



BUENA HIGH SCHOOL
 5670 Telegraph Road
 Ventura, CA 93003
 (805) 289-1826 Fax (805) 289-1854
<http://venturausd.org/buena>



This handbook is for use as an organizational tool for each student and as an aid for communication between teacher, student, and parent.

THIS AGENDA BELONGS TO:

Name: _____

Address: _____

Phone: _____

IN CASE OF EMERGENCY CONTACT:

Name: _____ Phone: _____

SEMESTER 1	NAMES/PHONE #	SEMESTER 2	NAMES/PHONE #
	Study Buddies		Study Buddies
0		0	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	

"If I Plan to Learn, I Must Learn To Plan"

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~ Message from Buena's Principal ~



Welcome freshmen, sophomores, juniors, and seniors to our Bulldog Nation.

As we prepare to start the 2016-2017 school-year, be reminded that Buena is a proud 2013 California Distinguished School. With this distinction comes great responsibility from us all. We are confident that, together, we are prepared to face the challenges that come with high school.

At Buena, we value our diverse population and celebrate the contributions of all. In an effort to create well-rounded students, Buena Bulldogs give our best to academics, extra-curricular activities, athletics, and community service.

Remember, the Buena faculty and staff are dedicated to empower all students to reach their full potential. We strive to help students succeed in attaining their goals, as they work to become productive global citizens.

Every new school-year is an opportunity for us to unleash our potential, so let's show our Bulldog pride in everything we do. We look forward to the finest the new school year can bring.

Bobbi Powers
Buena High School Principal



**Ventura Unified School District
Character Trait Definitions**

CHARACTER 1) the combination of qualities or traits that distinguishes an individual; 2) any distinguishing attribute; 3) moral force; integrity; 4) reputation, also good reputation.

RESPONSIBILITY 1) the state of being responsible or accountable;
2) that for which one is answerable; a duty or trust; 3) ability to meet obligations or to act without superior authority or guidance.

COURTESY 1) habitual politeness; good manners

COOPERATION 1) working together toward a common end; joint action.

KINDNESS 1) the quality of being kind (gentle and considerate in behavior; goodhearted); good will; kindly disposition; 2) a kind act or service; a favor.

HONESTY 1) the state or quality of being honest (not given to lying, cheating, stealing, etc.; acting honorably and justly; trustworthy, not characterized by falsehood or intent to mislead); uprightness of character, conduct, integrity; 2) truthfulness; sincerity; fairness; 3) virtue

SPORTSMANSHIP 1) the art or practice of field sports; 2) sportsmanlike conduct (honorable; generous; conforming to the rules of sportsmanship)

RESPECT/RESPECTABLE/RESPECTABILITY 1) the characteristic or quality of being respectable; honorable social standing; good repute; 2) the certain conventions and other features of conduct presumed to be signs of gentility, social position, morality; 3) deserving of respect; being of good name or repute; 4) having a good appearance; presentable

SELF-CONTROL 1) the act, power, or habit of having one's faculties or energies under control of the will

PUNCTUALITY 1) the quality, characteristic, act or habit of being punctual (action or arriving promptly)

BUENA HIGH SCHOOL

86	87	88	89A	89B	89C
I BLDG					

151	152	153	154	149	156	157	158A	159	Just Office
	152A			155					
H BLDG									

TENNIS
STADIUM
COURTS

VICTORIA AVENUE

81	82	83	84	85
71	72	73	74	
D BLDG				

121	122	123	124	125
111	112	113	114	
F BLDG				

61	62	63	64	65
51	52	53	54	55
C BLDG				

101	102	103	104	105	106	107
91	92	93	94	95	96	
E BLDG						

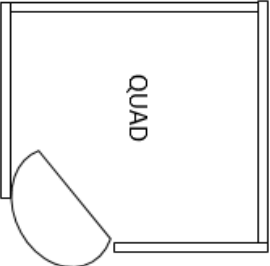
133	143
132	142
131	141
CDC	
G BLDG	

202	
201	
200	
199	
198	
J BLDG	

TELEGRAPH ROAD

41	42	43	44
31	32	33	34
B BLDG			

Health Office
Attendance
Guidance Office
ADMINISTRATION
Student Services



GYMNASIUM
Boys Gym
POOL
Girls Gym
A.D. OFFICE

21	22	23	24
11	12	13	14
A BLDG			

181	182	183
K BLDG		

185	
184	
L BLDG	

Staff Parking

WAKE FOREST

Auditorium
160/163
163
164

ASB STORE
CAFETERIA
KITCHEN
FACULTY LOUNGE

Buses/Staff Parking

Student Parking/Stadium



Buena High School

BHS Vision Statement

The Buena High School community empowers all students to achieve their full potential in a safe and academically-engaging environment. We inspire our students to be responsible and productive citizens in an evolving global society.

BHS Mission Statement

The Buena High School community will realize its vision through its commitment to:

- Motivate learning through a challenging and engaging curriculum
- Stimulate intellectual curiosity and life-long learning
- Foster responsibility and personal growth
- Guide all students to successfully pursue their career paths
- Inspire creativity and artistic expression
- Establish a climate of respect for the unique qualities and diverse backgrounds of all students

BHS Expected Student Learning Outcomes

Our students will be:

Beneficial to the community
Understanding and respectful of diversity
Life-long learners
Leaders in their fields
Decision-makers who display integrity
Occupation and technology-oriented
Guided by critical thinking
Skilled communicators

2016-2017 BELL SCHEDULES

(BARK SCHEDULE (Monday - Thursday))

PERIOD	CLASS TIME	BEGINNING	ENDING
0	53 min.	7:00	7:53
1	58 min.	8:00	8:58
2	52 min.	9:03	9:55
BREAK	12 min.	9:55	10:07
3	52 min.	10:12	11:04
BARK	30 min.	11:09	11:39
4	52 min.	11:44	12:36
LUNCH	35 min.	12:36	1:11
5	52 min.	1:16	2:08
6	52 min.	2:13	3:05

STAFF COLLABORATION (Friday 9:00 Day)

PERIOD	CLASS TIME	BEGINNING	ENDING
0	49 min.	7:00	7:49
MEETING	60 min.	7:45	8:45
1	53 min.	9:00	9:53
2	49 min.	9:58	10:47
BREAK	12 min.	10:47	10:59
3	49 min.	11:04	11:53
4	49 min.	11:58	12:47
LUNCH	30 min.	12:47	1:17
5	49 min.	1:22	2:11
6	49 min.	2:16	3:05

REGULAR NON-ADVISORY DAY

PERIOD	CLASS TIME	BEGINNING	ENDING
0	55 min.	7:00	7:55
1	67 min.	8:00	9:07
2	57 min.	9:12	10:09
BREAK	12 min.	10:09	10:21
3	57 min.	10:26	11:23
4	57 min.	11:28	12:25
LUNCH	35 min.	12:25	1:00
5	57 min.	1:05	2:02
6	56 min.	2:07	3:05

FINALS SCHEDULE

PERIOD	CLASS TIME	BEGINNING	ENDING
0	55 min.	7:00	7:55
FINAL	120 min.	8:00	10:00
BREAK	20 min.	10:00	10:20
FINAL	120 min.	10:25	12:25

Ventura Unified School District

2016-2017 Calendar

X	Non-School Days	X	Holiday - DISTRICT CLOSED	X	Pre/Post Service Day
X	Elementary Parent Conferences Early Dismissal	X		X	Middle School Parent Conferences Early Dismissal

S	M	T	W	TH	F	SA	
					1	2	July 4 Independence Day - DISTRICT CLOSED
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							

S	M	T	W	TH	F	SA	
	1	2	3	4	5	6	Aug 17 Pre-Service Days – Elem/Middle Schools
7	8	9	10	11	12	13	Aug 18 Pre-Service Day-Elem/Middle/High Schools
14	15	16	17	18	19	20	Aug 19 Certificated Teacher In-service Day
21	22	23	24	25	26	27	Aug 23 First Day of School
28	29	30	31				

S	M	T	W	TH	F	SA	
				1	2	3	Sept 5 Labor Day – DISTRICT CLOSED
4	5	6	7	8	9	10	Sept 26-30 Middle School Parent Conf-Student's Early Dismissal
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

S	M	T	W	TH	F	SA	
						1	Oct 3 Non-Student Contact Day–students, teachers, most school site personnel off
2	3	4	5	6	7	8	Oct 21 End of 1st Quarter, 42 Days
9	10	11	12	13	14	15	Oct 21 Middle School Minimum Day
16	17	18	19	20	21	22	Oct 24-28 Fall Break NO SCHOOL
23	24	25	26	27	28	29	Oct 31 Return from Fall Break
30	31						

S	M	T	W	TH	F	SA	
		1	2	3	4	5	Nov 11 Veterans Day - DISTRICT CLOSED
6	7	8	9	10	11	12	Nov 16-22 Elementary Parent Conferences – Student Early Dismissal
13	14	15	16	17	18	19	Nov 22 End of 1 st Trimester, 58 Student Days
20	21	22	23	24	25	26	Nov 23 Non-Student Contact Day–students, teachers, most school site personnel off
27	28	29	30				Nov 24-25 Thanksgiving/Board Holiday – DISTRICT CLOSED

S	M	T	W	TH	F	SA	
				1	2	3	Dec 19-Jan 2 Winter Break - No School
4	5	6	7	8	9	10	Dec 22 Board Holiday – DISTRICT CLOSED
11	12	13	14	15	16	17	Dec 23-26 Christmas Eve/Day Holiday – DISTRICT CLOSED
18	19	20	21	22	23	24	Dec 30 New Year's Eve Holiday – DISTRICT CLOSED
25	26	27	28	29	30	31	

Ventura Unified School District

2015-2016 Calendar

X	Non-School Days	X	Holiday - DISTRICT CLOSED	X	Pre/Post Service Day
X	Elementary Parent Conferences Early Dismissal			X	Middle School Parent Conferences Early Dismissal

S	M	T	W	TH	F	SA	
							JANUARY, 2017
1	2	3	4	5	6	7	Dec 19-Jan 2 Winter Break – No School
8	9	10	11	12	13	14	Jan 2 New Year's Day Observed - DISTRICT CLOSED
15	16	17	18	19	20	21	Jan 3 Return from Winter Break
22	23	24	25	26	27	28	Jan 16 Martin Luther King Day District Closed
29	30	31					Jan 25-27 High School Finals
							Jan 27 Middle School Minimum Day
							Jan 27 1st Sem. 91 days/2nd Qtr. 49 days
							Jan 30 In-service Day

S	M	T	W	TH	F	SA	
			1	2	3	4	FEBRUARY, 2017
5	6	7	8	9	10	11	Feb 13 Lincoln's Birthday Observed – DISTRICT CLOSED
12	13	14	15	16	17	18	Feb 20 President's Day – DISTRICT CLOSED
19	20	21	22	23	24	25	
26	27	28					

S	M	T	W	TH	F	SA	
			1	2	3	4	MARCH, 2017
							Mar 10 End of 2 nd Trimester 60 days
5	6	7	8	9	10	11	Mar 9-14 Elementary Parent Conferences – Student's Early Dismissal
12	13	14	15	16	17	18	Mar 31 3 rd Qtr. 42 days
19	20	21	22	23	24	25	Mar 31 Middle School Minimum Day
26	27	28	29	30	31		

S	M	T	W	TH	F	SA	
							APRIL, 2017
2	3	4	5	6	7	8	April 3-April 7 Spring Break NO SCHOOL
9	10	11	12	13	14	15	Apr 10 Return from Spring Break
16	14	18	19	20	21	22	April 14 Board Holiday
23	24	25	26	27	28	29	Apr 20- May 23 Testing Window
30							

