



**This handbook belongs to:**

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# **Burlington-Edison High School**

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**301 N. Burlington Blvd.  
Burlington, WA 98233**

**[www.be.wednet.edu](http://www.be.wednet.edu)**

**Telephone Numbers**

|                            |              |
|----------------------------|--------------|
| Main Office                | 360-757-4074 |
| Attendance Office          | 360-757-3327 |
| Counseling Office          | 360-757-3354 |
| Athletic/Activities Office | 360-757-3353 |
| Fax Number                 | 360-757-3350 |

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## **Mission Statement**

**2009-2010**

**It is the mission of the Burlington-Edison School District to develop and implement instructional programs that provide students with the skills, knowledge, and attitudes needed in their present and future life.**

**The mission of Burlington-Edison High School is educate each student for lifelong success and develop individual abilities by providing opportunities for students to become productive members of a multi-cultural society.**

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# **Burlington–Edison High School Dignity Statement**

A most important policy of Burlington-Edison High School is to provide a workplace in which all individuals can achieve success in a climate of equity for all people. Equity must be the guiding principle in all public school matters. Because Burlington-Edison High School seeks to celebrate diversity, the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of Burlington-Edison High School must adhere to this policy.

Confirmed violations of discrimination and/or harassment by any employee, student, visitor, or agent of Burlington-Edison High School will lead to corrective discipline, which may include suspension and/or dismissal.

Therefore, discrimination and harassment of any form will not be tolerated. Prejudice, bigotry, racism, and sexism and any other bias of ignorance have no value or place in the mission of Burlington-Edison High School. The fostering and development of values, which promote open-mindedness, awareness, sensitivity, and respect for differences, are encouraged and will be supported.

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## **Goals**

All students will develop the knowledge and skills essential to:

1. Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings;
2. Know and apply the core concepts and principles of mathematics, social, physical, and life sciences; civics and history, geography, arts, and health and fitness;
3. Think analytically, logically, and creatively, and to integrate experience and knowledge to form reasoned judgements and solve problems;
4. Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.
5. Choose and use effectively the appropriate information technologies; understand and develop the necessary information technology skills needed in a variety of careers.

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# STUDENT INFORMATION

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## Associated Student Body

The Associated Student Body organization (ASB) is a democratic organization of students enrolled at Burlington-Edison High School. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and co-curricular activities, provide effective student representation, and to regulate student funds. Every student who purchases an ASB card is a member of this organization.

## ASB Card

ASB Activity Cards may be purchased during "Picture Day" or at any time after in the high school office from Mrs. Axthelm. The ASB card will admit a student to all home athletic contests, provide uniforms for athletes and discount admission to away games. An ASB card is required for students participating in any club, activity, or on any athletic team. The ASB card is required to receive awards in school activities, including athletics, and for admission to all school dances.

## ASB Student Council

- The management of the ASB is vested in the elected officers and the elected Council. The executive officers are the president, vice-president, secretary, treasurer, two activities directors, and a public relations director.
- The Student Council is composed of the executive officers, the officers of the freshmen, sophomore, junior and senior classes, and the presidents of each club at the school. Student representation to the Student Council is through their elected class officers.
- The Student Council meets regularly on the second Tuesday of each month, rotating the time throughout the school day. The agenda is published before the meeting. Visitors are encouraged to attend and may make arrangements to do so with the Student Council advisor.

## Student Fees for 2009-2010

|  |                               |
|--|-------------------------------|
| ASB Card                                   | \$30.00                       |
| Replacement of ASB Card                    | 10.00                         |
| TINAS COMA (B-EHS Annual)                  | 50.00                         |
| Driver Education                           | 360.00                        |
| Lab Fees (Photo, Shop, Science, Art, etc.) | Varies                        |
| <b>Annual Student Parking Fee</b>          | <b>20.00</b>                  |
| <b>Parking Violation Tickets</b>           | <b>5.00</b>                   |
| Athletic Fee                               | Pending School Board Decision |

## Fines

Students owing fines will not get their grade reports, or class schedules, **and cannot purchase an ASB card or an annual (yearbook)** until the fines are paid in full or arrangements for payment are made with the bookkeeper.

**Library Fines**—The library charges fines for overdue, lost, and damaged materials. A fine of ten cents per school day is charged for books that are not returned or

renewed on the due date stamped inside them. A maximum of \$5.00 per book is charged in overdue fines. Replacement fees are charged when books are lost or damaged beyond repair. The cost of replacement includes the price of the book as well as a \$3.00 processing fee.

Overdue fines are levied in order to encourage student responsibility to return materials in a timely manner, and to purchase replacement books when books are long overdue.

### **School Closures**

In the event of emergency situations such as severe road conditions or school closures or delays in opening, an announcement will be made over the following radio stations:

**KAPS 660AM (Mount Vernon)**

**KLKI 1340 (Anacortes)**

**KBRC 1430AM (Mount Vernon)**

**KGMI 790AM (Bellingham)**

Parents and students can also check for school closures via the district website at:  
**[www.be.wednet.edu](http://www.be.wednet.edu)**

### **Bus Transportation**

Buses will load and unload in the bus-loading zone between the high school and West View School. The driver is in full charge of the bus and the students; students are to obey the driver promptly and willingly. Please be orderly when loading the bus. Inappropriate bus behavior could result in the loss of bus riding privileges. High school students are not allowed to ride the late bus (3:25 PM) without permission and a pass from the office. Permission to ride the late bus will be granted only under special circumstances related to participation in school activities.

### **Student Dance Expectations**

- **Failure to comply with any of the following dance expectations will result in immediate removal from the dance without refund by any dance supervisor or administrator.** Students who are removed from a dance for any reason may be banned from attending all future dances which could include all four years of high school.
- **All rules in the student handbook are in effect at dances.** When you purchase a ticket, you are agreeing to follow these rules.
- Dances are a privilege and students may be denied admittance for failure to be in good standing as a student.
- No moshing or grinding at the dance. **Only face to face dancing is allowed.** No sitting or riding on shoulders. Appropriate dress is required as per the student handbook.
- Out of school guests **must** register prior to the night of the dance, filling out all necessary paperwork before hand. **There will be no admittance for non-B-E students who have not properly registered prior to the dance. This form is located in room 552 and needs to be approved by administration prior to purchasing tickets.** No out of school guests are allowed to attend after game dances.
- In order to get pictures, students must pay for, and attend the dance.
- Doors close 1 hour prior to dance ending time. No one is allowed into the dance with less than one hour remaining. That is 10:30 p.m.

- Students may not leave the dance and return later. Once students exit the dance for any reason they are not allowed to return.
- Students must have a **valid** ASB card in order to attend the dance.
- Students from groups sponsoring dances must pay the full amount prior to entering.
- No refunds for purchased tickets will be given except for extenuating circumstances that have administrative approval.
- Students are responsible for their belongings. The school is not responsible for lost or stolen items.
- For formal dances,(t-shirt tolo, Homecoming, Winterball etc.) pre-sold tickets will be at a discount to those purchased at the door. Please contact Gabe Axthelm about tickets and prices.

