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# MCLANE HIGH SCHOOL

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HIGHLANDERS



***2019 – 2020 STUDENT HANDBOOK***

**UPDATED: 12.31.19**

# McLane High School

*Highlanders R.I.S.E. Above!"*

**Principal Brian Wulf**

**THIS PLANNER BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Student # \_\_\_\_\_

## MY SCHEDULE

SEMESTER 1			SEMESTER 2		
Period	Subject	Teacher	Period	Subject	Teacher

**2727 N. Cedar  
Fresno, California 93703  
Main Office: (559) 248-5100  
FAX: (559) 226-5232**

School Website: <https://www.fresnou.org/schools/mclane>

## HELLO HIGHLANDERS - WELCOME TO McLANE!

We want to extend a special welcome to our incoming freshmen and to our senior student leaders: **The Class of 2020!** We want our students to have a positive experience at McLane High, and we look to our seniors to provide examples of leadership and citizenship for all of our students to imitate. The staff at McLane High feels that we have a great school and the best students in Fresno Unified. We urge all of you to come to school every day, study hard, and get involved.

### Administration and Staff

<b>Brian Wulf</b> , Principal .....	248-5102
<b>Ramiro Terán</b> , Vice-Principal [S-102].....	248-5184
<b>Lauren Trzeciak</b> , Vice-Principal [BT-122] .....	248-5604
<b>Javan Childs</b> , Vice-Principal [Main Office] .....	248-5121
<b>Karen Streich-Rodgers</b> , Vice-Principal [A-102] .....	248-5120
<b>Andrea Hall</b> Head Counselor .....	248-5119
<b>Mee Moua</b> [10 <sup>th</sup> & 12 <sup>th</sup> A-G Counselor, Office].....	248-5123
<b>Marie Aguirre</b> [10 <sup>th</sup> & 12 <sup>th</sup> H-Q Counselor, Office] .....	248-5125
<b>Tamiko Daily</b> [10 <sup>th</sup> & 12 <sup>th</sup> R-Z Counselor, Office] .....	248-5124
<b>Yia Lee</b> [9 <sup>th</sup> & 11 <sup>th</sup> R-Z Counselor, Office] .....	248-5126
<b>Fabiola Garcia</b> [9 <sup>th</sup> & 11 <sup>th</sup> A-G Counselor, Office] .....	248-5643
<b>Jennifer Pritchard</b> [9 <sup>th</sup> & 11 <sup>th</sup> H-Q Counselor, Office] .....	248-5118
<b>Yaima Fernandez</b> , Office Manager.....	248-5101
<b>TBD</b> , VP's/Counselors' Secretary.....	248-5106
<b>JD Burnett</b> , Athletic Director .....	248-5117
<b>Phil McIlhargey</b> , Regional Instructional Manager, B-220 .....	248-5637
<b>Alyssa Rodriguez</b> , Activities Director AC102 .....	248-5185
<b>Michelle Zepeda</b> , Financial Secretary .....	248-5616
<b>Monorith Arun</b> , College and Career T-6.....	248-5635
Attendance [English/Spanish] .....	248-5107
Attendance.....	248-5110
Cafeteria .....	248-5167
Career Center .....	248-5142
Library Media Teacher.....	248-5145
Nurse .....	248-5129
Police Officer .....	248-5131
Probation Officer .....	248-5132
Psychologist .....	248-5126
Registrar .....	248-5136

## School Calendar

August 12	School Begins
August 14	Back to School Night
August 21	10 <sup>th</sup> -12 <sup>th</sup> Grade Academic Awards
September 11 – November 18	Fall Session – Night School
September 2	Labor Day <b>NO SCHOOL</b>
September 30 – October 11	Interim 1
October 4	<b>End of First Quarter</b>
October 16	<b>PSAT (9-11) (12<sup>th</sup> - FAFSA, College Applications)</b>
October 28	Teacher Buyback Day ( <b>No School</b> for Students)
November 11	Veterans Day <b>NO SCHOOL</b>
November 25 – 29	Thanksgiving Vacation
December 10 – 11	First Semester Finals
December 13	<b>End of First Semester</b>
December 16 – Jan. 3	Winter Break
January 21 – February 7	Interim 2
January 20	Martin L. King Day <b>NO SCHOOL</b>
February 3 – April 30	ELPAC Test
February 10	Lincoln’s Birthday <b>NO SCHOOL</b>
February 17	President’s Day <b>NO SCHOOL</b>
February 24 – May 6	Spring Session – Night School
March 2	Teacher Buyback Day ( <b>No School</b> for Students)
March 13	<b>End of Third Quarter</b>
March 25	SAT TEST DAY – 11 <sup>th</sup> Grade
March 30	Open House
April 6 – April 13	Spring Break
April 28, 29, 30, May 1, 19, 20	CAASPP/SBAC Testing Window/CAST Science 11 <sup>th</sup> /12 <sup>th</sup>
May 4 – 15	AP Testing
May 20	Senior Recognition Dinner and Awards
May 25	Memorial Day <b>NO SCHOOL</b>
May 21 – May 22	2 <sup>nd</sup> Semester Finals
May 27	Grad Walks to Regional Schools
May 28	Senior Check Out Day
June 2	Graduation
June 4	<b>End of Second Semester &amp; Last Day of School</b>

### AP Testing: May 4 – 15, 2020

<b>Week 1</b>	<b>Morning 8 am</b>	<b>Afternoon 12 pm</b>
Monday, May 4, 2020	United States Government and Politics	
Tuesday, May 5, 2020	Calculus AB	Human Geography
Wednesday, May 6, 2020	English Literature and Composition	European History
Thursday, May 7, 2020	Chemistry/Spanish Literature & Culture	
Friday, May 8, 2020	United States History	

<b>Week 2</b>	<b>Morning 8 am</b>	<b>Afternoon 12 pm</b>
Monday, May 11, 2020	Biology	
Tuesday, May 12, 2020	Spanish Language and Culture	Psychology
Wednesday, May 13, 2020	English Language and Composition	Microeconomics
Thursday, May 14, 2020	Modern World History	Macroeconomics
Friday, May 15, 2020		Statistics

## SCHOOL ATTENDANCE REGULATIONS

Regular attendance is necessary if a student is to have success in school. Since achievement in high school is directly related to attendance, the Board of Education and Superintendent of Fresno Unified School District has approved an Attendance Policy for secondary students. The following are the specifics of the policy of which all students and parents should be aware:

### **EXCUSED ABSENCES**

1. Absences which are not cleared for more than five school days following a student's return to class will be permanently classified as unexcused. A parent may clear an absence for the following reasons: illness, medical/dental services, justifiable personal reasons (court appearance, observance of a religious holiday, etc. must be approved by the principal or his designee).
2. A parent or guardian may clear fifteen absences due to illness for a student during the course of a semester; subsequent clearances for illnesses require verification by a doctor or other valid health care professional.