S	M	T	W	TH	F	SA	
	1	2	3	4	5	6	MAY, 2017
							Apr 20-May 23 Testing Window
7	8	9	10	11	12	13	May 8 153 rd day (85% of instructional days completed)
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				May 29 Memorial Day – DISTRICT CLOSED

S	M	T	W	TH	F	SA	
				1	2	3	JUNE, 2017
							June 13-15 High School Finals
4	5	6	7	8	9	10	June 15 End 2 nd Sem 89 days/4 th Qtr. 47 days/3 rd Trimester 62 days
11	12	13	14	15	16	17	June 15 Minimum Day All Schools
18	19	20	21	22	23	24	June 15 Last day of school
25	26	27	28	29	30		June 16 Post Service Day – High School Teachers

BUENA HIGH SCHOOL
ADMINISTRATORS

Bobbi Powers
Principal

Frank Davis, Asst. Principal
Curriculum & Instruction

Brian Blevins, Asst. Principal
Admin. Discipline (A – Le)

Gayle Carey, Asst. Principal
Admin. Discipline (Lf – Z)

COUNSELORS

David Vallejo (A-Cen)
Bertha Zaragoza (Ceo-Ga)
Shannon Pelmeear (Gb-Li)
Natasha Hillis (Lj-On)
Monica Fierro (Op-Seh)
John Beattie (Sei-Z)
Joyce Cooper (SAP)

OTHERS

Librarian
Joel Levin

School Resource Officer
Officer Jamie MacLellan

Attendance Staff
Mary Ellen Muñoz (A-L)
Lisa Forbes (M – Z)

Psychologists
Sherry Patino
Mariko Garza

School Nurse
Debbie Gennaro

Health Technician
Lynn Martinez

**DIRECTORY ASSISTANCE
BUENA HIGH SCHOOL**

NAME	EXT	RM	NAME	EXT	RM
Allmen, Keith	2174	74	Ingersoll, Dave	2141	41
Amegadzie, Marcia	3036/2152	Gym/52	Johnstone, Bob	2213	113
Arrambide, Heather	2132	32	Knerr, Ray	2183	83
Atkins, Melinda	2193	93	Lyans, Amie	2133	33
Barnes, Lynne	2301	201	Maloney, Dawn	2172/2181	72/81
Bassett, Roice	2251	151	Mann, Phyllis	2242	142
Bauer, Angela	2196	96	Manninen, Scott	2256	156
Bradvica, Emily	2195	95	Mata, Felicia	2248	89C
Burns, Michele	2189	89A	McGavren, Annie	2162	62
Burris, Heather	2113	13	Metz, Derek	2255	155
Callaway, Kristy	3035	Gym	Loughman, Katherine	2134	34
Campbell, Anne	2243	143	Nofziger, Paula	2299	199
Childress, Karen	2114	14	Oetken, Ashley	2115	15
Clarke, Christine	2212	112	Overton, John	2154	54
Colton, Matt	2143	43	Perez, Tina	2161	61
Coultas, Jan	2131	31	Pinkstaff, Sarah	2142	42
Cullen, Emmet	2151	51	Pollock, Steve	2135	35
Domenech, Julia	2225	125	Rapattoni, Nicole	2233	133
Domingues, Stacey	2121	21	Rithner, Rebeckah	2206	106
Downey, Kevin	2263/2124	163/24	Rodrigues, Karen	2260	160
Ellberg, Grace	2194	94	Rowley, Claire	2144	44
Elrod, Diane	2188	88	Rumenapp, James	2264	164
Engel, Paul	2153/3033	53/Gym	Saatjian, Norma	2207	107
Foster, Cody	2222	122	Salzberg, Linda	2223	123
Griffin, John	2249	149	Sanchez, Carlos	2192	92
TBD	2190	89B	Schuster, Paul	2224	124
Garcia, Elizabeth	2191	91	Siman, John	3032	Gym
Graves, Amanda	2253	153	Smith, Richard	2214	114
Grubb, Nancy	2300	200	Stewart, Mike	2163	63
Guenther, Dave	2165	65	Stock, Jill	2259	159
Harris, Eva	2298	198	Strople, Shaun	2187	87
Harvey, Barbara	2203	103	Takeda, Ben	2257	157
Hayes, Teresa	2232	132	Taylor, Jesse	2201	101
Hazen, Kim	2211	111	Tomb, Joanne	2186	86
Hedegard, Stan	2122	22	Torres, Aaron	2204	104
Henggeler, Roger	2241/2202	141/102	Vaughan, Aimee	2254	154
Herrera, Kelly	2123	23	Wilson, Ralph	2205	105
			Yorke, Michael	2221	121
TESTING ROOM	2111	11	COMPUTER LAB 64	2164	64
TESTING ROOM	2112	12	COMPUTER LAB 71	2171	71
TESTING PREP RM	2258	158A	SAP GROUPS	2302	202

Phone extensions are subject to change.

Please call 289-1826 Ext. 0 for our receptionist or see our website www.venturausd.org/buena.

Ventura Unified School District
High School Graduation Requirements

Subject Area	All Classes
English/Language Arts	40
Mathematics	30
Social Science	
Geography	5
World History/Cultures	10
United States History	10
American Government	5
Economics	5
Total	35
Science	
Biological Science	10
Physical Science	10
Total	20
Foreign Language or Fine Arts (visual or performing)	10
Health	5
Physical Education	20
Applied Arts	10
Non-departmental/Electives	60
Total Credits Required	230

Credits

For each semester course offering that is completed successfully, five (5) credits of required or elective credits are earned. To obtain credits an "A", "B", "C" or "D" grade is required.

California High School Exit Examination (CAHSEE)

In addition to the course requirements, beginning with the graduating class of 2006 and each year thereafter, each student completing grade 12 shall successfully pass the state exit examination in language arts and mathematics as a condition of high school graduation (BP/AR 6146.1).

Mathematics

All students must complete one or a combination of two courses that meet or exceed the rigor of the state content standards for Algebra 1 or Math 1 (EC 51224.5). Students must complete 30 credits or 3 years in mathematics (BP/AR 6146.1).

The final responsibility for meeting graduation requirements rests with the student and his/her parents(s)/guardian(s).

Buena Graduation Checklist
Freshmen 2015-16 (Class of 2019)



Name: _____

Graduation Year: _____

230 units required to graduate (each box equals one (1) semester grade)

A-G REQUIREMENTS

English	9 (S1)	9 (S2)	10(S1)	10(S2)	11 (S1)	11 (S2)	12 (S1)	12 (S2)
Social Science			WH(1)	WH(2)	US(S1)	US(S2)	DEMOC	ECON
Math	(S1)	(S2)	(S3)	(S4)	(S5)	(S6)		
Science	L (S1)	L (S2)	P (S1)	P (S2)				
P.E.								
Fine Art								
Practical Art								
Freshmen Seminar	FRESHMAN SEMINAR	HEALTH						
Health								

9			
10			
11			
12			

Elective Units - 60

CAHSEE
MATH
/
E/L
/

A. HISTORY World History S1 _____ S2 _____ B. ENGLISH 9 _____ 9 _____ 10 _____ 10 _____	C. MATH M1/A1-1 _____ M1/A1-2 _____ M2/G-1 _____ M2/G-2 _____ M3/A2-1 _____ M3/A2-2 _____	D. SCIENCE BIO-1 _____ BIO-2 _____ PHYS./ENVIRO-1 _____ PHYS./ENVIRO-2 _____ E. LANGUAGE (1)-1 _____ (1)-2 _____ (2)-1 _____ (2)-2 _____	F. V.P.A. S-1 _____ S-2 _____ G. ELECTIVES DEM. _____ ECON. _____ 2-S1 _____ 2-S2 _____ 3-S1 _____ 3-S2 _____
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PROGRAM CHANGE POLICY

Student initiated course request changes are considered only during the **first 5 days of the semester** and are subject to space availability.

Any other class changes must be approved by the Assistant Principal of Curriculum and Instruction or Counselor. **Requests for a teacher change will not be granted.**

Dropping a Non-Core Class (if credits will allow for a drop):

- **Prior to dropping a class, the parent/guardian, teacher, student and counselor shall confer to agree the drop is in the best interest of the student.**

Semester 1 courses: A student will be allowed to drop a class without penalty of an "F" grade until October 5, 2016 (30th day of S1). With administrative approval, a student who drops a class with a passing grade from October 6, 2016 (31st day of S1) to November 29, 2016 (60th day of S1) will receive a withdrawal (W) on their transcript. A student who drops a class with an "F" grade from October 6, 2016 (31st day of S1) to November 29, 2016(60th day of S1) will receive an "F" on their transcript.

Semester 2 courses: A student will be allowed to drop a class without penalty of an "F" grade until March 15, 2017 (30th day of S2). With administrative approval, a student who drops a class with a passing grade from March 16, 2017 (31st day of S2) to May 4, 2017 (60th day of S2) will receive a withdrawal (W) on their transcript. A student who drops a class with an "F" grade from March 16, 2017 (31st day of S2) to May 4, 2017 (60th day of S2) will receive an "F" on their transcript.

The administration may, due to increased/decreased enrollment and staff changes, balance course sections by transferring students from one class and/or teacher to another. Every effort will be made to ensure a smooth transition for both student and teacher. **Requests for a teacher change will not be granted.**

Buena English Department: MLA Format Writing Tips

MLA (Modern Language Association): What is MLA? MLA stands for **M**odern **L**anguage **A**ssociation. MLA format is widely used by many schools and institutions, because it ensures that the essays are uniform. *It is much easier for both the teacher to grade and for the student to follow and understand how to structure an essay if there are guidelines!* Therefore, MLA provides guidelines to students concerning “the mechanics of writing, such as punctuation, quotation, and documentation of sources” (“What is MLA Style?”). **Hint:** The previous sentence is an example of MLA format!

Formatting a First Page

1. Set up the header to have your last name and page number in the upper right-hand corner of each page.
2. Be sure to double space everything from here! Use 12 point font, Times New Roman
3. In the upper left-hand of the first page, type your name, teacher’s name, the course title, and the date.
4. Center the title. Don’t underline, bold, or put the title in quotation marks
5. The first line of the text should be aligned back to the left-hand side of the paper. Indent the first line of every paragraph by hitting tab.

Sample First Page for an MLA Formatted paper:

Johnny Smart	Smart 1	} header
Ms. /Mr. Teacher		
Course Title		
25 February 2013		
Overcoming Hunger		
Most of the people who lived through the Great Depression experienced a time of hunger and financial loss. However, rather than creating a defeated society, a society that was willing to “do without” for the greater good of all people and the whole country developed.		
During the depression years, many families received limited amounts of food and gasoline through rationing, and these people learned to live without many luxuries.		

Formatting a Works Cited Page

1. The Works Cited page is a page of its own. It should have the same one-inch margins and last name, page number header, and font size and style as the rest of the paper.
2. Center the title of the page **Works Cited** (do not underline, bold, or put in quotation marks).
3. Continue the double spacing of all citations.
4. If a source takes up more than one line, indent the lines that follow the first to indicate that this information goes with the first line.
5. ALL SOURCES SHOULD BE ALPHABETIZED, A-Z!

****For all other types of formatting, please refer to the following website:**

"The Writing Lab and OWL at Purdue" <http://owl.english.purdue.edu>

- Helpful tips on formatting and style guide
- Explains works cited format and in-text citations
- Click on MLA Style Guide to find help

Sample Works Cited for a MLA Formatted paper:

Smart 7

Works Cited

Notice this is one entry with the second line indented.