### **Student Vehicle Rules**

- The Burlington-Edison School District operates an extensive transportation system but provides our parking lots as a convenience to students who **must** drive. The District cannot, therefore, be held responsible for damage or theft to personal property.
- **All student drivers need to register their car in the Attendance Office (for a nominal fee), and must have a visible and current parking permit on vehicle.**
- All cars driven to school by students must be parked in the student's parking area and in the proper lanes. **Students are not to park in staff areas, designated parking, or off campus.** No reckless driving or squirreling will be allowed. The speed limit on campus is 8 m.p.h.
- **Parking in fire lanes or other parking violations will result in:**
  - **a \$5.00 parking ticket (added to fine list if not paid)**
  - **repeated violations will result in a parent conference**
  - **additional discipline steps 1-6**
  - **possible loss of driving privileges**
  - **and cars may be towed.**
- Cars are not to be moved from the parking lot from 7:50AM to 2:30PM, except for appointments (**after proper checkout from the attendance office**), or work experience.
- The parking lot and cars are OFF-LIMITS during the school day to protect student vehicles from possible theft or vandalism. Students found in the parking lot will be considered truant. Students may not be in a vehicle at any time on or off campus during lunch without a pass from the attendance office.
- Parking Lot Passes - any student who is out of class during the school day must have a pass from the attendance office in order to go to his/her vehicle.
- Any violation of the above "pass" rules will result in students being disciplined according to the **School Discipline Alternatives 1-6 (See Discipline Policy and Procedures)**

### **Closed Campus for all students Grades 9-12**

Once a student arrives on campus they are to remain on campus, even before first period, unless authorized to leave by an administrator. Before leaving the campus, students must sign out in the Attendance Office with prior parent permission. With the addition of the "Tiger Tub" as an additional option for lunch, the entire campus has become closed for the school day. Students off campus will be considered truant. Students in the parking lot without a pass are also considered truant.

### **Medications/Special Health Conditions**

- Medications may not be distributed to or provided for any student by a staff member. This includes medications of any kind; prescription or non-prescription drugs, including aspirin, allergy medications, etc. Medication can be taken only

with parent and physician approval. This approval must be on file in the school and, in all cases, medications must be taken under the direction of the trained and appointed personnel in the main office.

- Students who have special health conditions should have their parent contact their counselor or appropriate staff member to indicate any special condition that we should be aware of so that appropriate action can be taken if an emergency occurs.

## **2009-2010 High School Improvement Goals**

### **Goal One - Curriculum and Assessment (What We Teach)**

- B-EHS staff will work collaboratively to utilize formative and summative assessment data for instructional planning and decision making in order to improve student achievement in reading, writing and mathematics as evidenced by improved state assessment data.

### **Goal Two – Teaching and Learning (How We Teach)**

- B-EHS staff will continue to focus on Powerful Teaching and Learning Strategies across all content areas by enhancing the instructional core (teacher knowledge; student engagement and rigorous content) in order to improve student achievement in reading, writing and mathematics as evidenced by improved state assessment data.

### **Goal Three – Learning Environment (Who We Teach)**

- B-EHS will continue to improve its on-time graduation rates by working with students to take personal responsibility for their education, graduation and post high schools plans as supported by staff, parents and community.

## **Using Student and Family Access on the Computer**

Please view your academic progress, attendance record, and food service account via student/family access located on the BESD webpage at [www.be.wednet.edu](http://www.be.wednet.edu). Both students and parents are provided with logins and passwords. Logins and passwords, along with instructions, will be provided at the beginning of the school year. Parents are strongly encouraged to monitor student progress in all areas and communicate with teachers via email which is also accessible via Family Access. Parents and students can obtain logins and passwords anytime throughout the year by contacting Stacy Murdock in the counseling office.

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# **WIAA ATHLETIC AND ACTIVITY** **GUIDELINES**

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- Burlington-Edison High School recognizes the value of an activities program as an integral part of the total school experience for all students of our district. The

opportunity to participate in the activity program is a privilege granted to all Burlington-Edison High School students. Participants in these **voluntary programs** are expected to conform to specific conduct standards established by the school. Students can also be held accountable to a coach's or advisor's standards that are above and beyond what is established by the school. These guidelines and consequences are applicable to students during their season(s) of participation for offenses which occur "at" or "away" from school regardless of the time of day.

- The program of activities shall include, **but not be limited to:** all WIAA sanctioned activities, interscholastic athletics, performing music groups, performing drama groups, forensics, student body officers, ASB officers, cheerleaders, dance team members and all other athletics, clubs and activities.
- As a member of the WIAA, Burlington-Edison High School meets or exceeds all policies of the WIAA. These policies can be viewed at [www.wiaa.com](http://www.wiaa.com).

### **Expectations of the Student Participating in Activities/Athletics**

1. Hold a valid ASB card
2. Have a completed Athletics/Activities Packet which includes verification of a recent physical (every two years) and adequate medical insurance or waiver, and appropriate parent permission forms.
3. Personal appearance, cleanliness, neatness of grooming and dress must meet reasonable standards as well as demonstrating appropriate sportsmanlike behaviors.
4. Attendance: B-EHS expects a student to be present in all scheduled classes on the day of participation unless there is an excuse, which has been **prearranged/approved** through an administrator.  
**Unexcused absences and/or truancy denies participation.**
5. Students may transfer from one sport to another within the first two weeks of the season. Transfers after two weeks can only be done with the permission of both coaches and the athletic office.
6. Students who display sports/activities clothing in their senior portrait (such as cheer jackets, football jerseys, etc.) must have successfully completed a season of their activity or be currently active in that activity as a senior.
7. Each sport/activity has a minimum practice requirement for initial eligibility as established by WIAA. Contact coach or athletic office for more information.
8. Academic eligibility: The primary purpose of high school is to educate young people; therefore the opportunity to participate in after-school activities is only available for those who first meet or exceed the following:

### **Academic Standards (Athletics/W.I.A.A. Activities)**

Students must earn at least a 2.0 GPA and have passed at least 5 courses during the previous grading period in order to participate. Therefore, initial fall eligibility is determined by the previous semesters GPA. Winter activity eligibility is based on the first quarter GPA. Spring activities initial eligibility is based on the first semester GPA.

### **Academic Standards for Elected Positions (A.S.B./Class Officers.)**

In compliance with Article III of the Burlington-Edison High School Constitution, the following are required for elected officials:

1. To be eligible to run for office, candidates shall have at least a 2.0 GPA from the previous semester and a cumulative 2.0 GPA.
2. All A.S.B. officers must maintain a cumulative 2.0 GPA each semester while serving.
3. Students will maintain exemplary citizenship. Major school discipline or outside legal or criminal issues will be grounds for review and possible dismissal.
4. Candidate must be a full time student on the BEHS campus.

### **Academic Probation and Reinstatement**

Any student who does not meet the minimum academic standards will be placed on “academic probation” during which time he/she may practice but not compete or participate. (This probation lasts for a minimum of two contests/performances for the activity/sport season in which the student wants to participate.) The student will remain on “academic probation” until he/she meets or exceeds the aforementioned standards in their current courses.

### **Academic Standards Appeals**

**If a student is placed on “academic probation” and believes there are “special reasons” which affect his/her ability to meet the academic standards, he/she may request an eligibility hearing with an administrator. The administrator will conduct an informal hearing with the necessary persons regarding the student’s “special reasons” and then render a judgment regarding the student’s eligibility.**

### **Insurance**

Students may purchase both medical and dental insurance through the school. Enrollment forms are available in the Athletic/Activities Office along with brochures explaining each policy in detail. All students participating in athletics must show evidence of medical coverage either by purchasing school athletic insurance or through family medical coverage.