Student attendance will be monitored to detect patterns of excessive excused absences so that appropriate intervening actions can be taken. Every effort will be made to insure that students and parents are continually apprised of the impact of attendance - excused and unexcused - on student achievement.

### **ATTENDANCE RECORD**

The record of attendance will begin the first day of enrollment for the semester and will be cumulative despite program changes or transfers from one school to another within the district.

### **ATTENDANCE CLEARANCE**

Parents are required to call the Attendance Office every day their child is absent. Please call the day of the absence. Students must check out through the attendance office before leaving campus. Students who leave without clearing through the Attendance Office will be marked as having cut. Retro-active parental clearance may not be allowed.

## MCLANE HIGH SCHOOL ATTENDANCE PROCEDURES

If you are going to be absent, please have your parent call: **English/Spanish** 248-5107  
**English** 248-5110

**Excused Absences:** A parent may clear an absence for the following reason: illness; medical/dental service; justifiable personal reasons, such as a court appearance, observance of a religious holiday, etc. (must be approved by principal or his designee).

### **To Get Released for Appointments:**

Please have your parent call in advance in the morning. The Attendance Office will give you a pass before school starts.

***Have your parents call the Attendance Office at least one hour before the appointment. The Attendance Office will make sure you are notified and ready when they arrive.***

### **TARDY POLICY**

The McLane High School staff believes there is a direct relationship between attendance and achievement. Students with good attendance achieve higher grades, are successful in their pursuit of necessary credits for graduation and learn positive habits that contribute to their being college and career ready. As part of our school safety plan, a school tardy policy will be enforced for the 2018-2019 school year. For these reasons, the following tardy policy has been developed:

*Students should not be permitted into class during any period after 15 minutes without a pass*

### **For Unexcused Tardies:**

Each class will have a tardy policy created by the teacher, or made collaboratively based on class agreements. It is the expectation for High School students that they arrive to class on time. Failure to adhere to the Tardy Policy of the classroom can result in consequences set forth by the classroom teacher and previously established in the class expectations. These consequences may include loss of student non-instructional time (detention), parent contact, parent meeting, and administrative referral.

Classroom Tardy Policies can be enforced by individual teachers, Accountable Communities, or Departments.

Habitually Tardy Students who fail to comply with the consequences of the Teacher, AC's, etc. will be referred to Administration for action to be taken to resolve situation only after Teacher has accessed the necessary communication resources.

Administrative action can include, but is not limited to:

- Admin Support of teacher issued consequences.
- Lunch detention
- Loss of student privilege (off campus lunch, admittance to extra-curricular activities, etc.)
- Parent involvement including student accompaniment to classes
- Other actions as deemed appropriate

Attendance and administrative staff will continue to track students with habitual attendance issues and support those students and families individually.

Incentives and contests will be set up to reward students for positive attendance habits. This will happen year round for the whole school, individual clubs and sports that are active on campus.

***These numbers and incidences for students are Per Teacher not Per Schedule***

#### **Additional Resources**

- **Attention 2 Attendance Letter / SARB and SART Process**
- **Parent Meetings held by attendance staff**
- **Administrative Action as Deemed Appropriate**

### **EMERGENCY CARDS**

Each student must have a yellow Accident and Illness Procedure card on file in the main office. This card informs the school where parents or other authorized persons can be reached in case of serious illness or accident. Any change of address, phone, place of employment, etc., must be reported to the school immediately so the card can be kept up to date at all times. Please contact Attendance at 248-5107 or 248-5110 to make a change.

### **CLOSED CAMPUS**

McLane High School is a closed campus. Students are not to leave the school campus without receiving a Permit to leave from the Attendance Office. Permits are issued either before school or at lunch. Absences will not be excused for partial days unless they have been previously cleared by parent/guardian.

Any student who leaves during the day due to illness must obtain a permit to leave from the Attendance Office or the nurse at that time.

Please note that students who leave campus during the school day without clearing through the Attendance or Nurse's Office cannot be cleared by a parent/guardian after the fact, and the absence will be considered a class cut.

## **OFF-CAMPUS PERMIT**

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

### **1. Off-Campus Permits will be issued for the following reasons:**

- a. Illness verified by the School Nurse.
- b. Appointments with doctor, dentist or optometrist. The signature of the doctor or the nurse must be obtained at the time of the appointment.
- c. Illness and/death in the family or funeral attendance when verified by the parent
- d. **Failure to obtain an off-campus permit prior to leaving campus may result in a truancy and additional consequences from the Administration.**
- e. The parent/guardian or a person indicated on the Emergency Card must sign out and pick up the student at the Attendance Office.

### **2. Senior Off-Campus Lunch Permit** Seniors request permission from the administration to leave campus for lunch. The procedure is as follows:

- a. Seniors must bring a signed off-campus permit application (pick up in the Attendance Office) to the Attendance Office, from a parent or legal guardian, giving permission for the student to leave campus during his/her lunch period.
- b. Seniors must present a valid McLane High School ID card with an off-campus sticker before leaving campus. **Seniors who do not have an ID card in their possession will not be allowed to leave campus.**
- c. **Seniors who are failing a class(es), attendance problems, behavior issues or who have been placed on non-privilege may have their senior lunch privileges revoked.**
- d. Seniors are not permitted to transport underclassmen off campus for lunch or be in a vehicle with an underclassman.
- e. **Seniors in violation of off –campus privileges will have those privileges revoked and/ or receive other disciplinary actions.**
- f. An off-campus permit is considered a privilege and not a right. It is issued to seniors in good academic, attendance and citizenship standing.