Last name, First name. "Title of Article." *Title of Magazine*. 12 Aug. 1999:23.

Print.

Last name, First name. "Title of Article." *Title of the Scholarly Journal*. 18 Mar.

2004: 112-28. Print.

Last name, First name. *Title of Sample Book*. City of Publishing Company:

Publishing Company, Publishing Year. Print.

Maner, Martin. "Women and Eighteenth-Century Literature." *The Literature*

Genius. 14 Apr. 1999. Print.

Penn, Sean. "Paying it Forward." *Nice Acts for Others*. 24 June 2007. Web. 2 May 2010.

<www.niceforothers.com>.

Wright State University. 29 Mar. 2007. Print.

HOW DO I CITE A RESOURCE?

- ❖ **There are many sources that you can use to assist you in your research. One important part of researching is making sure that your sources are documented so that you can create a Works Cited page and also give credit to the authors whose work you are using to support your essay or report.**

- ❑ **BOOKS:**

Last name, First name. Title of Book. Place of Publication: Publisher, Year of
Publication. Medium of publication

- **Books with one author:**

Grogan, John. Marley & Me. New York: HarperCollins Publisher, 2005. Medium of publication

- **Books with an editor:**

Applebee, John, ed. The Language of Literature. Boston: McDougal Littell, 1991. Medium of publication.

- ❑ **ELECTRONIC SOURCES:**

Last name, First name. "Title of Article" Name of Site. Date of web site posting or
last revision. Name of institution/organization affiliated with site
(sometimes found in copyright statements). Date you accessed the site.
Medium of publication.

- **Electronic source with all information, except author:**

"MLA Formatting and Style Guide" The Purdue OWL Family of Sites. 26 Aug.
2005. The Writing Lab and OWL at Purdue and Purdue University. 23
Aug. 2007. Medium of publication.

** **HINT:** If some information is unavailable, then you omit from the formatted citation!

- ❑ **MAGAZINE/PERIODICALS:**

Last name, First name. "Title of Article." Title of Magazine. 28 Apr. 2001: pgs.

- **Magazine with two authors:**

Smith, John, and Martha Wood. "Understanding Writing Formats." Writing
Magazine. 28 Apr. 2001: 21-26.

.....
Information Resource:

The Purdue OWL Family of Sites. 2005. The Writing Lab and OWL at Purdue and Purdue University. 26 Mar. 2007.
<<http://owl.english.purdue.edu/owl/resource/557/08/>>.

COLLEGE ADMISSIONS REQUIREMENTS

It is expected that graduates of the Ventura Unified School District who have prepared themselves to attend college will be successful in that endeavor. Although university admission requirements vary, the requirements UC/CSU given below are the minimum recommended requirements students must complete.

- A. **History/Social Science - 2 years required.** One year of US History or 1/2 year of US History and 1/2 year of American Government, and one year of World History.
- B. **English - 4 years required.** Four years of college preparatory English which includes frequent and regular writing, and reading of classic and modern literature, poetry and drama.
- C. **Mathematics - 3 years required, 4 recommended.** To include Algebra I or Math 1, Geometry or Math 2, and Algebra 2 or Math 3.
- D. **Laboratory Science - 2 years required, 3 recommended.** Two years of lab science: one biological and one physical.
- E. **Foreign Language - 2 years required, 3 recommended.** Two years of the same foreign language. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading and composition.
- F. **Visual and Performing Arts – 1 year (same course).**
- G. **College Preparatory Electives – 1 year or two semesters required.** Four semesters, in addition to those listed in a-e (above), chosen from at least two of the following areas: History, English, advanced mathematics, laboratory science, foreign language, social science, and visual and performing arts.

It is recommended that college bound students participate in extracurricular activities and volunteer in the community.

* All classes must be met with a grade of “C” or better.

* Private Universities (check their website for requirements).

CAREER CENTER - The *Career Center* provides career education to all students throughout the year. Students explore careers, educational opportunities, part-time jobs, armed services, work experience programs, colleges, applications, scholarships and testing opportunities. The “*Bridges*” program as well as the Internet and catalogs are available. For information call 289-1826, ext. 2054 or 2053.

RECOGNIZING STUDENT ACHIEVEMENT

Renaissance Academic Awards – Renaissance recognizes excellence and improvement in academics, attendance and character. The Renaissance team and A.S.B. put on the awards night rally in the spring. Awards may include, but are not limited to, certificates and prizes of various types donated by local businesses.

California Scholarship Federation – The California Scholarship Federation (CSF) is a statewide, nationally recognized organization for students with outstanding grades in university-recognized subjects. To be a member of CSF, a student must first qualify and then apply within a brief enrollment period at the beginning of each semester. Bulletin announcements are made each semester regarding this.

Senior Awards Night – Senior Awards Night is the culmination of four years of hard work. Academic honors, awards, and scholarships are bestowed upon members of the graduating class.

Advanced Placement/Honors Program – Buena High School offers advanced placement courses in American Government, Art, Biology, Calculus, Economics, English Language, English Literature, Environmental Science, German Language, Physics, Spanish Language, Spanish Literature, U.S. History; and honors courses in Algebra 2, Biology, Chemistry, English, Geometry, German, Physiology, Trigonometry/Pre-Calculus, European History, and World Civilizations. Students enrolled in AP courses are encouraged to take the advanced placement tests which are given in early May. Students who score three or higher on these tests may earn college credit.

AVID – AVID stands for Advancement Via Individual Determination. Our program prepares students in the academic middle for four year college eligibility. These students are typically the first in their families to attend a college or university. Students take AVID as an elective class. The class exposes them to colleges and their requirements. Tutorials are given twice a week; students are encouraged to take rigorous courses, and are given strategies to have academic success.

Reclassification Celebration – English Learners who achieve proficiency in English are recognized in the spring for their accomplishment at the annual Reclassification Celebration. Awards may include certificates, pizza party and prizes donated by the PTSA.

Golden State Merit Seal – Every year students are recognized with a seal on their diploma for achievement on their California Standardized Tests. This seal comes from the State of California for students who have consistently received high scores during the STAR testing.

VUSD Multilingual Seal – Beginning with the graduating class of 2009, the Ventura Unified School District has chosen to recognize the benefits of literacy and fluency in more than one language. Graduating seniors will be eligible to receive a VUSD Multilingual Recognition Seal on their high school diplomas by meeting all graduation requirements, demonstrating proficiency on the 11th grade English SBAC and proficiency in one or more additional languages.

CLUBS AND ORGANIZATIONS

There are many ways to become involved at Buena High School. The following is a list of clubs and organizations active on campus. For a more detailed explanation of what each club does, attend a club meeting or talk to a club member or advisor. Clubs are subject to change from year to year based on student involvement.

Club	Advisors	Meeting Place	Meeting Time
A-Team	Levin	Library/BARK	Monday-Thursday (all subjects)
Academic Decathlon	Yorke	Room 121	BARK
Anime Club	Barnes	Room 201	Wednesdays
Autism Ambassadors	TBA	TBA	TBA
AVID	Arrambide, Garcia, Oetken	Room 32	Thursdays at lunch
Badminton Club	Amegadzie	Gym	Wednesdays at lunch
BSU	Amegadzie	Room 52	Mondays at lunch
Chess	Elrod	Room 89B	Wednesdays
CSF (Nat Honor Society)	Domingues	Rm 21	3rd Thursday of the month
Environmental Club	Yorke	Room 121	Thursday weekly
FCA	TBA	TBA	TBA
Freshmen Class	TBA/Hayes	ASB Center	TBA
German Club	Bauer	Room 96	TBA
Spectrum	Harris	Room 198	Fridays at lunch
Habakkuk	Taylor	Room 101	Wednesdays
Habitat for Humanity	Bradvica	Room 95	Every other Wednesday
Handball	Perez	Room 89C	Wednesdays
Humane Society	Donald	Room 123	1st Tuesday of the month
Interact	Debbas	Career Center	Monday weekly at lunch
Junior Class Club	Vaughan	ASB	TBA
Key Club	Burns	Room 53	Tuesdays at lunch
Knowledge Bowl	Levin/Herrera	Library	TBA
Leo Club	Burns	Room 53	Tuesdays at lunch
Mock Trial	Taylor	Rooms 149/155	Tuesday & Thursday afterschool
Science League	Smith	Room 114	Wednesdays
Self Defense	Henggeler	Room 141	Tues/Thursdays
Senior Class Club	TBA/Hayes	ASB Center	TBA
Sophomore Class Club	Hayes/TBA	ASB	TBA
Spanish Club	Bradvica	Room 95	Every Tuesday
Spirit Club	TBA	TBA	TBA
Teen Voice	McGavren	Library	TBA
Travel Club	Smith	Room 114	Fridays weekly
We Stop Hate Club	Arrambide, McGavern	Room 32	Tuesdays weekly
Writer's Inc.	Lyans	Room 33	Tuesday and Thursday weekly

EXTRACURRICULAR SCHOLASTIC ELIGIBILITY

VUSD Board Policy 6145 & Education Code 35160.5

To be eligible to participate in extracurricular activities, students must demonstrate satisfactory educational progress in the previous grading period including but not limited to: 1) maintenance of a minimum of a 2.0 grade point average on a 4.0 scale, 2) maintenance of minimum progress toward meeting high school graduation requirements. All students are allowed ONE probationary period equal to one quarter in length, beginning with the final grades earned in the 8th grade. If at the end of the probationary quarter, the student has not achieved a 2.0 GPA and has not passed a minimum of four (4) core classes during the quarter grading periods/he shall be ineligible for the subsequent quarter until s/he achieves 2.0 GPA and passes a minimum of four (4) core classes.

Students must be in attendance at school on the days of the extracurricular activity or athletic event. The intent of this policy is to reinforce the idea that activities are to complement the academics and never to replace them. Ineligible students may "rehearse" or "practice" with the group or athletic team during the regular school day (8:00 a.m. - 3:00 p.m.), but may not participate in the "performance" or "contest." The duration of ineligibility will be through the entire quarter.

DRESSING FOR SUCCESS PROMOTES LEARNING

VUSD BP AR 5132

Research has proven appropriate school attire enhances learning and positively influences school climate. Girls need to cover their upper and lower bodies in a dignified manner. Boys need to keep their pants at the waistline. Any student dressed inappropriately will be sent home by an administrator.

DRESS CODE - The following guidelines shall apply to all regular school activities:

- 1.** Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
- 2.** Clothing and jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- 3.** Hats, caps and other head coverings shall not be worn indoors.
- 4.** Clothes shall be sufficient to conceal undergarments at all times (*including boy's boxers*). See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, **bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.**

ATHLETICS

Buena High School is proud of its wide range of athletic teams. Anyone with questions regarding athletics is free to contact the head coach of the particular sport or our Athletic Director, Craig Williams at ext. 2030, or our Athletics Secretary at ext. 1013.

ATHLETIC ELIGIBILITY: In order to participate on an athletic team, students must meet the scholastic eligibility requirements, as well as have a physical examination, have personal insurance coverage or purchase coverage at school, turn in a "Parent Consent/Medical Release Form," and pay transportation fees.