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## Extra-Curricular Activities

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The following activities and sports are available to the student body of Burlington-Edison High School. B-EHS students are encouraged to participate in at least two activities each year to become a part of the high school and add to their success! It has been shown that students that are actively engaged in school activities are more productive in school. The advisor is listed to help you find information regarding each activity.

| <u>Activity</u>              | <u>Advisor</u>             |
|------------------------------|----------------------------|
| Annual .....                 | Brandenburg, Jeff          |
| ASB/Activities .....         | Gudgel, Kevin              |
| Athletic Director .....      | Clem, Jim                  |
| Band.....                    | Dahl, Richard              |
| Baseball .....               | Thurmond, John             |
| Basketball, Boys' .....      | Skeen, Rick                |
| Basketball, Girls' .....     | Buckholtz, Mike            |
| Cheer.....                   | Neff, Lindsey              |
| Chess.....                   | Murdock, Stacy             |
| Choir.....                   | Pryor, Pam                 |
| Cross Country.....           | Wright, Sue                |
| Debate.....                  | Christianson, Pippin       |
| DECA .....                   | Kinney/Way                 |
| Drama .....                  | Simpson, Irene             |
| Dance Team.....              | Perry, Susie               |
| FBLA.....                    | Hyde, Jean                 |
| FFA.....                     | Knutzen, Raupp             |
| FCCLA .....                  | Scribner, Jean             |
| Football.....                | Shearer, Bruce             |
| Freshmen Class Advisor.....  | Zeiser, Steve              |
| Golf, Boys' .....            | Herzberg, Charlie          |
| Golf, Girls' .....           | Knutzen, Greg              |
| Honor Society.....           | Kuttel, Ryan               |
| Junior Class Advisor.....    | Desler, Angie              |
| Key Club.....                | Zeiser, Steve              |
| Latinos in Action.....       | Sampson, Michael           |
| Literary Club.....           | Voigt, Jeremy              |
| Mentorship.....              | Curl/Zeiser                |
| Mountain Club.....           | Desler, Angie              |
| Multicultural Club.....      | Sampson, Michael           |
| Natural Helpers.....         | Johnson, Linda             |
| NJROTC.....                  | Captain Bailey, Chief Hull |
| Senior Class Advisor.....    | Axelson, Kyle              |
| Soccer, Boys' .....          | Powers, Jay                |
| Soccer, Girls' .....         | Powers, Jay                |
| Softball .....               | Taylor, Darcy              |
| Sophomore Class Advisor..... | Hamilton, Kirk             |
| Swimming.....                | Cleave, Dave               |
| Tennis, Boys' .....          | Moreland, Dave             |
| Tennis, Girls' .....         | Hayes, Nick                |

**Extra-Curricular Activities (continued...)**

|                        |                |
|------------------------|----------------|
| The Blue and Gold..... | Danforth, Paul |
| Track.....             | Gudgel, Kevin  |
| TSA.....               | Crook, Tom     |
| VICA.....              | Wade, Jerry    |
| Volleyball.....        | Brewer, Tawnya |
| Wrestling Boys'.....   | Hamilton, Kirk |
| Wrestling Girls'.....  | Holmes, Travis |

## **VIOLATIONS OF WIAA ACTIVITIES AND ATHLETIC CODES**

In addition to normal school sanctions for the violation of rules and regulations, the following consequences will be administered to students under the activities/athletics code:

### **Activities/Athletic Definitions**

**Probation:** The student must turn out, but cannot participate in any scheduled event. Failure to turn out will result in a season suspension from that activity.

Students enrolled in regular classes, who are placed on probation, must continue to attend class, will receive credit for the class upon completion of alternative assignment, but cannot participate in any scheduled event during the probationary period.

### **Suspension:**

- The student cannot turn out or participate in any scheduled event. Students enrolled in daily classes, who are placed on suspension must continue to attend class, but cannot participate in any scheduled event during the suspension period.
- Probation/Suspension school days must be served during the active season. Turn out days while under probation will count for only 1/2 credit toward WIAA eligibility standards. The determinations of these violations will not be established on rumor or hearsay. Factual information will be gathered from school, parents, students, administrators, coaches, school employees, and/or law enforcement.

### **Violations:**

#### **Use of Tobacco or Look-A-Like in Any Form:**

**First Occurrence:** Probation - Five school days

**Second Occurrence:** Suspension – Season in which the offense occurred (Fall, Winter, Spring)

#### **Possession, Use, or Being Under the Influence of Illegal Substances, Inhalants, and/or the Manufacturing/Possession of Drug Paraphernalia:**

**\*Please see the Drug and Alcohol Policy in Discipline Policies and Procedures for the definition of: Illegal Substance**

*Consequences on page 12...*

**First Occurrence:** Any student under code, who is guilty of misconduct, will be excluded from participation for a minimum of 30 days. They will be referred to the

student assistance program for a drug and alcohol assessment. They may regain eligibility after 30 calendar days by being in compliance with assessment recommendations.

**Second Occurrence within High School Career:** Suspension - Calendar year from date of second occurrence and must be in compliance with assessment recommendations.

**Third Occurrence within High School Career:** Permanently denied the right to participate in any WIAA member school athletic or activities program.

**After a drug infraction a student must continue to be in compliance with recommendations in order to maintain eligibility.**

**Sale, Supply or Delivery of Illegal Substances or Paraphernalia:**

**First Occurrence:** Suspension - Calendar year from the start date of the sport season in which the violation occurred.

**Second Occurrence within High School Career:** Permanently denied the right to participate in any WIAA member school athletic or activities program.

**Hosting a party where drinking/drugs occur also falls under this category and will result in the above suspension**

**Host—to receive or entertain socially**

**Party—a social gathering; a person or group participating in an action or affair**

**Truancy: Any absence that is not excused by a parent/guardian through the attendance office.**

**First Occurrence:** Probation - Five school days—with a maximum of two (2) games/performances missed (Saturdays would count as part of the five days if there is an activity/practice scheduled)

**Second Occurrence:** Suspension – season in which the offense occurred (Fall, Winter, Spring)

**Inappropriate Behavior:**

**Cheating/Plagiarism**

**Theft/Vandalism**

**Gang Activity**

**Forgery**

**Assault/Fighting**

**Insubordination/Disrespect**

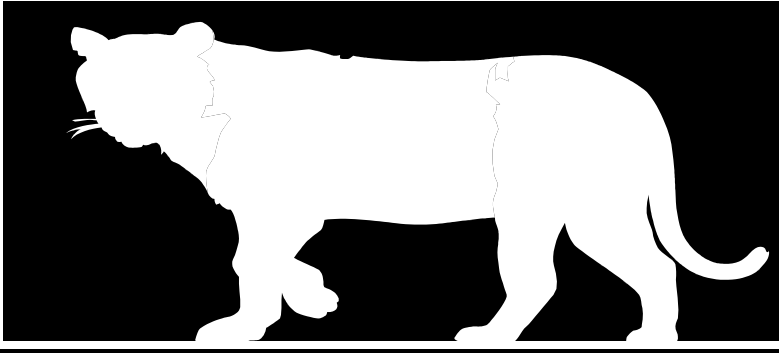
**Bullying/Harassment**

**Threats.....**

**.....Other violations of the school rules that would result in a long-term suspension or expulsion (Arson, Weapons....) would also result in the removal from any sport or activity for an equivalent time.**

**First Occurrence:** Probation - Five school days—with a maximum of two (2) games/performances missed (Saturdays would count as part of the five days if there is an activity/practice scheduled)

**Second Occurrence:** Suspension – Season in which the offense occurred (Fall, Winter, Spring)



**Burlington-Edison High School  
Fight Song**

Go B-E Tigers fight for B-E fame  
Show the guys from \_\_\_\_\_ High  
Just how to play our game  
Rah-Rah-Rah  
We'll be behind you cheering all the way  
So rip up the floor and pick up the score  
And win for us a victory

Go, Tigers, Go!  
Fight, Tigers, Fight!  
Let's go, let's fight,  
Let's win for us this game tonight!