## **ADDITIONAL INFORMATION**

### **PRIVILEGE LIST**

Students will be required to maintain a minimum 2.0 quarterly grade point average to participate in the following activities:

1. OFF-CAMPUS LUNCH PASS FOR SENIORS
3. WINTER FORMAL
4. JUNIOR/SENIOR PROM
5. ANY SCHOOL SPONSORED EVENT – (PRINCIPAL'S DISCRETION)

### **SAFETY ASSISTANTS**

McLane High School has six School Safety Assistants. The role of the School Safety Assistant is to help the administrative, teaching, and classified staff at McLane High to provide a safe and secure environment for all students. They have received special training in conflict management, communication, adolescent behavior, and other areas related to their duties. You will see Safety Assistants monitoring the gates and parking lots, helping new students find their classes, mediating disagreements between students, as well as assisting the administration in the disciplinary process. Students should understand that School Safety Assistants have broad authority in keeping the campus safe and secure and that they should be treated in the same manner as any member of the administrative, teaching, or classified staff at McLane High School.

### **SCHOOL VISITORS**

All visitors must report to the main office to sign in and state their purpose for being on campus. Permission may be granted only if extenuating circumstances exist requiring the visitor's presence. Student visitors are not permitted per FUSD Policy.

## **LOST BOOK POLICY**

The typical student at McLane is issued textbooks valued at several hundred dollars. A student and his/her parents are responsible for these books and any library materials checked out. When a student loses or damages a book, the cost of the item is added to the student's financial bill. Students who owe money may be excluded from certain extra-curricular activities. Students will not participate in commencement exercises, nor will they receive their diploma, until their financial obligations have been cleared.

## **I. D. CARDS**

Student body cards are issued free of charge to each student in McLane High School. Students must carry their ID card on campus at all times. ID cards are used for lunch, the library, extracurricular activities, and leaving campus. If lost, replacement ID cards and lanyards will cost \$5.00 each and may be purchased in the financial office.

## **DISCIPLINE PROCEDURES**

It is our intention to provide each student at McLane High School with a safe educational environment. Any conduct which interferes with the instructional process will not be tolerated, and any student who causes or takes part in a disturbance will be subject to disciplinary action. All students will be accountable for their behavior, and appropriate conduct will be expected from all.

The basic function of any form of discipline is to correct inappropriate and unacceptable behavior. Every effort will be made to ensure the student, parent and any staff member involved receives due process. Every incident will be treated as an individual case and judged on its own merit. Consideration will be given to the seriousness of the offense, the conditions under which it occurred and the student's past record. Cases of a serious nature needing immediate action will be referred directly to a vice principal.

### **Students are expected to:**

1. Be in class on time, prepared to work.
2. Respect school and personal property.
3. Respect all other individuals.
4. Respect the learning process without disruption.
5. Make an intentional effort to succeed academically and socially.

## **CAUSES FOR SUSPENSION AND/OR EXPULSION**

### **GENERAL CONDUCT**

Students are responsible to the school for their behavior at school and at all school sponsored activities. Ed. Code 48900K

### **DEFIANCE AND DISOBEDIENCE**

Defiance of a teacher or any other school personnel may be cause for suspension. Ed. Code 48900K

### **LOITERING**

It is against state law to loiter around a school area while school is in session. All visitors must report to the school office to secure a visitor's pass. Students who visit a campus other than their own without permission are subject to police action. Penal Code 653 G

### **FIGHTING**

Physical assault or injury to another student will result in arrest, suspension, and possible expulsion. Ed. Code 48900A.

### **WEAPONS**

Students are not to possess any weapon on the school campus or at any school-sponsored activity. This includes but is not limited to: Pocket knives, cycle chains, dog collar chains, metal-toed shoes, walking sticks, clubs or canes and chains on wallets and keys. Violators will be subject to suspension from school, arrest, confiscation of the weapon, and possible expulsion. Ed. Code 48900B; Penal Code 417; 626.10.

### **ALCOHOL AND DRUG USE**

Use, possession, or sale of same, while under school authority will result in arrest, suspension, and possible expulsion. Ed. Code 48900C



## **SMOKING**

No school shall permit the possession, smoking or use of tobacco, or any product containing tobacco or nicotine, by pupils of the school where the pupils are on campus, while they are attending school sponsored activities or while under the supervision and control of school district employees. "Tobacco products" includes but is not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

## **STEALING**

Stealing will result in arrest, suspension or both. Ed. Code 48900G

## **VANDALISM**

Defacing school property will result in suspension from school, possible arrest, and required restitution Ed. Code 48900F

## **THREATS**

Threats to any school employee will result in suspension, expulsion and/or arrest citation. Ed. Code 48900A; Penal Code 71.

## **PROFANITY**

Vulgar and obscene acts constitute grounds for suspension. Ed. Code 48900I

## **FIRECRACKERS OR OTHER EXPLOSIVES**

Use or possession of explosives at school or school-sponsored activities will result in arrest, suspension, and possible expulsion. Ed. Code 48900B

## **SEARCH AND SEIZURE**

A search shall be conducted where there is reasonable suspicion involving thefts, controlled substances, drug paraphernalia, weapons, or other objects which are prohibited or which constitute a threat to the health, safety or welfare of the occupants of the school building. Education Code 48921, 44806, 44014. **\*\*PLEASE NOTE: The Board of Education has approved the use of trained, passive canines to detect drugs, alcohol and firearms on high school campuses. Visits by these dogs may include searches of property on the school grounds including backpacks, lockers, and cars in the parking lot.**

## **ELECTRONICS**

No electronic devices except cell phones are allowed. This includes, but is not limited to video games, CD players, walkie-talkies, camcorders, iPods and Mp3 players. The school is not responsible for lost or stolen items.

## **SAFETY**

No skateboards, scooters, roller blades, bicycle riding, or any use of a motorized vehicle on campus is allowed.

## **ANTI-BULLYING POLICY**

Bullying is the willful, conscious desire to hurt, threaten or frighten someone else. Three types of bullying and common examples include:

**Physical:** hitting, punching, slapping, biting, kicking, headlocks, knocking down, pulling hair, taking money or possessions, making someone do things they don't want to do.

**Verbal:** cursing, teasing, threats, taunting, racial names, cruel remarks, false and malicious rumors, embarrassing nicknames.

**Sexual:** sexual names, dirty words, touching/attempting to touch, threatening to have sex, ugly remarks about reputations, homosexual: gay/lesbian putdowns and slurs.