Fall Sports - (September-November)

V/So/Fr. Football - Coach Tim Gutierrez
V/JV/Fr. Volleyball (girls) - Coach Steve Yoshimoto
V/JV Tennis (girls) - Coach Jonathan Butz
V/JV Cross Country (boys) - Coach Aaron Torres
V/JV Cross Country (girls) - Coach Michele Burns
V/JV Water Polo (boys) – Coach Kyle Robertson
V/JV Golf (girls) - Coach Paul Engel

Winter Sports - (November-February)

V/JV/So/Fr. Basketball (boys) - Coach Craig Williams
V/JV/Fr. Basketball (girls) - Coach David Guenther
V/JV Wrestling (co-ed) - Coach Keith Allmen
V/JV/Fr. Soccer (boys) - Coach Shaun Strople
V/JV Soccer (girls) - Coach Ashley Leonardo
V/JV/Fr. Water Polo (girls) - Coach Mariah Bryan

Spring Sports - (February - May)

V/JV/Fr. Baseball (co-ed) - Coach JJ Vaivao
V/JV Softball (girls) - Coach Tisha Duran
V/JV Track (girls) - Coach Michelle Burns
V/JV Track (boys) - Coach Aaron Torres
V/JV Golf (boys) - Coach Paul Engel
V/JV Tennis (boys) - Coach Jonathan Butz
V/JV/Fr. Volleyball (boys) - Coach Jesse Martin
V/JV Swimming (boys) - Coach John Siman
V/JV Swimming (girls) - Coach Amanda Graves

Year Round

Cheerleading - Coach Claire Rowley

WORK PERMITS

Work Permit Applications, General Work Permits and Work Experience Work Permits are available through the Career Center (289-1826, ext. 2053). By California State Law, any student(s) under age 18 must have a work permit. The student must already have secured a job before the Work Permit can be issued; and a separate Work Permit is required for each job. Work Permits require that the employer list their Workers' Compensation Insurance Co. (This is for the protection of the student.)

There will be someone available in the main office that can issue work permits throughout the summer.

Students must have at least a 2.0 GPA and maintain regular school attendance to obtain a Work Permit. Work Permits may be revoked for failure to comply with attendance regulations or classroom/academic/labor law standards. (Labor Laws Reference: www.dir.ca.gov) Students should not work more than 20 hours per week unless enrolled in a Work Experience class.

LOCKER INFORMATION



Protect yourself - LEAVE YOUR VALUABLES AT HOME. DO NOT store valuables in the lockers and before you leave the campus, double check that your locker is securely locked.

GENERAL INFORMATION

- All lockers are the property of Buena High School and are provided for the convenience of the students.
- Lockers are subject to inspection by authorized school personnel.
- Do not put your own locks on any of the school's lockers.
- Each student will be solely responsible for all textbooks and personal belongings kept in the locker. ***The Ventura Unified School District does not assume any responsibility for items lost or stolen from lockers. Use lockers at your own risk!***
- **We recommend that you DO NOT share your locker or combination with others.**
- Juniors and seniors are not issued lockers but have the opportunity to be on a waiting list for one at Student Services in the Administration Building. Please note that lockers for juniors and seniors will be issued on a first come/first serve basis and subject to availability.

HEALTH SERVICES



Buena High School has a comprehensive Health Services Program. The Health Office staff include a credentialed School Nurse and a Health Technician that is trained in CPR and First Aid. The School Nurse is assigned to several school sites and is available by cell phone when not at Buena. The Health Technician is in the health office daily. The health staff looks forward to working with the students, families, and staff to provide a safe and healthy school environment.

Students that become ill during the school day should check in with their teacher for a pass prior to coming to the health office. The health staff will work with the student to determine if they are able to stay at school or need to go home. At that time, the parent will be contacted from the health office. District policy requires that every student have a parent signed Emergency Card on file. This card must be completed at the beginning of each school year. Only those adults listed on the Emergency Card may pick up their student or authorize the student to leave campus.

Students may not carry medicine, including **over the counter medicine**, with them while at school without the "Authorization for Medication" form signed by a doctor and a properly labeled medication bottle. This includes inhalers and epipens. The Health Office has the required forms. The School Nurse will review safety procedures with students that need to carry medications. The rest of the medications will be kept in a locked cabinet.

Students are to bring parent notes or doctor's request for excuse from Physical Education to the Health Office. Students with crutches, braces, casts, wheelchairs, or other special devices need to have a doctor's signed order or use the VUSD form to use these appliances at school. Please contact the health office if your student requires assistance with health issues during the school day.

California State law requires that an up-to-date Immunization Record be on file with the Health Office. Students without completed Immunization Records, or an exemption, on file may not attend class.

Please feel free to contact the Health Office at (805) 289-1826 x1006 with any questions, or health concerns. We look forward to assisting with your health needs.

STUDENT USE OF THE INTERNET AGREEMENT AND RELEASE FROM LIABILITY

Student's Name (Print): _____ Grade Level: _____
School: _____ Date: _____

The Ventura Unified School District agrees to allow the student identified above ("Student") to use the district's technology to access the internet and intranet (referred to collectively as "the Net") under the following terms and conditions:

1. **Conditional Privilege.** The Student's use of the district's access to the Net ("District Net Access") is a privilege conditioned on the Student's agreeing to the terms of this agreement and on the Student's abiding by this agreement. No student may use the District's access to the Net ("District Net Access") unless the Student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use.** The Student agrees that he/she will use the District's Net Access for educational purposes only. In using the internet through the District Net Access, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Net use rules instituted at the Student's school or class, whether those rules are written or oral.

3. **Penalties for Improper Use.** If the Student violates this agreement and misuses the District's Net Access, the Student may be subject to disciplinary action, revocation of the Student's user account and access to the Net, as well as legal or criminal action where appropriate.

4. **"Misuse of the District's access to the internet"** includes, but is not limited to, the following:

- a. Use of the district's access to the Net for other than educational purposes;
- b. Gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominant appeal is sexual arousal;
- c. Using the Net for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- e. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attacks others;
- f. Posting anonymous messages on the system;
- g. Using encryption software;
- h. Wasteful use of limited resources provided by the school including paper;
- i. Causing congestion of the network through lengthy downloads of files, or by engaging in idle activities;
- j. Vandalizing data of another user;
- k. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- l. Gaining unauthorized access to resources or files;
- m. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;**
- n. Using the network for financial or commercial gain without district permission;
- o. Theft or vandalism of data, equipment, or intellectual property;
- p. Invading the privacy of individuals;
- q. Attempting to gain access to or gaining access to student records, grades, or files;
- r. Introducing a virus to, or otherwise improperly tampering with the system;
- s. Degrading or disrupting equipment or system performance;

- t. Providing access to the District Net Access to unauthorized individuals;
- u. Failing to obey school or classroom Net use rules; or
- v. Taking part in any activity related to Net use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

5. **No Expectation of Privacy.** The Student and parent signing below agree that if the Student uses the Net through district access, that the Student waives any right to privacy the Student may have for such use. The Student and parent agree that the district may monitor the Student's use of District Net Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents.

6. **No Guarantees.** The district will make good faith efforts to protect children from improper or harmful matter which may be on the internet. At the same time in signing this agreement the parent and Student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the Student.

7. **District Held Harmless and Promise Not to Sue.** In order to protect itself from future lawsuits where a student or parent alleges that the student suffered some kind of injury because the student used the District's Net Access, the district requires that the student and parent promise to forego such claims against either the District or its employees in return for being allowed to use the District's Net Access. Therefore, the Student and parent agree to hold the district and its employees harmless from any claim or liability arising out of or resulting from the Student's use of the District's Net Access, even though the nature, extent, and seriousness of such claims are currently unknown. In other words, the student and parent agree that they will not sue the school district or any district employee over any claim, which comes about as a result of the Student's using the district's internet and intranet access. By signing this agreement the parent and student waive any such claims, which may occur in the future, whether they are now aware of how the student could be injured by using the Net, or the extent of such alleged injury. In doing so the student and parent waive any protection they have under Civil Code section 1542 with regard to claims arising from the student's use of District Net Access. That law reads as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

8. **Signatures.** We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature

Parent/Legal Guardian's Signature
(For students Under 18 years old)

Dated: _____

E 6163.41(a) adopted June 11, 2002

ACUERDO PARA USAR EL NET Y RENUNCIA DE RESPONSABILIDAD

Nombre del alumno/a (en letras de molde) _____ Grado _____
Escuela _____ Fecha _____

El Distrito Escolar Unificado de Ventura acuerda que el alumno identificado anteriormente ("alumno") usar la tecnología del distrito para lograr el acceso al *Internet* y el *Intranet* (de aquí en adelante se referirá a ambos como "*Net*"), bajo los siguientes términos y condiciones:

- 1. Privilegio condicional** - El uso del acceso al *Net* es un privilegio para el alumno, bajo condición que él o ella acepte y cumpla las condiciones de este acuerdo. Ningún alumno podrá usar el acceso al *Net* del distrito, a menos que dicho alumno y su padre o tutor lea y firme el presente acuerdo.
- 2. Uso aceptable** - El alumno acuerda que sólo utilizará el acceso al *Net* del distrito con propósitos educacionales. Al usar el *Internet* por medio del acceso del distrito el alumno acepta obedecer todas las leyes y reglamentos federales y estatales. El alumno también acepta cumplir cualquier regla escrita u oral instituida en la escuela o la clase del alumno para usar el *Net*.
- 3. Sanción por el uso indebido** - Si el alumno infringe este acuerdo y usa indebidamente el acceso al *Net* del distrito, dicho alumno podría ser sujeto a un acto disciplinario, la revocación de su cuenta de usuario y su acceso al *Net*, lo mismo que a un acto legal o criminal, según sea apropiado.

"El uso indebido del acceso al *Internet* del distrito" incluye, pero no está limitado por los siguientes:

- (a) usar el acceso al *Net* del distrito por otro motivo que no sea educacional;
- (b) obtener el acceso intencionalmente a materiales que sean obscenos, pornográficos; o que su inclinación dominante sea el estímulo sexual;
- (c) usar el *Net* para cualquier actividad ilegal, incluyendo el ingreso en áreas de códigos no autorizados, el quebrantar el derecho de autor o el de la ley de propiedad intelectual;
- (d) obtener acceso a las "líneas de pláticas" a menos que tenga la autorización del instructor para una actividad de la clase, bajo supervisión directa de un miembro del personal;
- (e) usar lenguaje abusivo o soez en mensajes privados en el sistema; o usar el sistema para hostigar, insultar o atacar verbalmente a otros;
- (f) publicar mensajes anónimos en el sistema;
- (g) usar programas que están codificados para seguridad;
- (h) malgastar el uso de los recursos limitados que son provistos por la escuela, incluyendo papel;
- (i) causar congestión en la red debido al descenso de archivos largos, o dedicarse a actividades vanas;
- (j) destrucción de los datos de otro usuario;
- (k) obtener o enviar información que podría ser utilizada en artefactos destructivos, tales como pistolas, armas, bombas, explosivos o fuegos artificiales;
- (l) obtener acceso sin permiso a recursos o archivos;
- (m) identificarse con el nombre o contraseña de otra persona, sin su autorización; o usar la contraseña de otro usuario sin la autorización debida;
- (n) usar el *Net* para beneficio financiero o comercial, sin el permiso del distrito;
- (o) el robo, vandalismo de datos, equipo o de la propiedad intelectual;
- (p) invadir la intimidad de un individuo;
- (q) intentar el acceso a los expedientes, calificaciones o archivos de un alumno;
- (r) introducir un virus o interferir de cualquier otra manera con el sistema;

- (s) disminuir u obstaculizar el funcionamiento del equipo o del sistema;
- (t) proveer el acceso al Net por medio de la tecnología del distrito a personas no autorizadas;
- (u) no obedecer las reglas de la escuela o del salón para el uso del Net;
- (v) formar parte de cualquier actividad relativa al uso del Net, la cual cree un peligro actual e inminente de interrumpir substancialmente la operación ordenada del distrito o cualquiera de sus escuelas.