# COUNSELING & GUIDANCE SERVICES

Counselors are available for personal and family consultation. All services are confidential unless someone's immediate safety is at risk, and appropriate referrals can often be made to other community services and agencies. Counselors are present to help students needing assistance with personal matters as well as to guide students through high school plans and goal setting beyond high school. Students can also seek scholarship, college and career assistance via the **Career Center**.

## GRADUATION REQUIREMENTS

### Washington State Graduation Requirements

The Class of 2009 and beyond – All students need a solid foundation of reading, writing and math skills for whatever career path they follow after high school. Several statewide graduation requirements are designed to ensure that students have this foundation in order to earn a Washington State High School Diploma ([www.k12.wa.us](http://www.k12.wa.us)).

- Successfully meet standard on the Reading and Writing State Assessment Test offered in the spring of the 10<sup>th</sup> grade year. Students must meet standard in both Reading and Writing in order to earn a Washington State/B-EHS Diploma.
- Successfully meet standard on the Math State Assessment test offered in the spring of the 10<sup>th</sup> grade year. Students who have NOT met standard must continue to earn an additional 2.0 credits in mathematics, beyond their 10<sup>th</sup> grade year, Integrated I or higher, in order to earn a Washington State/B-EHS Diploma.
- Successfully meet standard on the selection of a career pathway; completion of a 5<sup>th</sup> year plan; the completion of the Junior Job Shadow and the presentation of a culminating project (the PAWS Portfolio.)
- Students who have not met standard on the Reading, Writing and/or Math state assessment will be offered a Student Learning Plan which outlines intervention strategies.

### Burlington-Edison High School Credit Requirements

The minimum number of credits required to receive a diploma from Burlington-Edison High School is 23 credits. One-half (.5) credit is earned for each semester subject successfully completed. A typical student will earn 6 credits each year. B-EHS Graduation Requirements include:

|  |             |             |
|--|-------------|-------------|
| English  | 8 Semesters | 4 Credits   |
| Mathematics  | 4 Semesters | 2 Credits   |
| Mathematics (class of 2013 and beyond)               | 6 Semesters | 3 Credits   |
| Social Studies                                       | 6 Semesters | 3 Credits   |
| Science ( <b>1 credit must be in a lab science</b> ) | 4 Semesters | 2 Credits   |
| Occupational Ed.                                     | 2 Semesters | 1 Credit    |
| Info Tech. or MS Office                              | 1 Semester  | 0.5 Credits |
| Fitness (Physical Education/P.E.)                    | 3 Semesters | 1.5 Credits |
| Health   | 1 Semester  | 0.5 Credits |
| Fine Arts  | 2 Semesters | 1 Credit    |
| PAWS   | 8 Semesters | See pg. 15  |

|   |                     |                    |
|---|---------------------|--------------------|
| <b><u>Electives:</u></b> Class of 2010-2012 | <b>15 Semesters</b> | <b>7.5 Credits</b> |
| Class of 2013 and beyond                    | <b>13 Semesters</b> | <b>6.5 Credits</b> |

College entrance may differ from graduation requirements. See Course Catalog for more information.

### **Culminating Project/Portfolio Requirement/PAWS:**

The Portfolio of Academic and Work Skills (PAWS) is a collection of student schoolwork. It tells the story of individual growth, effort, progress, and achievement at B-EHS.

Burlington-Edison students will develop necessary skills to become productive planners, learners, employees and citizens as well as demonstrate their knowledge and abilities in the four state academic goals. As a graduation requirement, all students must demonstrate their competence in these four areas and know their career or college goals for after graduation. They must successfully complete a job shadow during their junior year in order to graduate. Seniors will present their portfolio to a community board as a culminating event in accordance with state graduation requirements.

### **Student Classification**

|                                  | <b><u>Credits</u></b> |
|----------------------------------|-----------------------|
| Freshmen students having earned  | 0-5                   |
| Sophomore students having earned | 5 1/2-11              |
| Junior students having earned    | 11 1/2-17             |
| Senior students having earned    | 17 1/2-23             |

### **Schedule Changes**

Schedule changes during the school year interrupt the learning continuity for the student and also the instructional process for the teacher; therefore, schedule changes after the first two weeks of the semester will not be allowed unless there are extenuating circumstances and it is approved by a building administrator (See Course Curriculum Guide for policies and procedures). Students may not enter a class for credit after the second week of each semester unless there are extenuating circumstances.

### **Withdrawal from School**

A student withdrawing from Burlington-Edison High School ***must have written parent permission on file with the Attendance Office.*** The student must turn in all books and supplies issued by the school and satisfy all pending fines in order for official transcripts to be released. Once the withdrawal process has been completed, the necessary paperwork will be given to the student to complete a transfer to another school. Official school documents will be sent to a new school when a request from that school is received.

### **Appeal Procedure for Grades**

Upon receiving a quarter or semester grade that a student believes to be unjustified or unfair, the student may take the following steps (Failure to conform to the written appeal timelines constitutes a waiver of a student's or parent/guardian's right of appeal):

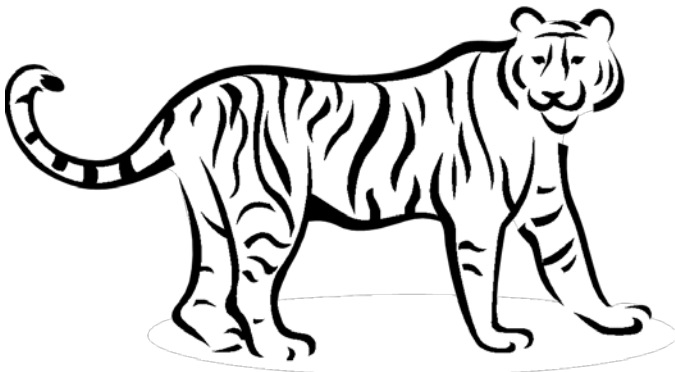
1. He/she should file a written appeal to the teacher within five (5) school days after having received the report card. The written appeal will include all information pertinent to the situation, class attendance record, etc. The teacher will respond to the student's appeal within three (3) school days.
2. If not satisfied, the student will request a conference with the teacher and the principal, or his/her designee. The conference is to be scheduled within three (3) school days upon the request of the student. It will consist of a review of the written appeal plus comments from all concerned persons, and will result in the principal or designee's preparation of a statement of approval or denial with remarks pertinent to the decision. (A copy of the statement will be given to the student and teacher within three (3) class days of the conference.)
3. If a denial is issued from the above action and the student is dissatisfied with the decision, he/she may contact the school superintendent or his designee within three (3) school days.

### **Honor Student / Valedictorian / Salutatorian**

In order to be designated as an Honor Student at B-EHS, a student must meet the following criteria during their senior year (Valedictorian ranks 1<sup>st</sup>, Salutatorian 2<sup>nd</sup>):

- Students must meet standard in all sections of the WASL.
- Students must achieve a 3.70 cumulative GPA in a minimum of 12.5 credits of letter graded core academic classes (English, Social Studies, Math, World Lang., & Science) by the end of their seventh semester.
- Credits
- Portfolio/Project/Presentation
- Plan/Pathway

**\* Valedictorian and Salutatorian criteria is currently being reviewed by committee.**



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# ATTENDANCE PROCEDURES

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**GOAL:** Regular attendance has a positive effect on student learning and achievement. Participation in class activities and student/teacher interactions are of paramount importance for the student to meet the course objectives. It is the goal of the Burlington-Edison High School student attendance procedures to allow students the opportunity to have a positive and rewarding experience in school while holding students and their parents responsible for attendance and to provide an efficient record-keeping system for faculty, staff and students.