**Cyber:** Harassing verbiage, teasing, taunts, threats, pictures, creation of accounts for persons other than creator, videos, rumors, or any words, images or messages that may cause harm or distress intentional or otherwise.

**In FUSD, NONE of these bullying actions are allowed. Individuals have the right to be spared oppression and repeated, intentional humiliation in school. Bullying will not be tolerated and proper disciplinary action will be taken by the administration.**

## **FUSD SEXUAL HARASSMENT POLICY**

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student at school or at a school-sponsored or school-related activity.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

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

1. Unwelcome sexual flirtations or propositions.
2. Sexual slurs, leering, 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, stories, drawings, pictures or gestures.
5. Spreading of sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Limiting a student's access to educational tools.
9. Purposefully cornering or blocking normal movements.
10. Displaying sexually suggestive objects.

### **Sexual Harassment May Occur Between:**

Student to Student	Male to Male
Staff to Student	Male to Female
Student to Staff	Female to Male
Female to Female	

*PLEASE SEE AN ADMINISTRATOR OR COUNSELOR TO FILE A SEXUAL HARASSMENT COMPLAINT.*

## **RESTRICTED OR ILLEGAL ACTIVITIES**

### **AUTOMOBILES ON CAMPUS**

All vehicles brought to school must be parked in the Stadium Parking Lot and the permit must be properly displayed on the rearview mirror. Students who ignore the parking rules will be subject to disciplinary action by the school and/or by a police citation. Student drivers will be required to possess a valid driver's license and to hold automobile insurance. All motorcyclists must have helmets. **No students are allowed to ride in the back of trucks.** All regular posted ordinances will be enforced and moving violations will be enforced through the judicial court.

The parking lot is a restricted area. The **ONLY** time students are to be in the parking lot is when they are parking their cars or taking their cars from the lot. No students are allowed in the parking lot at lunch or in-between classes.

## **CELL PHONES**

The Fresno Unified School District Board of Trustees has adopted a policy aligned with new state legislation permitting the use of cell phones on high school campuses. The policy outlines specific restrictions to cell phone use and gives schools the authority to regulate the use of cell phones on each site. It is acceptable for McLane High School students to carry and use cell phones:

1. Before school
2. During lunch and after the instructional day.
3. At school sponsored activities.

Parents should not expect their students to read or send text messages or receive calls during class time.

McLane High School personnel are not responsible for items that are confiscated, stolen or lost. The school is not responsible for investigating the loss or theft of electronic devices. McLane staff will not conduct searches or investigations for lost or allegedly stolen electronic items. Campus SRO will not file reports on lost or allegedly stolen items.

Cell phones are not allowed during passing time. If a student's phone rings during class time or if the student uses his/her phone during class time or any time not authorized under this policy, the phone will be confiscated and returned only to a parent or guardian. Repeated violations will result in disciplinary action.

**McLane High School and the Fresno Unified School District are not liable for lost or stolen phones.**

## **APPROPRIATE LANGUAGE POLICY**

McLane students learn that conduct and language fall into two categories, public and private. By learning correct communication, social, and thinking skills, students can improve their academic and employment competence. Our expectation is that students will use their public voice and language when communicating to demonstrate respect and tolerance of others.

It is inappropriate and will not be tolerated for any student to use a slur that could be deemed racial in content, hate motivated, or demeaning to any person or group when referring to their race, ethnic background, religious belief or sexual orientation. Inappropriate language, language that is extremely offensive or emotionally damaging, or hate-motivated language will be subject to disciplinary action. This policy will be in effect regardless of the situation or context, whether or not the students are members of the same ethnic group, or cross cultural friends but use inappropriate language.

## **LANGUAGE PROMOTING VIOLENCE**

It is inappropriate to use language that promotes violence to another student or to school employees. Statements made by students which express an intent to injure or to do bodily harm, an intent to kill, or to act in such a way that would end in death, or an intent to use a weapon are inappropriate and subject to disciplinary action. This policy will be in effect regardless of the situation or context, whether or not the students are friends, or even if the student is joking.

## **STUDENTS OUT OF CLASS**

Students are not to be out of class without an authorized hall pass which is only the school agenda. Students should not be out of the classroom the first OR last 10 minutes of class. Students should not use the restroom during class time. Restroom needs should be addressed during passing period. However, if students need to use the restroom during class time, students must use the classroom hall pass. Students needing special restroom considerations must have clearance through the school nurse. Students who are out of class without permission are subject to disciplinary action.

**FIELD TRIP:**

**\*Submit 2 weeks prior to field trip to allow for approval time.**

**Items to be Submitted:**

\_\_\_\_\_ **Request for approval of Day/Overnight/Out of State/Out of the Country Travel Form.**

\_\_\_\_\_ **List of all students emailed with ID numbers and sponsors attending the field trip on an EXCEL Worksheet to VP Terán and attendance office.**

**School Bus:**

\_\_\_\_\_ **School Bus Trip Request Form  
(must be turned in 14 days prior to trip to Michelle Zepeda at the financial office)**

**Charter Bus:**

\_\_\_\_\_ **Charter Bus Trip Request Form  
(must be turned in 14 days prior to trip to Michelle Zepeda at the financial office)**

**Submit all forms to VP Terán**

The following procedures are in place to ensure that students/teachers are well prepared and equipped to handle upcoming field trips. This process is extended to school day and weekend trips associated with McLane High School.

Teachers will be sent field trip forms at the beginning of the year...

**Step 1:** Attend calendar meeting and place field trips on master calendar or discuss with assigned VP (VP Terán) at least 3 weeks in advance of field trip.

- **Note the calendar black out days which are before and during major test, this is a non-negotiable**

## **No trips will take place on blackout days and testing windows**

**\*Exception: Sports Teams will be released for games/playoffs and will need to make up work.**

**\*Exceptions will be approved by a VP/Principal**

**Step 2:** Secure the proper paperwork and documentation needed to take a trip

- If additional forms are needed, it is the responsibility of the sponsors to secure those documents as well.
- This includes the MHS's Field Trip form. Forms must be completed and turned into VP Terán for approval signature with a list of all students attending with ID # for attendance purposes.

**Step 3:** Send home MHS Permission Slip Form. This is done to ensure that parents gave consent and medical information is available in case of emergency.