4. Expectativa de privación de la intimidad - El alumno y el padre acuerdan al firmar que si el alumno usa el *Net* por medio del acceso del distrito, el alumno renuncia cualquier derecho a intimidad que podría tener por dicho uso. El alumno y su padre acuerdan que el distrito podrá controlar el uso del acceso del *Net* del distrito y podría también examinar todas las actividades del sistema en las que participe el alumno, incluyendo, pero no limitado a e-mail, transmisiones de voz y vídeo, para garantizar el uso debido del sistema. El Distrito podría compartir dichas transmisiones con los padres del alumno.

5. Sin garantías - El distrito hará el esfuerzo de buena fe de proteger a los niños del material indebido que podría encontrarse en el *Internet*. A la misma vez al firmar este acuerdo el padre reconoce que el distrito no ofrece como garantía prevenir el acceso indebido a dichos materiales por parte del alumno.

6. Se libera de responsabilidad al distrito y se promete no entablar acción legal - Para poderse proteger de futuras acciones legales en la que un alumno o padre alegue que el alumno ha sufrido cierto daño debido al uso del *Internet* del distrito, el distrito requiere que el alumno y su padre hagan la promesa por adelantado de renunciar a dicha demanda, a cambio que se le permita el uso del acceso al *Net* del distrito. Por lo tanto, el alumno y su padre acuerdan liberar al distrito de cualquier reclamo o responsabilidad legal que sea producto del uso del acceso al *Net* del distrito por parte del alumno, aunque la índole, extensión y seriedad de dicho reclamo no se sepa actualmente. En otras palabras el alumno y su padre acuerdan no entablar acción legal al distrito escolar sobre ninguna demanda que sea el resultado del uso del alumno del acceso del *Internet* e *Intranet* del distrito. Al firmar este acuerdo el padre y el alumno renuncian a cualquier demanda que podría ocurrir en el futuro, ya sea que estén conscientes de como el alumno fue perjudicado por su uso del *Internet*, o la extensión del alegado daño. Al hacer esto el alumno y su padre estarán renunciando a cualquier protección que tengan bajo al sección 1542 del Código Civil, en lo que refiere a demandas como consecuencia del uso del acceso al *Net* del distrito. La ley lee:

UNA RENUNCIA GENERAL AL DERECHO DE ACCIONAR NO SE EXTIENDE A LAS DEMANDAS QUE EL ACREEDOR NO CONOCE O SOSPECHE QUE EXISTEN EN SU FAVOR AL TIEMPO DE EJECUTAR DICHA RENUNCIA, LAS CUALES SI HUBIESE TENIDO CONOCIMIENTO HABRÍAN AFECTADO MATERIALMENTE EL ARREGLO CON EL DEUDOR.

7. Firmas - Las personas que firman al pie han leído este acuerdo y aceptan estar obligadas por los términos y las condiciones del presente acuerdo.

Firma del alumno/a

Firma del padre/tutor legal
(Para alumnos menores de 18 años de edad)

Fechado: _____
E 6163.41(a) adoptado 11 de junio, 2002

ACADEMIC HONESTY POLICY

VUSD BP 5131.9 and AR 5131.9(a) through 5131.9(g)

Honesty is one of the most basic character traits necessary for a meaningful life. Without honesty in the classroom there can be no true learning of academic subjects. As Thomas Jefferson said, "Honesty is the first chapter in the book of wisdom." Although not a topic that would be specifically taught as part of the curriculum in every class, honesty should be so fundamental an expectation in our schools that is an unquestioned foundation to the academic culture in every school in the District.

When cheating occurs, all students suffer, especially in classes where grades are based on a curve. Therefore, students who cheat, lie, plagiarize (including from online sources), or act dishonestly in regard to their academic endeavors will be dealt with promptly and effectively to eliminate cheating.

At the high school level cheating will result in lowered grades, being dropped from advanced classes, two and four-day suspensions, and ultimately may transfer to an alternative education school.

A high school student accused of cheating may appeal any sanction, which results from the cheating accusation, but must do so promptly. Any student or parent/guardian interested in appealing a cheating sanction should immediately obtain a copy of the entire Academic Honesty Policy and Regulations found in the District Board Policies Book at BP 5131.9 and AR 5131.9(a) through 5131.9(g). This documentation may be obtained either through the high school principal or the school district's main office.

ACADEMIC HONESTY POLICY

VUSD BP 5131.9 and AR 5131.9(a) through 5131.9(g)

Levels of Infractions: Infractions shall be dealt with in a cumulative fashion at the high school level. The first infraction results in a permanent Level One status, which remains in effect for the remainder of the student's high school education. Thus, once the student reaches Level One during high school that student will always be at least at Level One. If the student transfers from one district high school to another, the student shall not begin infraction levels over again. The student shall remain at the infraction level attained at the first school and be treated as if all infractions occurred at the second school.

If the student is at Level Two or Three and does not incur any further infractions in the calendar year during which the student is at the particular level, then the student returns to Level One at the end of that calendar year. The next infraction after returning to Level One, if any, would be treated as Level Two.

- 1). LEVEL ONE – First Infraction – The teacher is required to do four things upon a student's first infraction of this regulation. (1) The teacher will counsel the student and record a grade of zero, "F", or double "F" for the work in question. (2) The teacher will make good faith and diligent efforts to contact the parent by phone or in person to discuss the matter. (3) The teacher will promptly mail the parent a copy of Form B. (4) The teacher will send a copy of Form B to the appropriate school administrator who will maintain a record of the cheating.
- 2). LEVEL TWO – Second Infraction – The student may be suspended from school for one (1) day following normal suspension procedures, or other means of correction pursuant to Education Code Section 48900, subd. (k) – willful defiance of the valid authority of supervisors, teachers, and administrators. The student will receive a grade of zero, "F," or double "F" for the work in question. As part of the suspension procedures, the parent shall be notified by the administration of the cheating in writing with Form C. The teacher, student, and parents (if possible) should be present at the suspension meeting with the assistant principal. The assistant principal shall maintain a record of the cheating with a copy of Form C.
- 3). LEVEL THREE – Third Infraction – The student may be suspended from school for two (2) days following normal suspension procedures, or other means of correction pursuant to Education Code Section 48900, subd. (k) - willful defiance of the valid authority of supervisors, teachers, and administrators. As part of the suspension procedures, the parent shall be notified by the administration of the cheating in writing with Form C. The student will receive a grade of zero, "F," or double "F" for the work in question. The teacher, student, and parents (if possible) should be present at the suspension meeting with the assistant principal. The assistant principal shall maintain a record of the cheating with a copy of Form C.
- 4) LEVEL FOUR – Fourth Infraction – The student may be transferred from the high school where the fourth infraction occurred or other means of correction and placed in an alternative school placement such as Pacific High School where a lower teacher to student staffing ratio exists so that the student may receive more individualized attention. Before making such a transfer, the administration shall inform the parent of the proposed action in writing, and send the parent a copy of AR 5131.9(a) through AR 5131.9(G). In order to transfer the student, the administration shall refer the matter to the District Child Welfare and Attendance Office for processing.

The administration shall make good faith and diligent efforts to meet with parents and student before transferring the student. The teacher, student, and parents (if possible) should be present at the meeting with the assistant principal concerning the matter as soon as possible after the infraction.

REGLAS DE LAS NORMAS ACADÉMICAS

VUSD BP 5131.9 y AR 5131.9(a) hasta 5131.9(g)

La honestidad es uno de los rasgos del carácter que son más básicos y necesarios para llevar una vida con sentido. Sin la honestidad en los salones de clase no se puede hallar el verdadero aprendizaje de las asignaturas académicas. Como lo dijo Thomas Jefferson: “La honestidad es el primer capítulo del libro de la sabiduría.” A pesar de que no es un tema específico que se instruye en las asignaturas del currículo, la honestidad debería ser una expectativa tan fundamental en nuestras escuelas, que tiene que ser una base indiscutida de la cultura académica en cada escuela del distrito.

Cuando alguien se copia las lecciones, repercute en todos los alumnos, especialmente en las clases dónde las calificaciones se basan en una curva. Por lo tanto se hará frente diligente y efectivamente, al estudiante que se copia, miente, plagia (incluyendo recursos del Internet) o actúa o en forma deshonesto en lo que se refiere a su cometido académico y así eliminar el plagio.

Al nivel de la escuela preparatoria cuando ocurra el plagio el resultado será recibir calificaciones más bajas, ser despedido de una clase avanzada, suspensión de dos y cuatro días y por ultimo ser transferido a una escuela de educación alterna.

Un estudiante de la preparatoria que haya sido acusado de copiarse podría apelar cualquier sanción que resulte del acusode haberse copiado, pero tendrá que hacerlo en forma diligente. Cualquier estudiante o padre, madre o tutor que esté interesado en pelar una sanción de plagio, deberá obtener inmediatamente la Norma y las regulaciones de la honestidad académica en su totalidad, las cuales se encuentran en el Libro de las normas de la mesa directiva en BP 5131.9 y AR 5131.9(a) hasta 5131.9(g). Puede obtener esta documentación ya sea a través del director de la escuela o en la oficina central del distrito escolar.

ATTENDANCE RULES AND REGULATIONS

VUSD BP 5113, AR 5113 & E 5113 & EC 48205 thru 48296

California law requires that every student attend school until the age of 18 years or until the completion of high school. High school credits require regular attendance.

- I. **READMIT PROCEDURE:** On the day your student is absent (but no later than **three (3) school days** of absence) the parent/guardian or 18 year old student (with proper paperwork completed) has the responsibility to notify the Buena Attendance Office by phone, or in writing as to the reason for the absence. After three days, absences stay uncleared.
- II. **OFF-GROUNDS PROCEDURES:** All students leaving campus during the school day are to sign out at the Attendance Office or Health Office and receive an off-grounds pass. If students **leave** campus unauthorized (without an off-grounds pass), the student will **receive a truancy**. Therefore, all students must bring a note and sign out in the Attendance Office or Health Office before leaving campus. Also, all Off Grounds passes must be picked up during Break or Lunch ONLY.
 - **For last minute appointments, you must come to the Attendance Office and sign your student out.**
 - **We do not issue off-grounds passes with phone calls.**

Attendance Office windows are open before school (7:30 a.m. – 7:55 a.m.), break and lunch to receive notes excusing absences and picking up *off-grounds passes*. **WINDOWS ARE CLOSED DURING CLASS TIME.**

Telephone contact – 289-1826 Ext. 1003 for A-L

Ext. 1007 for M-Z

Unavailable to take calls: 7:30 a.m. – 9:00 a.m.

****Please leave a message. ****

OFF-CAMPUS PASSES

VUSD BP 5112.5 and EC 44808.8

BHS has a closed campus policy. Students who have parental permission and who have obtained an off-grounds pass may leave campus for an approved appointment. **Juniors** and **seniors** who have **parental permission** may leave campus during lunch provided that they have their student I.D. card with a valid **quarterly** off-campus stamp. The off-campus stamp will be based on the student's GPA (2.0 eligibility **EACH** quarter), and re-stamped if qualifications are met. As per *Board Policy*, no student may leave campus during the morning nutrition break. Students who leave campus without an appropriate pass or clearance are subject to disciplinary action.

Requirements for Off Grounds Lunch Pass:

1. The student must be junior or senior.
2. Must have a student I.D. (all BHS students are required to carry I.D. at all times).
3. Have a signed parent permission slip on file in Student Services.
4. Maintain an academic performance of at least 2.0 G.P.A.
5. Bring in student ID to Student Services for a new stamp each quarter, if applicable.

The off-campus privilege will be revoked for failure to follow these rules.