## **OBJECTIVE:**

- Washington Administrative Code (WAC) establishes responsibility for attendance at school, as resting primarily with students and parents, and further states students shall have regular and punctual attendance. The successful completion of classes depends on a student's punctuality and regularity of attendance. While a small number of absences might, on the average, do little harm, there is a point where attendance directly affects learning and thereby affects the grade a student receives. Good attendance is essential for work and is one of the first items checked by prospective employers.
- A student who is absent misses whatever material that is covered during the time of absence. Because learning is a sequential and communal process, when a student misses a class, a gap can develop which may never completely be bridged. Attempts at "make-up" virtually always fall short of actually being in school at the time the class is held. Therefore, any absence has a natural consequence that will be reflected in a student's grades and learning to a greater or lesser degree depending on the course and number of absences.
- With this in mind, it is the policy of BEHS to discourage absences, especially absences for vacations during school, and/or personal business on school days. While illness is a legitimate reason for absence, one must be aware that any pattern of multiple absences will affect a student's progress.
- It is the responsibility of the parent to decide when an absence is necessary. Whenever a parent excuses an absence, it is considered to be parental excused. However, in fairness to teachers, BEHS identifies the type of absence in order to determine the degree of responsibility the teacher has for assisting the student with makeup work.
- **In order to fulfill the credit requirement for a class at BEHS, a student must be in attendance eighty (80) days of the ninety (90) day semester, with the exemption of school-sponsored activities (interscholastic athletics, field trips, etc.) and suspension days. It is against state law (WAC 180-51-050; SB Policy 2410P) to grant credit to students that have missed over fifteen (15) days of school, barring extenuating circumstances. It is for these reasons that students are denied credit and must appeal to receive credit(s) after missing more than ten (10) days in any class period.**
- We strongly encourage that parents notify the attendance office as soon as possible if a student is going to be absent for an extended period of time.
- Attendance information for your student can found at [www.be.wednet.edu](http://www.be.wednet.edu).

### **EXCUSED ABSENCE:**

**Definition:** This is an absence for illness, a medical/dental appointment that cannot be scheduled outside of school hours, a death in one's family or a close friend, a pre-arranged absence by the parent, or a court appointment. Parent contact by phone or a note must be presented in advance or on the day the student returns to school. For this type of absence, teachers are to assist the student with make up work or tests. However, it is the student's responsibility to ask the teacher for assistance.

The school will excuse absences without disciplinary action for the following reasons:

1. Illness
2. Doctor/Dentist appointments that cannot be scheduled outside of school
3. Death in the family or close friend or relationship
4. **Prearranged** absences for:
  - a) family vacations; trips with parents
  - b) trips sponsored by formal organizations that are approved by the school
5. Court appointments

### **Pre-arranged Absence**

This is an excused absence whereby the attendance office has been notified by the parent in advance, and the student has completed a pre-arranged absence form.

**Note: Parents are requested to make contact with the Attendance Office 3-4 days prior to the student's pre-arranged absence, and the student must have obtained the signatures of all assigned teachers and administrative approval. Teachers may provide remarks in the comment section of the form relating to the academic progress of the student.**

### **PARENT EXCUSED:**

**Definition:** This is an absence that is excused by a parent via phone call or note that does not meet the school's criteria for an excused absence (see items 1-5 above).

**Please Note: The teacher is not expected to assist the student with make up work. Acceptance of late assignments is at the discretion of the instructor. If a student fails to have a parent make contact or have a note from a parent upon return to school, the absence will be unexcused, and once a 3-day absence letter has been sent, the student will be written up for truancy.**

### **TRUANCY:**

**Any absence(s) that has NOT been excused by the school and/or the parent by the day that the student returns to school (4:00pm deadline) constitutes truancy.** Avoidable absences lacking a parent's permission constitute truancy. They include, but are not limited to skipping an individual class or a full school day, skipping school activities which are scheduled during the school day, leaving class without teacher permission, leaving campus at any time during the day without permission, failing to sign in or out of the attendance office, missing after school detention, or missing in-school-suspension. Teachers have no responsibility to provide make up work for students who are truant. Assignments and tests missed due to truancy will be graded as a "zero." Consequences for truancy are discussed in the discipline section of this handbook.

### **SCHOOL RELATED ABSENCES:**

Activities such as band, choir, grade level testing, vocational events, sports, debate and other administratively approved events related to the school will be considered school related and **will not** be counted in the student's total absences. However, it is important to note that students may jeopardize their grade if participation in these activities causes them to fall behind in classes. Students are not excused from class assignments for school related absences, but have the opportunity to make-up all missed work according to teacher policy and procedures.

**Note: In-School and Out-of-School Suspensions will be considered as school-related absences. Participation in school activities may be denied should a student not be in good standing as determined by staff and/or administration.**

### **TARDINESS:**

**Definition:** A student entering the classroom within 5 minutes after the bell is considered tardy. If a student enters class after 5 minutes, the student will be considered **absent for that class period.**

**Procedure:** Teachers will be expected to develop and enforce a tardy policy. Individual policies must be clearly conveyed to students and included in the classroom syllabus distributed to students. Grades may be lowered and /or detention time assigned for continual tardy problems. The tardy procedures are provided in an effort to develop students who are responsible and working toward self-direction. **As per School Board Policy (SB Policy 3122P) excessive tardies may lead to student suspension from a class with a loss of credit.**

### **ATTENDANCE PROCEDURES:**

An absence will be considered unexcused until a student, parent or legal guardian notifies the Attendance Office of the absence and the rationale. Notification should take place the day(s) the student is absent or within 24 hours of the students return to school to be considered as excused. **Parents are encouraged to notify the attendance office on the day(s) of the absence to update the office and avoid the automatic attendance call system.** A student may be excused by a phone call to 757-3327 between 7:30 and 4:00 PM, **as long as the BEHS attendance secretary speaks directly to the parent/guardian.** Due to the high volume of "voice messages" it is recommended that voice mail not be used for excusing absences. **Send a note, email, or speak to one of our secretaries in the Attendance Office directly.** Notes for excused absences must provide the following information:

- a) **First and last name of student**
- b) **Date and time of absence**
- c) **Reason for absence**
- d) **Parent or Guardian Signature**

Students who have misplaced their note are required to check into the Attendance Office and explain the circumstance for not having a note. An extension period may be granted by the attendance secretary. Notes received late, without an extension or not having been pre-arranged, will be filed and the absence will remain **unexcused, but if a student receives a 3-day Absence Letter with unexcused absences, the absences will be treated as truancies.**

**All students are to check back into and out of school through the attendance office, regardless of the duration of the absence.**

**\*\*Note:** Student TA's in the attendance office **cannot** excuse absences.

**BECCA Bill:** Consistent with WAC 180-40-010, students will attend and be punctual for regularly scheduled classes unless officially excused. It also requires the district to:

1. Make contact with parents after the second unexcused absence/truancy via the auto-dialer, or attendance letter, or conference, or....
2. File a petition with the county court (may after the 5<sup>th</sup>, and must after the 7<sup>th</sup> unexcused absence in a month or 10<sup>th</sup> unexcused absence/truancy in the school year).
3. Report to the court additional absences which occur after the first referral.