- These documents should travel with Field Trip Sponsor on trip in case it is needed

**Step 4:** Have students take Field Trip Form to Teachers for signature approval. This form allows Teachers to know that students will be missing their class and also gives them an opportunity to voice concerns.

- Students must be passing all classes, have good attendance and not have excessive tardies.

**Step 5:** Make sure that all **Field Trip Procedure Forms** are submitted **2 WEEKS BEFORE YOUR DEPARTURE DATE. (This is non-negotiable)** if you do not turn forms in at the appropriate time field trips will not take place.

- This information should be scanned and stored for documentation.
- This includes Bus Trip Request Forms and Request for Day/Overnight/Out of State/Out of the County Travel Forms

**ALL FIELD FORMS ARE TO BE EMAILED TO [Ramiro.teran@fresnounified.org](mailto:Ramiro.teran@fresnounified.org) with name of students, dates and times of field trip.**

**Step 6:** Take all necessary trip forms with you on the trip with students

- This includes the attendance roster, permission slips with medical release information.
- **Attendance roster must be turned in to attendance office before trip for documentation purposes.**

**Note: If the Permission Slip Form, Field Trip Request Forms, Bus Trip Request Forms and Request for Day/Overnight/Out of State/Out of the County Travel Forms are not filled out in the appropriate time frame, Trips can be denied for travel.**

## **DRESS CODE**

### **Educationally Appropriate Dress and Appearance**

The responsibility for the dress and appearance of a student rests primarily with the student and their parents or guardians. In the interest of maintaining an appropriate learning environment, the district believes in the following basic principles:

- \* All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day.
- \* Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- \* The student dress code should serve to support all students to develop a body-positive self-image.
- \* The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff
- \* Clothing and hair styles are a matter of personal choice (except for schools with uniforms). The school shall be concerned only when these choices impact the health and safety of students and staff.

### **Examples of inappropriate clothing include:**

- clothing where the torso is exposed, i.e., tube tops, half shirts, halters
- clothing that is see-through. (clothing must be opaque)
- clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, or incites to violence
- clothing representing gang-related activities to include but not limited to “Bulldogs” and “Chicago Bulls.”
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
- bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol to include but not limited to include “Cookies.”
- clothing where undergarments are exposed
- clothing that has text that is libelous, bullying, constitutes harassment or discrimination
- footwear must be worn at school and all functions
- Durags are not permitted to be worn at school.
- Solid Red and Blue shirts are not permitted.
- Students may wear McLane branded hats indoors and outdoors during the school day.

### **Dress code can be adjusted for the following exceptions:**

Times when students are engaged in extracurricular or other special school activities and where the standard dress and appearance policy would not be appropriate for the activity.

Times when students are engaged in specific courses where modification is needed to ensure the safety of the students engaged in the class. Examples include lab sciences, CTE classes or other classes that contain potential hazards.  
Sun Protective Clothing

Articles of sun-protective clothing, including, but not limited to, hats, may be worn provided that sun-protective clothing does not otherwise violate other provisions of the dress-code. Clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited by the school site's dress code policy.

At McLane High School we will provide opportunities to correct dress-code violations which will include but are not limited to, parental contact or offer of exchange of clothing. Any discipline that shall arise out of dress code violations shall have minimal loss of instructional time as its goal.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student shall attempt to resolve the problem by requesting a personal conference with a Vice Principal and/or Principal.

1. Dangerous or Disruptive Violations. Dress or appearance-violations that cause actual disruption of the educational environment, result in actual violation of law or other school rules, including hate-crime laws, or cause actual injury may result, at the discretion of the district Administration, in more serious disciplinary action, up to and including expulsion without regard to the policy set forth above for standard violations. The process for appeal of these dangerous or disruptive violations shall be consistent with standard district disciplinary procedures.

### **Exception to Regulations**

Generally, these neutral dress rules will be applied to all students without regard to personal circumstances. However, religious beliefs, medical requirements or other reasons may be grounds for an exception to a specific portion of the district Standard Dress & Appearance policy with specific advance approval from the district. A petition for an exemption from enforcement of a specified portion of district Standard Dress & Appearance policy may be submitted to the principal. Under no circumstances will the principal allow an exception for dress that displays gang symbols, uses profanity, displays products or slogans that promote tobacco, alcohol, drugs or sex, materially interferes with school work, materially disrupts the school environment, substantially disrupts the school environment or which creates a risk of safety.

### **Gang-Related Apparel**

Gang-related apparel is not acceptable and is determined through ongoing collaboration with Law Enforcement agencies to stay updated on changes in gang-related apparel at the beginning of each semester or as often as needed.

### **NOTE:**

**To preserve the integrity of a safe and orderly campus climate, the Principal reserves the right to make alterations and additions to the dress code, which may include the banning of articles of clothing, accessories and/or colors.**

### **Non-Discrimination Statement**

*Fresno Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer Paul Idsvoog, by phone at 559-457-3730, by email at [Paul.Idsvoog@fresnounified.org](mailto:Paul.Idsvoog@fresnounified.org), or in person at 2309 Tulare Street Fresno, CA 93721.*

## **CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES**

All students participating in McLane High School extra-curricular activities and their parents/guardians must read and sign a copy provided to them of the following District and school Code of Ethics and team policies:  
FOR STUDENTS REPRESENTING THE FRESNO UNIFIED SCHOOL DISTRICTS IN ALL SCHOOL RELATED ACTIVITIES INCLUDING INTERSCHOLASTIC ATHLETICS:

1. Students must display acceptable standards of behavior and citizenship at school and in the community.
2. Students must cooperate in a mature, sportsmanlike manner in all events whether as a participant or spectator.
3. Students must show respect for other participants, supervisors, coaches, and officials.
4. Students must comply with Board of Education Policies, District Regulations, and the State Education Code.
5. Schools and students must comply with the rules and regulations established by the appropriate governing bodies of their activity.
6. The use of intoxicants, tobacco, drugs or substances, or the sale or possession of them will not be tolerated.
7. Students are not to be a member of any outside club, private or restrictive, when participating in interscholastic sports.
8. Students must carry an accident insurance policy (either their own or one available at the school).
9. Students must maintain a 2.0 grade point average, attempt 25 credits and complete 20 credits. A student falling below 2.0 for one quarter will be placed on probation. A student falling below 2.0 for two or more quarters in a row will be ineligible. Associated Student Body Officers and class officers must maintain a 2.5 grade point average. Students not attempting 25 credits or passing 20 credits are ineligible.
10. A student failing to complete 20 credits in a quarter during season of sport will be ineligible.