ATTENDANCE RULES & REGULATIONS - Continued

TYPES OF ABSENCES:

- A. **Excused Absences** – student illness; student’s medical, dental, optometrist appointment; death in immediate family, quarantine; exclusion-immunization; jury duty (18 years or older). We need a doctor’s note to excuse an absence of 5 consecutive days.
- B. **Excused Absences (recorded as “OTHER”)** – appearance in court; observance of a religious holiday; pressing family emergency approved by an Assistant Principal.
- C. **Unexcused Absences** – VACATION; caring for younger siblings; employment; errands; car trouble; oversleeping; shopping.
- D. **Tuancy** – absent without parent/guardian knowledge; leaving campus without signing out in the Attendance Office or Health Office.
- E. **Suspension**
- F. **School Activity**

III. **EXCESSIVE ABSENCE AND SARB (School Attendance Review Team) PROCEDURES (EC 48200-48341):** State law requires that schools notify parents of excessive absences and report excessive absences to a reporting agency (EC 48260). The SART procedure meets this requirement that may result in a student being dropped from Buena High School and referred to Student Support Services.

Excessive Excused Absences parents will be required to submit a doctor’s note or our school nurse’s note to excuse future absences. If absences continue, the student will be placed on a SARB contract that may result in being dropped from Buena High School to Student Support Services.

Unexcused/Tuant Absences will be reported to parents with a series of three notification letters. The third letter will require a parent/student meeting with a district representative from Student Support Services, the Deputy District Attorney, the School Resource Police Officer, and an assistant principal. The student will be put on a SARB contract. Continued truancies will result in the student being dropped from Buena High School to Student Support Services and the case will be referred to the District Attorney’s office.

Safe Students Ordinance (Daytime Curfew) San Buenaventura Code of Ordinance sec. 10.300.310 – 10.300.360

the ordinance is for the hours between 8:30 a.m. – 12:30 p.m. Officers cite the student and obtain a copy of student’s attendance record to attach to citation.

Make-up Tests/Assignments – Unexcused Absences (VUSD Board Policy 5121) *If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student’s grade for nonperformance.*

Students with excessive absences may be given a failing grade and not receive credit for the class(es). Teachers who withhold class credit for this reason shall so inform the class and parents/guardians at the beginning of the semester.

ATTENDANCE RULES & REGULATIONS - Continued

Absences due to vacation are unexcused. Board Policy implies that a student should be given a chance to make up missed work from an unexcused absence without penalty. The practice has been that a student is dropped on the 11th day of consecutive unexcused absences. Independent Study is not offered for unexcused absences.

TARDY POLICY

Step 1 The teacher will notify the student when he/she has 2 tardies.

Step 2 The teacher should notify the student and parent when he/she has five tardies. The teacher must speak with the parent personally or give written notice to the student to assure understanding.

Step 3 The teacher should notify the student at seven tardies that the next tardy may result in a Saturday school.

Step 4 At eight tardies, send the student to the office on an administrative referral. The administrator may call the parent and assign the student a Saturday School.

HOMEWORK REQUESTS

Students should use Student Connect and a “study buddy” to check on homework assignments. All teachers have allotted time to allow students to write down names and home phone numbers of classmates in each class.

Guidelines for homework requests:

- Absence must be **at least 3** consecutive days and does not apply to truancies, suspensions and unexcused/uncleared absences
- Please allow at least 24 hours for teachers to process

Homework must be picked up on day specified or homework will be sent back to teacher specifying “No Pick-Up”.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) at Buena offers student support groups and individual personal/social counseling. Participation is voluntary. Group topics are subject to change based on the needs of students. If you are concerned about your student, please contact your teacher, administrator, school counselor, school psychologist, or Student Assistance Program counselor for more information.

The Student Assistance Program is designed to assist students who are having difficulties in school because of one or more possible situations: motivation, positive decision making, social/relationship issues, low self-esteem, anger management, alcohol/drugs, grief and loss, cancer support, etc. The Student Assistance Program is not a disciplinary program. It is a support program set up at Buena to help students learn healthy coping, communication, and decision making skills to overcome troubling issues so he/she can succeed in school.

GROUPS OFFERED:

Alateen	Affected by loved ones' use of alcohol/drugs
Anger Management	Students that need help managing emotions
Cancer Support	Loved one going through cancer diagnosis and treatment
Drug/Alcohol Use	Students that want to stop using drugs/alcohol
Girls	For young women
Grief/Loss	Loss of a loved one
Smoking Cessation	Students that want to stop smoking (E-cigarettes, smokeless tobacco, etc.)

PROGRAMA DE AYUDA ESTUDIANTIL

El Programa de Ayuda Estudiantil (SAP) en la escuela Buena ofrece grupos de apoyo y consejería personal/social individual. La participación es voluntaria. Los temas de los grupos están sujetos a cambios basados en las necesidades de los estudiantes. Si usted está preocupado por su estudiante, por favor póngase en contacto con sus maestros, su administrador, su consejero(a), la psicóloga de la escuela, o la consejera del Programa de Ayuda Estudiantil para más información.

El Programa de Ayuda Estudiantil está diseñado para ayudar a los estudiantes que están teniendo dificultades en la escuela debido a una o más situaciones: motivación, tomar decisiones positivas, temas sociales/de relaciones, bajo auto estima, control de agresividad, alcohol/drogas, dolor y pérdida, etc. El programa de Ayuda Estudiantil no es un programa disciplinario. Es un programa de apoyo establecido en la Buena para ayudar a que los estudiantes aprendan a lidiar, comunicar, y poder tomar decisiones para superar los problemas y así poder tener éxito en la escuela.

GRUPOS OFRECIDOS:

Alateen	Estudiantes afectados por queridos que usan drogas o alcohol
Control de Agresividad	Estudiantes que necesitan ayuda en controlar sus emociones
Apoyo para el Cáncer	Un ser querido que está pasando por el tratamiento del cáncer
Uso de Drogas o Alcohol	Estudiantes que quieran parar de usar drogas o alcohol
Mujeres	Para mujeres jóvenes
El Dolor y la Perdida	La pérdida de un ser querido
Para Dejar de Fumar	Estudiantes que quieran parar de fumar (E-cigarettes, tabaco sin humo, etc.)

STUDENT INFORMATION



COMPUTER USE POLICY - Internet Acceptable Use Policy -BHS students can use the Internet as a powerful resource. In order for a student to have access to the Internet, a student and his parents must read and sign the Internet policy, which can be obtained in the Guidance Department. After the signed policy is turned in, the student can use the Internet.

HOMEWORK REQUESTS - Students should use the “homework network” on the first page of this handbook to check on homework assignments. All teachers have allotted time to allow students to write down names and home phone numbers of classmates in each class. These students should be contacted to obtain homework assignments.

I.D. CARDS - Each student must have an I.D. card in his/her possession while on campus and while attending school functions. The first I.D. card is provided free of charge and is issued at Orientation in the fall. It is each student's responsibility to make sure to have the I.D. picture taken. Duplicate cards will be issued at a cost of \$5.00 at the Student Services desk in the Administration Office.

An I.D. card is for the purpose of identification. On occasion, students may be asked to show their I.D. card to a staff member. Failure of a student to identify himself/herself properly is a violation of school policy and will result in appropriate disciplinary action being taken. Any new student to Buena High School should see the secretary in the Student Services Office to obtain an I.D. card.

OBLIGATIONS - Obligations are charges for the loss or damage of school materials, textbooks, library fines, and athletic transportation fees. Book related obligations must be cleared in the school library. All other obligations are cleared at the ASB Student Store.

After written notice, the school or district may withhold grades, diplomas or transcripts of the pupil responsible for damage or loss of property (including damage or loss of property that occurred when student attended another school district) until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages.

STUDENT INFORMATION

SCHOOL DANCE EXPECTATIONS – Dance Dress Code – The established dress code for students will be in effect during school sponsored dances. Students who are dressed inappropriately will be asked to change into appropriate clothing. If any student refuses to change into appropriate clothing they may be asked to leave the dance and their parents/guardians may be contacted and arrangements will be made for them to go home.

Dance Standards - Dancing styles that involve touching of the breasts, buttocks or genitals, grinding, straddling each other's legs, or that simulate sexual activity are not permitted. When dancing back to front, all dancers must remain upright – no sexual bending is allowed, no hands on knees and no hands on the dance floor with your buttocks touching your dance partner.

Consequences for Violating Expectations - When students purchase a ticket to a dance they will be given a wristband that they will be required to wear at the dance. If a staff member determines that a student is dancing inappropriately, they will give the student one warning and remove their wristband. If the same student is dancing inappropriately a second time (this student would not be wearing a wristband) s/he would be asked to leave the dance and their parents/guardians will be contacted and arrangements will be made for them to go home.

STUDENT DELIVERIES - Only emergency messages will be allowed to interrupt classroom activities. The receptionist will accept lunches, clothing and papers in the office **but will not interrupt classes** to deliver them. If you leave home without these items and they are brought to campus, check with the receptionist during break and lunch only.



STUDENT PARKING - Cars that are driven to school by students should display a parking sticker. Parking registration cards can be picked up at and returned to the student store for a suggested donation of \$5.00. Proceeds from the donation will go back to school activities. A parking sticker will then be assigned. The parking sticker must be permanently affixed in the **lower back corner of the rear window** so that it is clearly visible. Parking in unauthorized lots may result in being cited for ILLEGAL PARKING by the Ventura Police Department. **The student parking lot is located next to the stadium.**



TEXTBOOKS - Students are responsible for all textbooks checked out to them. Charges will be assessed for lost and damaged books. A student with an outstanding textbook obligation must clear it first before other textbooks will be issued. It is highly recommended that students protect their books by covering them with book covers.

DISCIPLINE CODE

MESSAGE FROM BUENA ADMINISTRATION

This section is designed to clearly state the rights and responsibilities of Buena High School students. We have listed both general behavior expectations and specific consequences for inappropriate behavior.

We expect Buena High School students to work to the best of their abilities in the classroom, to accept responsibility for their own actions, to treat fellow students and staff with respect, and to accept responsibility for school attendance. We are proud of our school and our student body. We will continue to build success together in all areas.

STUDENT RESPONSIBILITIES

Students have the responsibility to maintain regular school attendance, to make a conscientious effort in classroom work, and to adhere to school rules and regulations. Most of all, student's share, with the administration and faculty, a responsibility to develop a climate within the school that is conducive to learning and development of good character. Every teacher has the right to teach and each student has the right to learn. Conduct that disrupts teaching and/or learning will not be tolerated.

Students have the responsibility to protect and take care of the school's property and to assist the school staff in operating a safe school for all students enrolled.

Students have the responsibility to respect the rights of fellow students, teachers, administrator, and all others who are involved in the educational process. Bullying and other acts of unkindness and disrespect shall not be tolerated.

Students have the responsibility to be on time to each of their classes, to be prepared with all required materials, and to stay on task for the entire class period.

Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful acts.

Students also have the responsibility to refrain from any obscene, lewd or licentious acts during school or at any school activity. Students shall dress modestly, speak appropriately without foul language and behave in a manner that honors others and themselves.

Duty Concerning Conduct of Pupils (Ed.Code, 44807)

"Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of section 49000."

Upbraiding, Insulting, and Abusing Teachers

"Every parent, guardian, or other person who upbraids, insults or abuses any teacher of the public schools, in the presence or hearing of a pupil, is guilty of a misdemeanor."

STUDENT RIGHTS

Students, within legal constraints, may exercise their constitutionally protected rights of free speech, expression, and assembly so long as they maintain the responsibility of refraining from interfering with the regular school program.