**Procedures:**

**A) Record keeping:** Teachers will continue to record absences daily in accordance with State law. **Absence letters will be sent home through the Attendance Office when students have reached 3, 7, or 10 days absence in any given class period(s).**

**B) Loss of Credit: A student who exceeds 10 absences, in any given class period(s) during a semester (number prorated for students admitted after the first week of class) will automatically, via the office, receive no credit for the period(s).**

**APPEALING FOR LOSS OF CREDIT:**

In order to fulfill the credit requirement for a class at BEHS, a student must be in attendance eighty (80) days of the ninety (90) day semester, with the exemption of school-sponsored activities (interscholastic athletics, field trips, etc.) and suspension days. Students who are dropped for lack of attendance from 3 or more classes in a semester may be withdrawn from school for the remainder of that semester and will require a re-entry conference with an administrator in order to return to Burlington-Edison High School.

**Appeals will only be considered on the basis of medical records, emergencies, or unusual circumstances. All absences should be excused (and meet definition of school excused absences)!**

- **Students having any truancy, as a part of their attendance record will lose the right to appeal for credit for those period(s) where truancy occurred. Unexcused absences that remain unexcused beyond 48 hours of absence are considered truanies!**
- **Barring any unavoidable extenuating circumstance:  
Students are allowed only ONE APPEAL FOR THEIR HIGH SCHOOL CAREER!**

**Notification, Scheduling and Appeal Procedures:**

There will be parent notification by mail when a student has reached 3 absences, another notification at 7 absences, and finally a 10 absence notification for any class(es). The Auto-Dialer system is designed to notify parents/guardians on a daily

basis when students are absent. This system operates on the phone numbers we have on record, so updated records that parents/guardians provide are crucial to its accuracy. When a student and parent receives notice of ten absences in any class, the student has a right to appeal the loss of credit in one of three ways:

1. **Pre-Petition:** If a student knows beforehand that he/she will miss more than ten (10) days of school because of a serious, unavoidable situation (i.e. hospitalization, surgery, etc.), the student may request a pre-petition through the Attendance Office.
2. **Request for Re-instatement:** Loss of credit caused by extenuating circumstances (serious illness, personal crisis, family emergencies, etc.) may be appealed in writing to the Assistant Principal within five (5) school days of receipt of the notification, during which time the student will remain in class pending the outcome of the appeal. The appeal packet may be picked up in the attendance office.

Documentation presented must include a current attendance printout with clarification for each and every absence, including a signed letter by a parent or guardian justifying each excused or unexcused absence. It is imperative that all pertinent information from parents or guardians, lawyers, and/or medical information be included. The Assistant Principal may decide to grant reinstatement, with or without an attendance contract being put in place or forward the petition to the Attendance Appeal's Committee.

3. **Appeal Committee:** If the appeal is forwarded to the appeal committee, the student **must** appear before the committee. Parents/guardians are encouraged to attend. The committee will hear the appeal and notify the student and parent within three (3) days of the review with their decision.
4. **Appeals Procedures:**
  - a. If the appeal is granted, the student may complete the semester under the contract set in place by the appeals committee. If the student fails to uphold the contract, credit is denied and the student receives an "F" grade if failing the class, and a "NC" (no-credit) if passing the class. If loss of credit is petitioned and denied, the student is encouraged to remain in class to allow for continued learning as long as the student is not a disruption to the educational process.
  - b. If the appeal is denied, and the student is failing the course, credit is lost for the semester and the student is placed in the "Choices Lab" for up to two classes. If the student is denied credit in three or more classes, he/she will be referred to an alternative placement for at least the remainder of the semester.
  - c. Any student and/or parent may appeal by scheduling an appointment with the attendance office. Appointments will be scheduled throughout the semester. If a student fails to schedule an appeal, credit will automatically be denied.
  - d. If a student or parent wishes to appeal the decision rendered through the appeals process, he/she must make an appointment with the building principal within five (5) school days upon receiving notification of loss of credit. Failure to conform to the appeal timelines constitutes a waiver of a student's or parent's right of appeal.

### **ATTENDANCE REPORTS:**

Individual student reports are available from the Attendance Office based on either student or parent/guardian requests. These reports show absences per period.

**Three-day, seven-day, and ten-day** attendance reports/letters will be sent home on a regular basis so that students and parents will have verification of absences.

**It is the responsibility of the student to have any discrepancies in attendance cleared with their teacher first, and then brought to the attention of the Attendance Office.**

### **SIGNING IN OR OUT:**

**Definition:** Signing in refers to arriving at school after the school day/class has already begun. Signing out refers to leaving campus/class before the end of the regularly scheduled day.

**Procedure for leaving campus:** *Before leaving campus for any reason, a student must present an authorized note by a parent/guardian to the Attendance Office.*

When no parent note is available, permission may be obtained by phone, so long as a **B-EHS staff member personally** talks to the parent/guardian. The student must also **sign out** in the attendance office prior to their departure and **sign in** upon their return. **Students leaving without permission and/or failing to sign in or out in the attendance office will be considered truant and receive appropriate discipline.** (See B-EHS Discipline Section)

**Procedure for leaving/entering class:** Before leaving class for any reason, a student must obtain teacher permission and be in possession of a note or hall pass (this includes bathroom privileges). Before entering a class, other than a student's assigned class, a teacher will require to see a note or hall pass.

**Self-Excused Privilege:** At 18 years of age, parents can grant their student the privilege of writing their own notes for school as long as the student is in good standing and the form has been approved by an administrator. If this privilege is abused through attendance, truancy, or tardy issues, this privilege will be revoked for the remainder of the school year by a building administrator. Students 18 and older can only excuse themselves for school designated excused absences (see page 23).

### **ILLNESS AT SCHOOL:**

Students who become ill during the school day are to report to the Attendance Office immediately. Students are not allowed to leave campus or miss any class due to illness without being cleared through the Attendance Office. Failure to do so will result in disciplinary action. Students may report to the "sick room" after checking in with the attendance office.

### **GRADING:**

Any teacher may consider attendance in determining a student's overall grade as long as the following guidelines are observed:

1. Relate the grade requirements to instructional objectives at the beginning of the semester, which is included in the individual teacher's class syllabus.

2. Specifically identify attendance as a factor of the grade.
3. Consider all circumstances surrounding a history of tardiness and/or absenteeism.
4. Follow due process when assigning attendance disciplinary measures.

**ABSENCES THAT ARE EXCUSED BY**  
**BURLINGTON-EDISON HIGH SCHOOL**

1. **Illness—must have doctor’s note if several days are missed**
2. **Doctor/Dentist appointments—every effort should be made to schedule these outside the school day!**
3. **Death of a family member, friend or close relationship**
4. **Court appointments**
5. **Prearranged absences for:**
  - a. **Family vacation; trips with parents**
  - b. **Trips sponsored by formal organizations that are approved by the school**
  - c. **These should be limited to one during the students high school career—and every effort made for students not to exceed 10 absences!**

**Please write a note and call in to excuse your student(s)!**  
**Remember...we are a CLOSED CAMPUS!**

BURLINGTON-EDISON HIGH SCHOOL  
ALMA MATER

All Hail to B-E High  
We're out to do or die  
Honor and fame to you  
Guardian of the gold and blue

Colors gleam beneath the sun  
Fight 'til the victory's won  
Fairest school beneath the sky  
Burlington-Edison High!

