" form is included in this handbook. Please review the policy very carefully. It is also available on the CUSD website under: Departments Nursing Services, Health Forms, Medication at School form. Medication at School forms expire at the end of the school year unless otherwise indicated by the physician. **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.**

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

**Medications for off-campus activities** (field trips, out of town performances, Grad Night, etc.) require additional authorization. Please see nurse at least two weeks before the event.

## **SCREENING PROGRAMS**

Hearing and Vision Screening for all 10<sup>th</sup> grade and new students in the district will be conducted in the fall semester. Parents will be contacted if there is any indication that further evaluation may be needed. If you do not want your child screened, you may decline this service by providing the school nurse with a written request by September 1st.

## **SPECIAL HEALTH NEEDS**

If your child has special needs ie.: diabetes, asthma, seizure disorder, bee sting allergy, chronic illness, physical limitations, please contact the school nurse **BEFORE** the **FIRST** week of school by email or by phone **559-327-3077**.

## **PHYSICAL EDUCATION GUIDELINES FOR STUDENTS WITH MEDICAL EXCUSES**

### **SHORT TERM (1-4 weeks)**

Students remain in class and may be assigned written work or provide teacher assistance.

### **LONG TERM (5 weeks or more)**

Students will be placed into a PE-Edgenuity class in the library during their assigned PE period.

## **PHYSICAL FITNESS TESTING (Refer to PE Handbook)**

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



## CLOVIS UNIFIED SCHOOL DISTRICT - HEALTH SERVICES

Revised 1/19

School Site Name \_\_\_\_\_

Phone: (559) \_\_\_\_\_

Fax: (559) \_\_\_\_\_

**AUTHORIZATION FOR MEDICATION ADMINISTRATION AT SCHOOL**

Name of Student	Date of Birth	Grade	School	Date
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California Education Code 49423 defines certain requirements for administration of medication "...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician statement." CUSD Board Policy No. 2401 does not allow students to administer their own medication without written permission as stated above.

Additionally, CUSD Administrative Regulation No. 2401 indicates that school personnel are **prohibited** from administering any over-the-counter or prescription medications including, aspirins, vitamins, antihistamines, etc. unless the medication is accompanied with **written permission from both the parent/guardian and physician**. The medication must be clearly labeled and sent to school in a container from the pharmacy and **will be kept in the school office unless otherwise directed by the physician**.

**All medication orders will be automatically discontinued at the end of the school year after summer school.**

**New orders are required each school year.**

PLEASE RETURN THIS FORM TO YOUR SCHOOL HEALTH OFFICE

**\*\*\*\*PHYSICIAN USE ONLY\*\*\*\***

1. Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Reason/Diagnosis: \_\_\_\_\_

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other \_\_\_\_\_

Medication Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

☐ If DAILY, Time (s) to be given: \_\_\_\_\_☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other \_\_\_\_\_**FOR INHALER, EPINEPHRINE AUTO-INJECTORS or other medications approved by physician only.**☐ Self-Carry - Student demonstrates competence. ☐ Self-Pace PE☐ Stored in the Health Office

Other instructions or precautions-possible reactions: \_\_\_\_\_

2. Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Reason/Diagnosis: \_\_\_\_\_

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other \_\_\_\_\_

Medication Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

☐ If DAILY, Time (s) to be given: \_\_\_\_\_☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other \_\_\_\_\_**FOR INHALER or EPINEPHRINE AUTO-INJECTORS ONLY or other medications approved by physician only**☐ Self-Carry - Student demonstrates competence. ☐ Self-Pace PE☐ Stored in the Health Office

Other instructions or precautions-possible reactions: \_\_\_\_\_

3. Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Reason/Diagnosis: \_\_\_\_\_

Route: ☐ Oral ☐ Inhalation ☐ Nasal ☐ Topical ☐ Intramuscular ☐ Subcutaneous ☐ Other \_\_\_\_\_

Medication Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

☐ If DAILY, Time (s) to be given: \_\_\_\_\_☐ If AS NEEDED (prn), Frequency: ☐ Every 4 to 6 hrs. ☐ Every 6 to 8 hrs. ☐ Other \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Signature: \_\_\_\_\_ Physician's NPI # \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE BOTH SIDES**

Page 1 of 2



Name of Student	Date of Birth	Grade	School	Date
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**\*\*\*\*PARENT/GUARDIAN COMPLETES THIS PAGE\*\*\*\***

**Parent Request For Assistance with Medication at School**

**Responsibility of the Parent or Guardian**

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on school campus.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.
5. Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed health care provider.
6. Each over-the-counter medication is to be in its original sealed container and prescribed for the student by a California licensed health care provider.