Students have the right to fair, consistent, and respectful treatment by staff members and other students. Students have the right to informal due process before a penalty is imposed. When a student has been referred for disciplinary action, the student has the opportunity to offer her/his version of the incident to school authorities.

Students, 16 years of age or older, or under 16 years of age with parental consent, have the right to see their own personal files, cumulative folders, transcripts, and other school records during school hours. Students have the right to insert rebuttals to information and opinions in their files.

Students have the right to present complaints or grievances to school authorities and the right to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

Monitoring Student Fees, Donations, and Fundraising Guidelines Compliance

Section 5 of Article IX of the State of California Constitution guarantees students a “free public education.” The State Supreme Court concluded in the 1984 case of *Hartzell v. Connell* (35 Cal.3d 899 (1984)), “that all educational activities carried on by public school districts, extracurricular as well as curricular, must be without cost to the students who participate in such activities.” This same ruling found that “mandatory fees for participating in such extracurricular activities as drama, music, and athletic competition were illegal under the State Constitution.” Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.”

STANDARD DISCIPLINARY PROCEDURES

EC 32050-52

In order to help students understand what is expected of them and what consequences follow from violation of the rules, the school has developed a discipline guide. Students are required to respond positively to staff requests to follow the school’s discipline guide.

The behavior code has been established to guarantee the right of all students to an education in a safe and orderly environment. A positive school climate derives from and understanding among the total school community that statements and actions which degrade others will not be tolerated.

A standard procedure for dealing with violations of the school’s discipline guide has been developed to ensure fairness to students. For each offense, there is a prescribed consequence ranging from a conference with an assistant principal or counselor for minor misbehavior to suspension for major offenses. For very serious offenses, the school may make an immediate recommendation for expulsion.

ADMINISTRATIVE DETENTION

Administrative detention and Saturday School are periods of closely supervised silent seat time during the school week or on Saturday morning. Administrative detention may occur during lunch or after school, depending on staffing. Saturday School is held on selected Saturday mornings from 8:00 am until noon. Students must be prepared to do class work. Bring a writing utensil, paper and an assignment to work on or curriculum will be provided. Your student must be on time. Late students may not be admitted. Failure to attend may result in additional Saturday School sessions or suspension. A student who is assigned to detention and/or Saturday School is expected to inform her/his parents as soon as possible of the date and time of the detention, as well as the reason for which the detention was assigned.

Detention and Saturday School are provided to give the site administrator an alternative disciplinary action. Detention and Saturday School are more severe than a reprimand but less severe than suspension.

Suspension does not release a student from the obligation to serve an assigned detention or Saturday School. Students who are suspended are expected to make up all un-served detentions.

SCHOOL POLICIES

ALCOHOL, TOBACCO AND OTHER DRUGS - Alcohol, tobacco and other drug use or possession is prohibited by California State Law and Ventura Unified School District Board Policy. School Board Policies 3513.3, 5131.6 and 5131.62 prohibit possession, use, or the selling of alcohol, tobacco and other drugs by students, staff, or visitors on or around school campus, at a school sponsored events, or while under the supervision of district employees. School Board Policy 5131.63 further prohibits the use of anabolic steroids or any other performance-enhancing substance.

CELL PHONE/CD PLAYERS/ELECTRONIC DEVICES OF ANY KIND (Education Code 48901.5) - Cell phones, video games, IPODs, MP3 players, etc. are not allowed to be used on campus during school hours, including passing periods. This includes in the office, classroom, library, career center, auditorium, gymnasium, on the field or court, during assemblies and rallies, etc. A teacher, staff member or administrator may confiscate any electronic device that is being used during school hours. Infractions of this rule will result in confiscation of your electronic device/s. They will be returned to you after school on the second offense and to your parents only on succeeding offenses. The only exception to this rule will be in the event of a natural disaster or dire emergency. **Buena High School is NOT responsible for confiscated phones or electronic devices that are lost or stolen.**

- **First/Second Offense:** Teacher warning and electronic device will be given to office for recording purposes and student receives electronic device at end of the day.
- **Third Offense:** Parent must pick up electronic device and Violation Letter will be handed to/mailed to parent. Student may receive one (1) lunch detention.
- **Fourth Offense:** Parent must pick up electronic device and Violation Letter will be handed to/mailed to parent and student may receive up to three (3) lunch detentions.
- **Fifth Offense:** Parent must pick up electronic device and Violation Letter will be handed to/mailed to parent and student may receive up to five (5) lunch detentions.
- **Sixth Offense:** Parent must pick up electronic device and Violation Letter will be handed to/mailed to parent and student may receive Saturday School or other means of correction.

COMPLAINT PROCESS - The Ventura Unified School District has a uniform complaint process, which is followed when parents/guardians or students or staff has complaints against an employee, the district, programs, materials, facilities, special education programs, or any program or policy. A copy of the complaint policy is available at each school site, as well as the Superintendent's office.

GANG AFFILIATIONS - Any student making racial slurs, displaying graffiti or symbols, or claiming gang affiliation by making gestures that symbolize gang membership, participating in verbal/physical confrontation while "claiming" affiliation or wearing or displaying gang paraphernalia shall be referred to the principal or designee for appropriate disciplinary action. Students may receive an automatic 5-day suspension and may be alternately placed or expelled.

SCHOOL POLICIES – Continued

SKATEBOARD AND BICYCLES - Safety factors and district insurance liability requirements WILL NOT ALLOW US TO PERMIT SKATEBOARDING OR BICYCLING ON THE BUENA HIGH SCHOOL CAMPUS AT ANY TIME. Signs are posted on the school grounds to indicate this policy (Administrative Code Title 5, Ed. 305). Students are asked to cooperate and follow this rule. You are, however, allowed to ride your board or bicycle to school, but once at school you must lock it up in the skateboard racks provided in the bike and skateboard rack area and on the side of the Auditorium wall as well.

SEARCH (Board Policy 5145.12) - All students have the right of a school environment, which is safe & secure. To assure that our campus provides a safe educational setting, student privacy interests must be balanced with the school interests. Therefore, when there is reasonable suspicion that a student has violated or is violating either the law or a school rule, the principal or designees may search an individual, his or her personal property, locker and vehicle.

SMOKING - The State of California has a NO SMOKING policy on public school campuses. This includes student parking lots, stadiums, gyms, auditoriums, grass, and sidewalk areas. Also, students and visitors are not allowed to smoke at any school-sponsored activities.

CYBER-BULLYING - Cyber bullying, or online bullying, is a term used to refer to bullying over electronic media or social networks. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, “putdown” or hate-motivated speech on social networks. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. Cyber bullying that is committed off school grounds, but affects the learning experience of the victim and/or the school community, will be dealt with according to board policy. (AB 746, ED 48900.2, 48900.3 and 48900.4 and AR 5131.2 and BP 5132.2)

NON-DISCRIMINATION/HARASSMENT POLICY

BP 5145.3 and EC 212.5; 5 CCR 4916

NON-DISCRIMINATION/HARASSMENT - DISTRICT programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, sexual orientation, actual or perceived sexual orientation, color, race, national origin and physical or mental disability. The district shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. If you feel you are being harassed immediately contact the Assistant Principal or the Principal at your school.

SEXUAL HARASSMENT - Includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

1. Submission to the conduct is explicitly or implicitly made as term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. **Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions**
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects.

Notification regarding VUSD's policy will include *Annual Notice*, posting in main administration building, *Comprehensive School Safety Plan*, student orientation, and provided to employees.

Complaint Process - If you feel you are a victim of harassment at school or a school related activity, immediately report the harassment to the Assistant Principal or the Principal at your school. Harassment complaints may also be made to the Ventura Unified S.D. by telephoning 641-5000. If you report harassment you will be protected from retaliation.

Investigation of Complaints at School shall be promptly investigated by the principal or designee.

Enforcement of the policy may include the following actions:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew, was not true.

Disciplinary Measures (Board Policy 5145.7 & E.C. 48980)- A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

REGLA SOBRE EL HOSTIGAMIENTO

Norma de la mesa directiva 5145.3 & EC 212.5; 5 CCR 4916

ANTIDISCRIMINACIÓN Y HOSTIGAMIENTO - Los programas y actividades del distrito deberán ser libres de discriminación, incluyendo el hostigamiento en lo que respecta a grupo étnico, religión, género, orientación sexual (actual o percibida), color, raza, o rigen nacional y discapacidad física o mental. El distrito deberá garantizar la equidad de oportunidades para todos los estudiantes en su admisión y acceso al programa educativo, los de guía y consejería, los programas atléticos, los procedimientos de las pruebas y otras actividades. Si siente que está siendo hostigado, ponerse en contacto inmediatamente con el subdirector o director de la escuela. **EL HOSTIGAMIENTO SEXUAL** incluye, pero no es limitado por un avance sexual indeseado, la solicitud indeseada de un favor sexual, u otra conducta verbal, visual o física de naturaleza sexual en contra de una persona del mismo o diferente género, en el ámbito educativo, cuando:

1. La sujeción a la conducta es explícita o implícita, hecha como término o condición del progreso o estado académico del estudiante.
2. Se use la sujeción, o el rechazo del estudiante como base para decisiones académicas que afecten al estudiante.
3. La conducta tenga el propósito o efecto negativo en el rendimiento académico del estudiante, o de crear un ámbito educativo intimidante, hostil u ofensivo.
4. Se use la sujeción, o el rechazo del estudiante como base para cualquier decisión que afecte al estudiante en lo que se refiere a beneficios y servicios, honores, programas o actividades disponibles en un programa o actividad del distrito.

Los tipos de conducta que se prohíben en el distrito y que podrían constituir hostigamiento sexual, incluyen, pero no están limitados por:

1. Miradas lascivas, devaneos o proposiciones sexuales indeseadas
2. Calumnias, epítetos, amenazas, abuso verbal, comentarios derogatorios o descripciones degradantes de naturaleza sexual
3. Los comentarios verbales gráficos sobre el cuerpo de una persona; o conversación demasiado personal
4. Bromas, notas, cuentos, ilustraciones, figuras o gestos de naturaleza sexual.
5. Pasar rumores sexuales
6. Bromas o comentarios sexuales sobre los estudiantes inscritos en una clases a dónde predomine un solo género
7. Masajear, agarrar, acariciar, tocar o rozar el cuerpo
8. Tocar el cuerpo o ropa de una persona de manera sexual
9. Arrinconar o impedir el movimiento normal a propósito
10. Mostrar objetos sugestivos sexualmente

La notificación de la norma del Distrito Escolar Unificado de Ventura incluirá el *Aviso Anual*, publicación en el edificio principal de la administración, el *Plan global de Seguridad Escolar*, orientación para los estudiantes y para los empleados.

Proceso de demanda.- Si siente que ha sido víctima de hostigamiento en la escuela o en una actividad relacionada con la escuela, deberá reportarlo inmediatamente a un subdirector o al director de la escuela. Las quejas de hostigamiento también pueden presentarse al Distrito Escolar Unificado de Ventura, llamando al 641-5000. La persona que reporte un hostigamiento será protegida en contra de represalias.

Las demandas a la escuela deberán ser investigadas prontamente por el director o su suplente. El cumplimiento de la norma podrá incluir las siguientes acciones:

1. Eliminar las inscripciones vulgares u ofensivas de la pared.
2. Suministrar al personal y a los estudiantes instrucción o consejería.
3. Notificar a los padres o tutores de las acciones realizadas.
4. Notificar a servicios de protección infantil.
5. Realizar la acción disciplinaria apropiada. Además el director o su suplente podrían tomar medidas disciplinarias en contra de cualquier persona que se encuentre que ha hecho a sabiendas una demanda falsa de hostigamiento sexual.