### **ENFORCEMENT**

1. Students who fail to comply with the Code of Ethics will be declared ineligible to participate.
2. McLane High School has an established Appeal Review Panel and parents may seek a hearing before this panel. Please contact the Athletic Director to make an appointment.
  - **MINOR** violations are those which do not require suspension from school.
    - Any student who commits a MINOR violation of the Code of Ethics shall be immediately suspended from all activities for a period ranging from one day to two weeks. This penalty may be imposed by supervisors, coaches, athletic director, or the school administration.
  - **MAJOR** violations are defined as those which result in suspension from school.
    - Students who commit a MAJOR violation of the Code of Ethics will be suspended from all activities for a period of not less than two weeks and not more than one calendar year. This penalty must be imposed by the school administration.
3. Students who quit a sport before its completion can be suspended from all sports for one year. The exception to this rule occurs with approval of coach and the athlete agreeing that dismissal is in the best interest of all parties. The administration reserves the right to prohibit a student from participation in other school activities as is deemed appropriate. Code of Ethics violations which occur when a student is not under the supervision of the school may be considered for penalties.

## **STUDENT SERVICES**

### **COUNSELING SERVICES**

Each McLane High School student is assigned a Guidance Counselor. The role of the Guidance Counselor is to help the student succeed at McLane High. Guidance Counselors help students plan their high school program, select classes, plan for college and/or careers after high school, obtain scholarships and financial aid, and many other things relating to helping each student reach his or her goals. Often, help comes in the form of working with students' personal problems as they relate to their academic progress. When necessary, Guidance Counselors can help students and parents with referrals to community agencies. Guidance Counselors will hold individual and group counseling sessions with their students throughout the year, and may see students for minor behavioral issues. Students may see their Guidance Counselor any time by making an appointment with the Counseling Secretary. Appointments may be made before or after school, during lunch, between classes, but **not** during class time.

### **HEALTH SERVICES - 559-248-5129**

The nurse's office is located in the main office and office hours are from 8:00 a.m. to 3:00 p.m. If the nurse's office is not open please report to the attendance office. **A STUDENT MAY NOT LEAVE CAMPUS**



**DUE TO ILLNESS WITHOUT A PARENT/GUARDIAN CONTACT BY THE NURSE OR ATTENDANCE OFFICE. If student is ill the parent/guardian or other contacts on the emergency card will be asked to pick up the student.** Students coming to the nurse's office are required to have a nurse's pass on them at all times, except in the case of a serious emergency.

Medication cannot be given at school without a written note from both physician and parent with signatures. Forms are available at the school nurse's office or on the McLane web page. The only medication a student may carry is for severe allergies [bee sting, food allergies] and inhalers for asthma. Medication at school orders must be renewed annually.

A P.E. excuse written by a parent will be honored for three days or less and the absence is not excessive. Long term P.E. excuses require a note from a physician.

For students with chronic absences due to chronic illness, we recommend the parent contact the school nurse to assist the student in obtaining medical help so that normal attendance may be resumed. Long term absence excuses require a note from a physician.

If a student is homebound and will be out of school for at least two weeks, the parent must contact the school nurse to obtain information about HOME HOSPITAL INSTRUCTION.

### **FOOD SERVICE**

Students are provided a free full hot lunch in the cafeteria or a walk away lunch from our snack bars. We also provide a free breakfast program. Students can purchase items from the snack bar.

## **STUDENT ACTIVITIES CENTER**

The Student Activities Center, located in Room T-3 has information regarding the following: clubs, Student Body I.D. Cards, activities, and student government.

### **STUDENT ASSISTANCE COUNSELOR/SOCIAL WORKER**

McLane offers on-campus counseling services to help reduce problems that can keep students from doing their best at school. Services include counseling, crisis intervention, and assessments/referrals. The counselor is located in the counseling office.

### **SCHOOL SITE COUNCIL**

The McLane High School Site Council is the governing body of the school. Membership is determined by election before the first meeting in October and includes parents, students, teachers, classified staff, and administrations. All Site Council meetings are open to the whole community.

The School Site Council provides the total school community with a forum where discussion of the school academic program and/or any topics that are of general interest and/or affect the school may be held. It is the responsibility of the School Site Council to develop, monitor, evaluate and revise the School Site Plan and its budget. Meetings are held on the third Thursday of each month at 4:00 p.m. in room L-2.

### **WORK PERMITS**

Applications for Work Permits may be picked up in the Career Center and in the counseling office. All completed forms need to be returned to the Career Center, and a valid work permit will be issued for your specific job. The issuing school requires 48 hours processing time for all work permits. High school credit for working is no longer available.

### **TRANSPORTATION**

Fresno Unified School District provides limited bus service to students living in the McLane attendance area. Pick-up and drop-off times are available in the main office. The district will no longer provide bus tickets except for those students who qualify in our after school tutorial program.

### **ATLAS**

McLane High School has a very useful tool for parents to help track their children's progress and make the most of their education. ATLAS is internet based program used to access student attendance, grades and classroom assignments. Parents can E-mail their student's teachers. All of the instructors at McLane have e-mail addresses to maintain communication with parents. At the beginning of the school year, students will be provided with a password for their on-line access. At the same time they will be given an instruction sheet for ATLAS to take home to their parents. After following their instructions, if you have any difficulties accessing the program, contact the main office at 248-5100 for assistance. Parents who do not have computer access are welcome to use one that is dedicated for their use and is located in the Career Center.

## ACADEMICS

### GRADUATION REQUIREMENTS

A total of 230 units of credit must be earned for high school graduation. Five (5) credits are granted for successfully completing each semester of each course in which the students receives a "D" grade or better.

To enter the next grade level the following credits must be completed:

Grade 10 .....	Student must have completed	<b>60 credits</b>
Grade 11 .....	Student must have completed	<b>120 credits</b>
Grade 12 .....	Student must have completed	<b>170 credits</b>

Students who do not meet these credit requirements will not move to the next grade level.