The parent or guardian must complete this page before any medication (prescription or over-the-counter) can be given, or taken, at school. This form must be renewed at the beginning of each school year or with any change in medication.

**Parent Request for School Assistance with Medication**

I understand that school district regulations require student medication to be maintained in a secure place, under the direction of an adult employee of the school district, and not carried on the person of a student (with the exception of inhalers and epinephrine auto-injectors accompanied by appropriate physician instructions).

All medication orders will be automatically discontinued at the end of the school year-summer school. New orders are required each school year.

**A. For MEDICATIONS KEPT IN THE SCHOOL HEALTH OFFICE only:** I hereby request that the staff of my child's school assist in giving medication to my child during school hours as stated in the physician instructions. I also give permission to contact the physician for consultation and exchange of information as needed.

**Signature of parent or guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**B. For INHALERS/EPINEPHRINE AUTO-INJECTORS SELF CARRY only:** I hereby request that my student carry and self-administer his/her inhaler or auto-injector. I understand that if my student does not follow the rules and responsibilities of carrying his/her medication, he/she will lose the privilege of carrying such medication. I also give permission to contact the physician for consultation and exchange of information as needed.

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Clovis Unified Department of  
HEALTH SERVICES

**Anaphylaxis Medical Management Plan**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Plan: \_\_\_\_\_ Date Revised: \_\_\_\_\_

Parent/Guardian interviewed: \_\_\_\_\_

This plan should be completed by the credentialed school nurse and the parent/guardian of the student in conjunction with physician's orders. It should be reviewed with designated school personnel and copies kept in a **Confidential** place that is easily accessed by the school nurse, personnel trained in anaphylaxis care, and other authorized personnel. Parent will be responsible for notifying the school nurse of any changes in the student's Anaphylaxis Medical Management Plan (AMMP).

**Allergy Trigger:** ☐ Peanut ☐ Latex ☐ Insect Stings ☐ Food ☐ Other: \_\_\_\_\_

**List Allergen(s):** \_\_\_\_\_

**Explain Allergy:** ☐ Direct Contact ☐ Ingestion ☐ Inhalation

**Student Has:** ☐ Action Plan ☐ 504 Plan ☐ IEP ☐ Individualized Health Support Plan (IHSP)

**Student wears Medic Alert:** ☐ Bracelet ☐ Necklace ☐ None ☐ Other \_\_\_\_\_

**Student's Physician/Health Care Provider:**

Physician Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Last appointment (date & purpose): \_\_\_\_\_

**Symptom Manifestation:**

- ☐ MOUTH itching, swelling of lips and/or tongue
- ☐ THROAT itching, tightness/closure, hoarseness
- ☐ SKIN itching, hives, redness, swelling
- ☐ GUT vomiting, diarrhea, cramps
- ☐ LUNG shortness of breath, cough, wheeze
- ☐ HEART weak pulse, dizziness, passing out

**Date of Last Anaphylactic Event:** \_\_\_\_\_

**Explain Event:** \_\_\_\_\_

☐ Yes ☐ No 911 Called?

☐ Yes ☐ No Student was taken to Emergency Department?

**Emergency Medication:**

☐ Epinephrine Auto-injector ☐ Antihistamine ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

**Other Medications taken:**

# **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>.





EXHIBIT NO. 6153(1)

**PARTICIPATION IN VOLUNTARY FIELD TRIP FORM**

**CONSENT, ASSUMPTION OF RISK, AND EMERGENCY MEDICAL AUTHORIZATION**  
***(This form must be completed for participation in all field trips conducted by the District)***

**1. DESCRIPTION OF FIELD TRIP *(to be completed by school site)***

The following voluntary field trip has been authorized by (school): \_\_\_\_\_

Specific Location: \_\_\_\_\_

Description of Field Trip: \_\_\_\_\_

Mark as Applicable: Overnight Trip: ☐ Yes ☐ No Out-of-State Trip: ☐ Yes ☐ No

Day(s)/Date(s): \_\_\_\_\_ Departure: \_\_\_\_\_ AM/PM Return: \_\_\_\_\_ AM/PM

School Person in Charge: \_\_\_\_\_ Position: \_\_\_\_\_

**Lunch**

- ☐ Student will be at school during lunch  
☐ Participant should bring sack lunch/drink\*  
☐ Other \_\_\_\_\_

**Method of Transportation**

- ☐ Walking ☐ Private Vehicle\*\*  
☐ School Bus ☐ Charter Bus  
☐ Airplane (commercial) ☐ Other: \_\_\_\_\_

\* See 2. Authorization and Waiver section below

\*\*Exhibit No. 3541.1(3) - Permission for Student to be Transported by Private Vehicle is included and must be completed, signed, and returned with this form.