Las medidas disciplinarias para un estudiante que participe en el hostigamiento sexual de cualquiera en la escuela o en una actividad relacionada con la escuela se encuentran en quebrantamiento de esta norma y deberá ser sujeto a un acto disciplinario. Para los

estudiantes en los grados del 4º al 12º, el acto disciplinario podría incluir suspensión o expulsión, provisto que al imponer dicha disciplina se tomen en cuenta las circunstancias totales del incidente o incidentes. (Norma de la mesa directiva: 5145.7 y E.C. 48980)

THE FOLLOWING ARE CAUSES FOR

MANDATORY RECOMMENDATION FOR EXPULSION:

The below four offenses obligate the principal to recommend the expulsion of any student based on California Education Code Section 48915.

- 1) The unlawful possession, sale or furnishing of narcotics or other hallucinogenic drugs or substances represented to be a controlled substance (California Education Code Section 48915, California Health and Safety Code Ch. 2 beginning with Section 11053 and Ventura Unified School District Policy).

Disciplinary Action - Immediate 5-day suspension, recommendation for expulsion and notification of appropriate law enforcement agency.

- 2) Causing serious physical injury to another person including assault and/or battery against school staff. (California Education Code Section 48915, Penal Code Section 245 and Ventura Unified School District Policy).

Disciplinary Action - Immediate 5-day suspension, recommendation for expulsion and notification of appropriate law enforcement agency.

- 3) The possession/use of weapons, instruments or substances, designed for or capable of doing bodily harm. These include guns, knives, explosives and any instrument, whose main purpose is a weapon, and any other instrument or substance used in a threatening manner, and capable of doing bodily harm (California Education Code Section 48915, Penal Code Section 245 and 629.9 and Ventura Unified School District Policy).

Disciplinary Action - Immediate 5-day suspension, recommendation for expulsion and notification of appropriate law enforcement agency.

- 4) Committed or attempted to commit robbery or extortion (*California Education Code Section 48915*).

Disciplinary Action - Immediate 5-day suspension, recommendation for expulsion and notification of appropriate law enforcement agency.

FIREARMS, IMITATION FIREARMS, KNIVES, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

GROUND FORS SUSPENSION AND/OR EXPULSION

Message from Ventura Unified Administrative Support Services Office

Education Code 48900 (b) - A student may be suspended and/or expelled for possession, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object. Examples:

Firearm	Knife	Explosive	Dangerous Object
BB Gun	Edged Weapon	Fireworks	Mace
Rifle	Dagger	Fire Crackers	Taser
Pistol	Knife	Grenade	Stun Gun
	Ice Pick	M-80	Pepper Spray
		Bomb	Laser Pointer
		Rocket	

Education Code 48900 (m) - A student may be suspended and/or expelled for possession of an imitation firearm. An imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Examples:

Imitation Firearm
Metal or plastic replica toy
Air Gun
Paint gun

Education Code 48900 (s) - A student may be suspended and/or expelled if the violation occurs at any of the following times:

- 1) while on school grounds
- 2) while going to or coming from school
- 3) during lunch period whether on or off campus
- 4) during, or while going to or coming from a school sponsored activity

NOTE: *If a student finds/brings to school accidentally; an explosive, knife, dangerous object or imitation firearm; the student should turn it over to a school official immediately to avoid suspension and/or expulsion.*

ARMAS DE FUEGO, RÉPLICAS DE ARMAS DE FUEGO, CUCHILLOS, EXPLOSIVOS Y OTRAS ARMAS PELIGROSAS

RAZÓN PARA SUSPENSIÓN O EXPULSIÓN

Mensaje de la Oficina de Servicio de Respaldo Administrativo del Distrito Escolar Unificado de Ventura

Código educativo 48900 (b) - Un estudiante podría ser suspendido o expulsado por poseer, vender o proporcionar de cualquier otra manera, un arma de fuego, cuchillo, explosivo u otro objeto peligroso. Por ejemplo:

<u>Arma de fuego</u>	<u>Cuchillo</u>	<u>Explosivo</u>	<u>Objeto peligros</u>
Pistola de perdigones	Arma afilada	Fuegos artificiales	Mace
Rifle	Puñal	Petardo	Taser
Pistola	Cuchilla	Granada	Pistola de aturdir
	Piqueta	M-80	Aerosol de pimienta
		Bomba	Puntero láser
		Proyectil	

Código educativo 48900 (m) - Un estudiante podría recibir ser suspendido o expulsado por poseer una imitación de arma de fuego. Esto significa una replica de un arma de fuego, que sea tan sustancialmente similar en las propiedades físicas a un arma de fuego real, que lleve a una persona razonable a concluir que dicha replica es un arma de fuego.

Por ejemplo:

Imitación de arma de fuego

Rifle de aire comprimido

Réplica de juguete ya sea metal o plástico

Pistola de pintura

Código educativo 48900 (s) - Un estudiante podría ser suspendido o expulsado si el quebrantamiento ocurre en cualquiera de las siguientes:

- 1) Mientras se encuentra en un campo escolar
- 2) En camino o regreso de la escuela
- 3) Durante el periodo del almuerzo, ya sea dentro o fuera del plantel
- 4) Durante una actividad patrocinada por la escuela, o cuando se encuentra en camino o regreso a ésta.

NOTA: Si el estudiante encuentra o trae a la escuela en forma accidental, un explosivo, cuchillo, objeto peligroso o réplica de arma de fuego, el estudiante deberá entregarlo inmediatamente al oficial de la escuela para evitar una suspensión o expulsión.

CAUSES FOR SUSPENSION AND EXPULSION

The following are consequences in effect for behavior at school or under the jurisdiction of the school (at school or any school activity; on the way to or from school or any school activity). **Offenses are cumulative for the entire high school career.**

<u>OFFENSE</u>	1st OFFENSE	2nd OFFENSE	<u>ADDITIONAL OFFENSE</u>
1) Unlawful possession or under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind, or possession of drug paraphernalia.	Parent conference, 1-3 day suspension, other means of correction which may be lunch detention, Saturday School, etc., citation by SRO, mandatory assessment. Referral to SAP Program (see item #1 under Mandatory Recommendation for Expulsion.)	Parent conference, 3-5 day suspension, other means of correction which may be lunch detention, Saturday School, etc., police notification, and possible alternate placement.	
2) Sale, trade or furnishing of any drug or paraphernalia.		Parent conference, other means of correction which may be lunch detention, Saturday School, etc., police notification, 5-day suspension, and mandatory recommendation for expulsion.	
3) Possession of any knife, explosive, firearm or other dangerous object at school or school activity, including imitation firearms.		Parent conference, other means of correction which may be lunch detention, Saturday School, etc., police notification, 5-day suspension, and mandatory recommendation for expulsion.	
4) Fighting	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension, possible alternate placement.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension and possible recommendation to alternate placement.	
5) Obscene or vulgar acts, profanity/obscene gestures	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension, possible alternate placement, or other means of correction.	Parent conference, 3-5 day suspension, possible alternate placement	Parent conference, 5-day suspension and alternate placement.

CAUSES FOR SUSPENSION AND EXPULSION

The following are consequences in effect for behavior at school or under the jurisdiction of the school (at school or any school activity; on the way to or from school or any school activity). **Offenses are cumulative for the entire high school career.**

<u>OFFENSE</u>	1st OFFENSE	2nd OFFENSE	<u>ADDITIONAL OFFENSE</u>
6) Upbraiding, insulting, defying, abusing, threatening and/or causing physical injury to teachers or other school personnel.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-5 day suspension, possible drop from class with F, possible police notification, and possible recommendation for expulsion.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension, removal from class with F, possible alternate placement, and possible recommendation for expulsion.	Parent conference, 5-day suspension, alternate placement, possible recommendation for expulsion.
7) Intimidating (including "mad-dogging"), abusing, harassing (including sexual or racial harassment), gang signs/expressions, bullying, or threatening other students.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension or alternative means of correction, or possible alternate placement, possible recommendation for expulsion.	Parent conference, 3-5 day suspension, possible alternate placement, possible recommendation for expulsion.	Parent conference, 5-day suspension, possible alternate placement, possible recommendation for expulsion.
8) Fire setting, false fire alarms, and bomb threats.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension, Fire Department and/or Police notification, restitution, possible alternate placement.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 5-day suspension, Fire Department notification, restitution, and possible alternate placement.	
9) Violation of closed campus lunch pass policy. (off campus without permission)	Parent notification, 3 lunch detentions or Saturday School, possible 1-day suspension or alternate means of correction.	Parent notification, 3-5 lunch detentions, or Saturday School.	Parent conference, possible loss of off-grounds pass, 5-10 lunch detentions, possible Saturday Academy.

CAUSES FOR SUSPENSION AND EXPULSION

The following are consequences in effect for behavior at school or under the jurisdiction of the school (at school or any school activity; on the way to or from school or any school activity). **Offenses are cumulative for the entire high school career.**

<u>OFFENSE</u>	1st OFFENSE	2nd OFFENSE	ADDITIONAL OFFENSE
10) Theft, attempted theft, or possession of stolen school or personal property.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension, restitution, police notification or removal from cafeteria/5 day lunch detention, or other means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension, restitution, possible alternate placement, police notification.	
11) Vandalism graffiti destruction of school or private property.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension, restitution and possible alternate placement, or other means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension, restitution, and alternate placement.	
12) Slurs (racial, ethnic, religious, etc.) or hazing, degrading, or disgracing any person attending this school.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 1-3 day suspension and possible alternate placement, or other means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension, and alternate placement.	
13) Willful defiance, insubordination, disrupting school activities.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., or other means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., possible 1-3 suspension or alternate placement.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., possible suspension, possible alternate placement.
14) Gambling	Parent contact, discretionary means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., possible 1-3 days suspension.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., 3-5 day suspension.

CAUSES FOR SUSPENSION AND EXPULSION

The following are consequences in effect for behavior at school or under the jurisdiction of the school (at school or any school activity; on the way to or from school or any school activity). **Offenses are cumulative for the entire high school career.**

<u>OFFENSE</u>	1st OFFENSE	2nd OFFENSE	ADDITIONAL OFFENSE
15) Falsification, forging or altering school correspondence, passes, absence re-admits and/or parent notes/phone calls.	Discretionary means of correction which may be Saturday School or 1-5 lunch detentions.	Parent conference, other means of correction which may be lunch detentions, Saturday School, etc.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc., possible alternate placement.
16) Cheating See VUSD Academic Honesty Policy pg. 30-32.	Teacher will counsel student, contact parent & administration, mail copy of Form B to parent.	Possible 2-day suspension	3 rd offense: Possible 5 day suspension 4 th offense: Possible alternate placement.
17) Truancy Single Period All Day Truancy See VUSD Truant & Tardy policy on pg. 36-37.	Discretionary means of correction, other means of correction which may be lunch detention, Saturday School, etc., conference with counselor, parent notification.	Parent contact conference, other means of correction which may be lunch detention, Saturday School, etc.	Parent conference, Saturday School, referral to SARB, possible alternate placement.
18) Unexcused absence from Saturday School; teacher detention or administrative detention.	5 lunch detentions plus Saturday School.	5 lunch detentions, possible suspension.	Parent conference, or other means of correction which may be lunch detention, Saturday Academy, etc., alternate placement.
19) Inappropriate attire. (See Student Dress Section)	Discretionary means of correction.	Parent conference, other means of correction which may be lunch detention, Saturday School, etc.,	Parent conference, other means of correction which may be lunch detention, Saturday School, etc.,