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**DISCIPLINE POLICY AND**  
**PROCEDURES**

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Administration, staff, and parents believe that all students have the right to an educational environment conducive to learning and safe from physical and

psychological abuse. No student will be allowed to disrupt this process and/or interfere with the rights of others. We expect students to exhibit responsible behavior. The discipline policy of B-EHS is designed to hold students accountable for their actions, promote more responsible behavior through logical consequences, and ensure due process and progressive discipline. The steps are progressive and will be followed as outlined unless the degree of infraction merits a harsher consequence than outlined or extenuating and/or exceptional circumstances exist justifying a lesser consequence as determined by a building administrator. Violations of these rules will automatically place the student on the school wide discipline plan. Law enforcement referral and/or action will occur as appropriate.

### **Memorandum of Understanding**

**Between the Burlington-Edison School District and the Burlington Police Department: Regarding acts in violation of the law while on school property: *The Burlington Police Department and the Burlington-Edison School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and faculty. All parties have mutually agreed that all violations of the law will be promptly reported to the appropriate law enforcement department and that a law enforcement investigation will occur. At the conclusion of the investigation, those individuals who have committed violations of the law may be charged. This action is in addition to any disciplinary administrative action taken by the school. This memorandum will remain in effect indefinitely.***

### **Student Expectations:**

1. Treat each other and adults with respect and courtesy.
2. Show respect for the building and campus.
3. Conduct yourself in an orderly and purposeful manner
4. Respond appropriately to adult requests.
5. Use language and behavior appropriate to a school setting.
6. Take personal responsibility for your education and future.

Unlawful or inappropriate behavior during regular school hours, on school premises, or at school-sponsored events is prohibited and the following sanctions will apply:

### **Discipline Alternatives (Steps): (generally in order of severity)**

1. Detention
2. Choices Lab
3. Restitution
4. Out-of-School Short Term Suspension (1-10days)
5. Out-of-School Long Term Suspension (More than 10 days)
6. Emergency Expulsion (first step for serious infractions)
7. Expulsion

**\*\*Parents will be notified in writing when a student is placed on steps 1-7. Please keep your address current with school district and update the school whenever a change of address takes place.**

### **Please Note:**

1. If a student is assigned detention and fails to complete the assigned days, additional detention days or time in the Choices Lab will result.

2. If a student fails to complete the assigned “Choices” curriculum, additional time in “Choices Lab” or out-of-school suspension will result.
3. **Any discipline assigned that coincides with what appears in the Athletic/Activities Code will result in disciplinary action effecting extra curricular activities as per Athletic/Activities Code.**
4. If there is reasonable concern for a student’s safety or the safety of others a **Safety Assessment** may need to be completed before the student can continue attending Burlington-Edison High School.
5. **Out of District Students** are enrolled on privilege and this privilege can be revoked if the student has continued behavior problems; poor attendance (including excessive tardiness); or does not show sufficient academic progress.

**Assault:** The unlawful threat (verbal or physical) or attempt to do physical harm to another person(s). As a general rule, when two students are in a fight, fault can be found on both sides. Behaviors including fighting, intimidation, hazing, initiation, threats, bullying and harassment constitute assault.

**Staff Responsibility:**

Intervene immediately; escort student to office, fill out referral form.

**Administrative Responsibility:**

Conference with student, contact parent, contact police if warranted, and may place student on Emergency Expulsion pending an investigation.

**Arson:** The intentional setting of a fire.

**Staff Responsibility:**

Report to the office immediately.

**Administrative Responsibility:**

Contact police if warranted, contact parent, and may place student on Emergency Expulsion pending investigation. Restitution may be required.

**Burglary, Malicious Mischief, Theft, Vandalism:** Breaking and entering of school or another’s personal property with the intent to steal or do damage; being found in possession of stolen property; assisting in a crime or having knowledge of the crime without reporting it; being found in possession of tools or devices commonly used in unlawful acts (screwdrivers, pry bars, bolt cutters, paint...).

**Staff Responsibility:**

Report to the office immediately.

**Administrative Responsibility:**

Contact police if warranted, contact parent, and may place student on Emergency Expulsion pending investigation. Restitution may be required.

**Cheating/Plagiarism:**

**Cheating:** Copying of another students assignment or answers without permission, or in an attempt to better or complete an assignment without doing one’s own work. When a student claims to have completed a task when said task was not accomplished by student.

**Plagiarism:** Taking work from a source without indicating the source; copying ideas from a source without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the ideas/material; changing only a few words,

sentences, or sections, but otherwise copying directly from a source and passing it off as your own work.

**Staff Responsibility:** Confiscate work, or document, refer to office.

**Administrative Responsibility:** Contact parent, place on discipline ladder: Steps 1-7, depending on the severity of the offense. **Remove credit for work on first offense, no credit for course during semester of second offense.**

### **Computer/Internet Usage Policy:**

**Computer use is for educational purposes and school related projects only.**

**Appropriate use is a school wide expectation.**

- The Internet provides great educational benefits to students. Unfortunately, however, some of the material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is provided as a privilege to students who agree to act in a considerate and responsible manner.
- We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior. Each student agrees to adhere to these policies by signing the “Parent/Student Verification Form” on pages 33 and 35.
- Students are responsible for good behavior on the Internet just as they are in a school building.
- Student network storage areas may be monitored, just like school lockers. Network administrators may review files and/or communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

### **The following list describes unacceptable activities on B-EHS computers:**

**Level One:** Food and/or drink at computers. Changing configuration files of individual or network computers. Playing games w/out permission; Loading and downloading games; Using another person’s password (with or without permission).

**Level Two:** Trespassing into another person’s folder; Knowingly violating copyright laws (downloading music); Illegally copying programs; Stealing or using stolen passwords; Using chat lines. Police may be involved at this level and a violation could lead to the extent of being charged with a felony.

**Level Three:** Intentionally loading a virus; Employing network for commercial purposes or monetary gain; Harassment/hate mail; Viewing and/or distributing obscene material, pornography, violent or racist material; Using sex-oriented chat-lines; Theft/damage of hard drive and/or computer. Police may be involved at this level and a violation could lead to the extent of being charged with a felony.

**Staff Responsibility:**  
Report to the office immediately.

**Administrative Responsibility:**  
Place students on discipline ladder 1-7. Contact police if warranted, contact parent, and may place student on Emergency Expulsion pending investigation. Infraction may result in loss of school computer privileges for a

time to be determined by administration.

**Dangerous Weapons:** The Burlington-Edison School Board intends that all district facilities and activities will be safe for students, staff and the community. To ensure this intention, it is prohibited for any person to be in possession of a dangerous weapon, firearm, or explosive material on school premises, in a vehicle, or at any school activity. Staff are directed to refer all dangerous weapon violations immediately to the school principal or designee for action. A dangerous weapon is defined as “any object designed to inflict physical harm, or the use of any object to inflict physical harm.” The size or length of the object does not matter if the intent of its use is to inflict physical harm.

Dangerous weapon offenses having to do specifically with firearms shall result in an “emergency expulsion” and convert to a minimum one-year expulsion, unless modified by the superintendent and is subject to appeal. Notification to parents and notification to law enforcement may occur. **WEAPONS:** would....

. The expulsion or long term suspension is subject to appeal. Notification to parents and notification to law enforcement may occur. **WEAPONS: would include any air gun, including any air pistol or rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.** All other offenses involving dangerous weapons of any type constitutes grounds for “emergency expulsion”, but may result in other disciplinary actions depending on the facts of each individual case. Look-a-like weapons violations may also fall into this category.