Listed below are the courses and credits required for graduation:

English Language Arts .....	40 credits
Mathematics (including algebra and geometry).....	40 credits
Fine Arts or Foreign Language .....	10 credits
Modern World History.....	10 credits
U.S. History .....	10 credits
Science.....	30 credits
American Government.....	5 credits
Economics .....	5 credits
Physical Education .....	20 credits
Electives.....	70 credits

Currently Algebra and Foreign Language are offered at all middle schools. Geometry is offered at several middle schools. Middle school students can enter high school with 30-40 credits of high school graduation credit, i.e., Algebra 10 credits, Geometry 10 credits, and two years of foreign language, 20 credits. Original credit summer school is an option available to students wishing to increase their elective options during the school year.

**Students must earn required credits, complete required courses, and pass the High School Exit Examination to receive a diploma. Seniors must complete all graduation requirements and pay their financial bills before participating in graduation ceremonies.**

Grades are reported to parents at the end of nine weeks and the semester. The nine week grade is a progress report. The semester grade is a cumulative grade and is recorded on the student's permanent record.

### AUTHORIZED SCHOLARSHIP GRADES

- A** Indicates superior achievement. It is the grade most often earned by a pupil doing above average work.
- B** Indicates better-than-average achievement. A pupil with persistent effort and/or special interest may earn this grade.
- C** Indicates average achievement.
- D** Indicates below average achievement, but denotes sufficient achievement to award five units of semester credit. D grades are not accepted as passing for a-g requirements.
- F** Indicates significantly below average achievement. No semester credit is earned with a grade of "F." "F" grades in required courses must be made up.

It should be noted that the teacher of each course is the only person who may assign or change a grade. Students and parents have every right to an explanation of each teacher's grading policies and practices, but it is the teacher's responsibility to regularly evaluate each student's progress and base each student's grade on a fair and conscientious assessment of each student's performance.

## FUSD Graduation & CSU/UC A-G Requirements

To graduate from high school you must earn 230 credits in the required subject areas. If you are planning on attending a 4 year college, you have to complete 15 yearlong college prep courses with a grade of "C" or higher.

Course	Fresno Unified High School Graduation	California State University (CSU)* a-g Requirements	University of California (UC)* a-g Requirements
<b>Social Science</b>	30 credits	a 20 credits	a 20 credits
<b>English</b>	40 credits	b 40 credits	b 40 credits
<b>Mathematics</b>	30 credits through Geometry	c 30 credits Alg 1, Geo, Alg II Advanced Math recommended	c 30 credits Alg 1, Geo, Alg II Advanced Math recommended
<b>Science</b>	30 credits	d 20 credits Lab Science 30 credits recommended	d 20 credits Lab Science 30 credits recommended
<b>Foreign Language</b>	10 credits	e 20 credits 30 recommended Same language	e 20 credits 30 recommended Same language
<b>Fine Arts</b>		f 10 credits	f 10 credits
<b>PE</b>	20 credits		
<b>Electives</b>	70 credits	g 10 credits College Prep Elective	g 10 credits College Prep Elective
<b>TOTAL</b>	230 credits		
<b>College Freshman Entrance Requirement</b>		Below 3.0 GPA requires SAT or ACT	Minimum 3.0 GPA in a-g* subjects: SAT or ACT & SAT II Must complete 11 a-g courses by end of junior year

\* California State University (CSU) & University of California (UC) use a-g requirement

### ENTRANCE REQUIREMENTS FOR COLLEGES AND UNIVERSITIES

McLane students are encouraged to consult the websites of colleges and universities early in their high school career to learn specific requirements for the schools they wish to attend. Information is available from their counselors. The four year university entrance requirements are similar to the high school graduation requirements; the a-g requirements exceed the high school graduation requirements.

#### **COLLEGE ADMISSION TESTS**

Students planning on entering a four year college or university after graduating from McLane High School must, in most cases, take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Counselors have information regarding specific admission test requirements of most universities. Counselors have information regarding specific admission test requirements of most colleges and universities. The SAT and ACT are given at McLane High School on specified test dates. Registration forms for all tests are available in the Counseling Office. Registration deadlines are generally four weeks prior to the test date. Before taking the SAT and ACT tests, students should take the preliminary SAT test (PSAT) and preliminary ACT test (PLAN) beginning in their sophomore year.

#### **USEFUL WEBSITES**

[www.fresnocitycollege.com](http://www.fresnocitycollege.com)  
[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)  
[www.sat.collegeboard.com](http://www.sat.collegeboard.com)

[www.csumentor.com](http://www.csumentor.com)  
[www.californiacolleges.edu](http://www.californiacolleges.edu)  
[www.act.org](http://www.act.org)

## **EARLY WITHDRAWAL**

A student who withdraws from a class or from school before the end of the semester may not receive credit. Teachers are to indicate on the student's Withdrawal Form the grade the student earned to the date of the student's withdrawal.

## **DEFICIENCY NOTICES/PROGRESS REPORTS**

Section 10759 of the Education Code requires a conference with or a written report to the parent or guardian of each pupil, whenever it becomes evident to the teacher that the pupil is in danger of failing a course." A nine-week report card is not considered to be a deficiency notice. At McLane, a Deficiency /Progress Report is given to the student to take home. A deficiency notice shall usually be sent approximately three weeks prior to the end of the report period but may be sent at any time during the semester. Teachers shall state what conditions of achievement have changed and what has brought about the change; and what if anything can be done to improve the grade prior to report time.

## **INCOMPLETES - Only at the end of the first semester**

The purpose of the incomplete grade is to assist the student in making up the work missed within the time limit allowed. Students must have a valid reason for taking an incomplete grade and the teacher of the subject in which the incomplete grade is being requested is the only person who may assign the incomplete grade.

The incomplete grade must be made up by the fifth week of the following grading period. If work is not made up satisfactorily, the incomplete grade is changed to an "F".

## **SEMESTER PERIODS OF CREDIT**

Credits are granted on a semester basis. A student receives five semester units of credit for every class in which he or she receives a grade of "D" or better. A grade of "D" or "F" will result in repeating the course during night school and/or summer school.