A field trip fee (covering direct costs) in the amount of \$ \_\_\_\_\_ will be collected.

The participant may be exposed to the following high-risk activities during this field trip/activity: \_\_\_\_\_

**2. AUTHORIZATION AND WAIVER *(to be completed and signed by parent/guardian if participant is a minor student, or the adult student or volunteer/chaperone; please return this form to the school person in charge listed in 1 above)***

Participant Name: \_\_\_\_\_

The above participant is *(mark one)*: ☐ Minor Student ☐ Adult Student ☐ Volunteer/Chaperone

**a. If applicable, please mark each below:**

- ☐ LUNCH: I need Campus Catering to provide a sack lunch for the above-named participant. (Students will be charged according to their status in the National School Lunch Program. Other participants will be charged the full amount.)
- ☐ ADULT VOLUNTEER/CHAPERONE: I wish to volunteer as a chaperone and understand that I must complete, sign, and submit Exhibit No. 1240 - Volunteer Application Form and meet the requirements set forth in Board Policy and Administrative Regulation No. 1240 – Volunteer Assistance.



b. By signing below, I acknowledge that I have had the opportunity to review and agree to the following:

(1) AUTHORIZATION TO PARTICIPATE IN FIELD TRIP: If the participant is a minor, I represent that I am the parent/guardian of the above-name participant and hereby authorize his/her participation in the field trip listed in 1 above. If the participant is an adult, I hereby voluntarily agree to participate in the above-listed field trip.

(2) EMERGENCY MEDICAL TREATMENT: In the event of illness or injury to myself (if participant is an adult) or my child (if participant is a minor), I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. I further acknowledge that the District does not provide medical coverage for participants in this field trip. I understand that the resulting expenses for illness or injury will be the responsibility of the participant.

STUDENT – ADULT AND MINOR: Special instructions regarding emergency medical treatment for the above-named participant, if he/she is a District student, are on file in the school office. (Please refer to the Emergency Card located in the school office.)

CHAPERONE/VOLUNTEERS: Special medical instructions, if any: \_\_\_\_\_

\_\_\_\_\_

(3) COMPLIANCE WITH POLICIES AND REGULATIONS: I fully understand and agree that participants must abide by all District board policies, administrative regulations, and rules and regulations governing conduct.

(4) HIGH-RISK ACTIVITIES: I acknowledge that although the field trip may not be considered a high-risk activity, participants may be exposed to the high-risk activity(ies) listed above during the above-listed field trip. I voluntarily assume such risks on behalf of myself (if participant is an adult) or my child (if participant is a minor).

(5) WAIVER: As provided for in Education Code Section 35330, I agree to waive all claims on behalf of myself (if participant is an adult) or my child (if participant is a minor) against the District and hold the District and its governing board and members thereof, officers, employees, volunteers, and agents harmless for any injury, accident, illness, or death occurring during or by reason of the above-listed field trip. This waiver shall not apply to any injury, accident, illness, or death that is caused solely by the negligence of the District or its governing board or members thereof, officers, employees, volunteers, or agents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Medical Insurance (i.e., Blue Cross, Kaiser): \_\_\_\_\_ Policy No.: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Relation to Participant: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Other Phone No.: \_\_\_\_\_

Name \_\_\_\_\_ Relation to Participant: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Other Phone No.: \_\_\_\_\_

Doc# 46370-3 (11/2021, None)



EXHIBIT NO. 6153(2)

**RELEASE OF STUDENT TO PARENT/GUARDIAN AFTER FIELD TRIP OR ACTIVITY**

I agree that \_\_\_\_\_ at \_\_\_\_\_  
Student Name School  
be released to my custody after \_\_\_\_\_ on \_\_\_\_\_  
Trip/Activity Date  
at \_\_\_\_\_  
Location of Event/Pick up Point

rather than returning to school in the transportation provided by Clovis Unified School District (District).

The following are additionally authorized individuals (also listed on Student Release Authorization on file at school site) to whom the above-referenced student may be released:

_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship

**Waiver of Claims:**

I agree that once my child is released to my custody or the custody of any of the above-named individuals, I assume full responsibility for his/her health, safety, and welfare. As provided for in Education Code section 35330, I agree to waive all claims against the District and hold the District and its governing board and members thereof, officers, employees, volunteers, and agents harmless for any injury, illness, or death occurring during or by reason of the above-listed activity. This waiver shall not apply to any injury, illness, or death that is caused by the negligence of the District or its governing board or members thereof, officers, employees, volunteers, or agents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**It is the responsibility of the designated school official to ensure all students are properly accounted for before transportation to or from a school activity occurs.**

Doc# 46371-3 (11/2021, None)