**Students enrolled in a class for entire semester:** A student enrolled in McLane High School for a complete semester must be given full credit if he or she passes or no credit if he or she fails a subject. If a student is absent during the semester to the extent that the quality or quantity of his or her work declines, his or her grade may be lowered, but the amount of credit may not be reduced. Excused absences at the end of the first semester may make it necessary to give the student an "Incomplete" (see section on "Incompletes").

A very limited number of courses have been developed where variable credit may be earned. These courses are exceptions and are identified in the Fresno Unified School District's Guide to High School Course Offerings.

**Students enrolled in a class for less than a semester:** A number of circumstances may cause a student to enter a class after the semester has started: illness, work, program change, attendance at another school, etc. In these instances, the following regulations will apply (note that truancy is not one of the accepted reasons for late enrollment):

1. A student entering any class up to six weeks late shall be given the opportunity in all classes to make up work and to earn full credit.
2. A transfer student who has been enrolled in the same subject in another school shall be given the opportunity to earn full credit. The grade in the subject from the former school shall be averaged with the grade earned at McLane High School.

## **HONORS/ADVANCED PLACEMENT COURSES**

In accordance with district policy, students enrolled in courses designated as "Honors" or "Advanced Placement" shall be granted .04 grade points for a grade of "C" or better in each course taken from the first semester of tenth grade through the first semester of twelfth grade. A maximum of four augmented course grades (eight semesters) from the first semester of tenth grade through the first semester of twelfth grade will be added to the student's academic grade point average to determine rank in class, valedictorian status, and other academic awards. A student with a "D" or "F" must repeat the course.

## **VALEDICTORIAN STATUS**

Students with a 4.0 or higher augmented grade point average for the five semesters of high school from the tenth grade through the 3<sup>rd</sup> quarter of the twelfth grade will be the valedictorian(s) of the graduating class. Students with the highest augmented grade point average will be awarded the distinction of graduating "summa cum laude." All students with valedictorian status will be honored at the graduation ceremony.

## ATHLETIC TEAM POLICIES

As an athlete, habits and conduct both in and out of school must be such as to make the athlete represent the ideals and standards of McLane High School.

### **REQUIREMENTS**

1. Have physical examination for the current year.
2. Have no more than one (1) "U" on your McLane High School progress report or report card.
  - With more than one "U," then the athlete becomes ineligible to compete in 20% of the allowed CIF contests beginning on the date the grades are due from the teachers. At the end of the disciplinary period, a citizenship clearance will be taken to each class. A clearance will be taken each Monday until the end of the sport or until the end of the grading period. If, at any time, the citizenship is unsatisfactory, the student remains ineligible until it is cleared on a Monday.
3. Not be nineteen years old before July 1st.
4. After being certified as a member of a high school team, the athlete cannot compete on another team in the same sport during the season of that sport.

### **ELIGIBILITY**

1. Any athlete who fails to make an athletic team may immediately try out for another sport. A grace period of two weeks will be allowed any student trying out for a sport without penalty for quitting. Notify the coach and turn in equipment.
2. Any athlete who desires to quit a team **after two weeks** must confer with his/her coach. If the athlete gains the coach's consent, they must then wait until the season of that sport is ended before they will be allowed to try out for another sport.  
Exception: In special cases, this may be waived by the coach of the first team involved.
3. Any athlete who is out for disciplinary reasons from a team or who quits a team **after two weeks** without the consent of his coach is **ineligible** to participate in another sport unless the season of the first sport has ended or the mutual consent of both head coaches involved has been obtained.

### **ENFORCEMENT OF MEMBERSHIP (#3 Above)**

Any athlete who is out for disciplinary reasons from a team or who quits a team after two weeks without the coach's consent may regain his eligibility:

1. One calendar year from the date of the infraction or...
2. By completing a six week probationary period as follows:
  - Attendance at every practice meeting.
  - Complete the season with that team as a member of good standing.
3. During the six weeks, the athlete may not:
  - Compete in any contest.
  - Sit on the bench or assist in any way during an athletic contest.

## INTERSCHOLASTIC SPORTS

The following is a list of athletic teams McLane High School and the seasons during which they compete. For specific information on a team, contact your P.E. teacher or any member of the administrative staff.

Fall	Winter	Spring
Boys & Girls Cross Country	Boys' & Girls' Basketball- Varsity, JV, Frosh	Girls' Badminton Varsity, JV, Frosh
Football - Varsity, JV, Frosh	Boys' & Girls' Soccer - Varsity, JV, Frosh	Baseball - Varsity, JV, Frosh
Girls Volleyball - Varsity, JV., Frosh	Wrestling - Varsity, JV, Frosh	Softball - Varsity, JV, Frosh
Girls Tennis - Varsity, JV	Cheer	Boys' & Girls' Swimming/Diving
Boys' & Girls' Water Polo		Boys' & Girls' Track Varsity, JV, Frosh
Girls Golf		Boys' Volleyball Varsity, JV, Frosh
Cheer		Girls Lacrosse
		Boys Tennis
		Boys Golf
		Competitive Cheer

**Scholar/Athletes:** Prior to graduation athletes must complete the student release form for NCAA to be able to compete in college athletics. Eligibility as a freshman is only granted after completion of this form. NCAA forms are available from your counselor and the athletic department.



# McLane Athletic Registration



McLane Athletics is excited to announce that we are now offering the convenience of online athletic registration through FamilyID ([www.familyid.com](http://www.familyid.com)).

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our athletic programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

## **BEFORE YOU REGISTER:**

You must have a valid email address in order to sign up and register for FamilyID.

## **INFORMATION NEEDED TO REGISTER:**

It will be helpful to have the following information handy to allow for accurate completion of your online registration.

- Doctor information, Health Insurance Information, Student ID number

## **REGISTRATION PROCESS:**

**A parent/guardian should register by following this link:**

<https://www.familyid.com/mclane-high>

**Follow these steps:**

1. To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Sign Up/Log In** green buttons. If this is your first time using FamilyID, click **Sign Up**. Click **Log In**, if you already have a FamilyID account.
3. **Sign Up** for your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select the agreement to the FamilyID Terms of Service. Click **Sign Up**.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary.

## **No Payment required or Alternate Payment Method (check, cash, non-FamilyID payment site)**

9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

**PLEASE REMEMBER THAT A CURRENT PHYSICAL MUST BE ON FILE WITH THE ATHLETIC DEPARTMENT.**