In the event of a situation involving dangerous weapons and/or firearms (including threats or threats to use with or without a weapon in hand) the following may occur:

1. A mandatory one-year expulsion
2. The expulsion is subject to appeal
3. Parents will be notified
4. Law enforcement will be notified

A Safety Assessment may be required for re-enrollment of the student.

**Staff Responsibility:**

Report to the office immediately.

**Administrative Responsibility:**

Contact police if warranted, contact parent, and may place student on Emergency Expulsion pending investigation.

**Drug and Alcohol Policy:**

- **Illegal substance:** Any drug, alcohol, controlled or mood altering substance, inhalant, or medication which is not prescribed for the students use by a licensed practitioner according to the districts medication policy. Look-a-likes are also included in this definition.
- **Drug Paraphernalia:** Any item, implement, object, or material employed in the use, possession, transport, or sale of any controlled or mood altering substance as defined by laws and district policy.
- **Breathalyzer Test/Drug Test:** If the administration has reason to believe that the student is under the influence of alcohol or illegal drugs, a breathalyzer or drug test may be required under District Policy 3515. Refusal to participate in the testing

will subject the student to disciplinary action equal to those for violations of the Drug and Alcohol provisions of this handbook.

**The following actions shall be imposed for possession, use, or being under the influence of illegal substances, inhalants, or manufacturing/possession of drug paraphernalia during regular school hours, on school premises, or at school sponsored events:**

**First Offense:**

**Staff Responsibility:**

Escort student to the office, fill out discipline referral form.

**Administrative Responsibility:**

- a. Contact police, contact parent:
- b. Immediate Emergency Expulsion, if warranted.
- c. If the student completes a drug/alcohol assessment through the school student assistance program, or by an approved community agency, at the student's expense, and complies with the recommendations of the assessment, the short-term suspension will be placed at five (5) school days.
- d. If the student does not comply with the assessment or refuses to have intervention there will be a fifteen (15) day long-term suspension assigned.
- e. Parent/guardian/student conference with B-EHS administration will occur prior to the student returning to school.
- f. Student placed on a behavior contract.
- g. Mandatory referral to law enforcement agency by the administrator.

**Continued on next page...**

**Second Offense:**

**Staff Responsibility:**

Escort student to the office, fill out discipline referral form.

**Administrative Responsibility:**

- a. Contact police, contact parent:
- b. Long term suspension of not less than 45 days, or for the remainder of the semester and/or emergency expulsion, if necessary to maintain safety.
- c. Mandatory referral to law enforcement agency by the administrator.
- d. If a student wishes to have the long-term suspension reduced, evidence of having completed a drug/alcohol assessment by an approved community agency, **at the student's expense**, and compliance with the recommendations needs to be in evidence.

**The following actions shall be imposed for the sale or delivery of illegal substances or paraphernalia during regular school hours, on school premises, or at school sponsored events:**

**Staff Responsibility:**

Escort student to the office and fill out discipline referral form.

**Administrative Responsibility:**

Contact police, contact parent, and place student on Emergency Expulsion pending investigation. If student is found guilty of the offense, student will be placed on step 5 or 7 on the discipline ladder, depending on the severity of the infraction.

**Drug related clothing, artwork, jewelry, advertising, and symbols are not allowed to be drawn, copied, displayed, or worn at B-EHS.**

**Staff Responsibility:**

Intervene, send student to the office and fill out the discipline referral form.

**Administrative Responsibility:**

Items may be confiscated. Contact parent, place the student on the discipline ladder: Steps 1-7

**Electronic Devices: Sound systems of any kind—Ipods andMP3s (with or without earphones), radios, pagers, cellular phones, cameras, beepers and laser pens are not allowed at school during regular school hours (7:45am-2:30pm) or during any academic classes including but not limited to zero hour, seventh period and after school tutoring. ANY exception requires administrative approval. The school is NOT responsible for lost or stolen devices as they should not be on campus. Students should keep all valuables supervised and/or locked and secured at all times.**

**Staff Responsibility:**

Report to the office, complete the discipline referral form.

**Administrative Responsibility:**

**First Offense:** Confiscation of property until the end of the school day.

**Second Offense:** Parent notification and/or confiscation of property until picked up by parent/guardian. Place on disciplinary ladder, Step 1.

**Third Offense:** Place on disciplinary ladder, Steps 2 or 3. Confiscate device until parent conference and agreement can be reached with parent/guardian.

**Elevator: Students are not allowed to access the elevator without prior permission from the administration. Students, who have been given elevator privileges, may not allow other students to ride the elevator. A registration sign-out card is recorded in the office when the elevator key is issued. A \$20.00 fine will be imposed for lost, stolen or unreturned keys.**

**Staff Responsibility:**

Report to the office, complete the discipline referral form.

**Administrative Responsibility:**

Contact parent and place the student on the discipline ladder: Steps 1-3.

**Failure to Follow Reasonable Directions of School Personnel, Insubordination, Defiance of Authority, Disrespect, Refusing to Identify Self or Others: Students may not show disrespect to a teacher or adult, disrupt classes, show insubordination-refusing to comply with an adult request, blatant disrespect for school authority, or**

show behavior directed toward an adult or another student in the school demonstrating aggression, vulgar language, or indecent gestures.

**Staff Responsibility:**

Escort the student to the office and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent, and place on the discipline ladder, steps 1-7.

**False Alarms:** Falsely reporting a fire or bomb on school property.

**Staff Responsibility:**

Report to the office, escort the student to the office and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and police, and place on Emergency Expulsion pending investigation, then place student on discipline ladder, steps 3-7.

**Food & Beverage:** Food and/or beverages are not allowed in the classroom buildings, library and office facilities.

**Staff Responsibility:**

Intervene immediately, redirect behavior, complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and place student on discipline ladder, steps 1-3.

**Forgery:** Interfering with documents or communication between school and home i.e.: forging parent signature, intercepting reports, trip requests etc. (all constitute truancy). Forging school documents is a serious offense.

**Staff Responsibility:** Confiscate work, or document, refer to office.

**Administrative Responsibility:** Contact parent, place on discipline ladder: Steps 1-7, depending on the severity of the offense.

**Freedom of Speech and Assembly:** Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Verbal expressions cannot be a disruption of the educational process. The use of obscenities or personal attacks is prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process as authorized by the administration.

**Staff Responsibility:**

Intervene, escort the student to the office, and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and place student on discipline ladder, steps 1-6.

**Gang Activities Policy:** A gang is defined as: A group of persons working to unlawful or anti-social ends; a band of anti-social adolescents. Gang activity is not permitted on campus. Affiliation with a gang, gang activities, exhibiting of known behaviors, claiming gang membership by students through actions, language, gestures, or clothing (ie: color of clothing or clothing that identifies a particular group ie: ICP), or behaviors which intimidate, or affect the attendance of another student at a school or at a school sponsored event is considered exceptional misconduct and is prohibited. Gang affiliation or alleging gang membership has been found to be a form of intimidation to other students and is disruptive to the educational process. Students wearing bandannas, flying colors, using gang terms, displaying gang hand signals, displaying lengthy canvas belts, wearing excessively baggy clothes, displaying "Old English" script, wearing chains or sharp and possibly lethal objects, etc., will be placed under this policy. Inappropriate items may be confiscated. In accordance with RCW 28A.600.455 students may be suspended or

expelled for knowingly engaging in gang activity on school grounds and for a student to re-enroll a behavior and/or appropriate dress contract may be imposed. **Clothing that can be interpreted as reflecting gang affiliation (hats, shirts, logos, belt buckles...) will not be tolerated or allowed to be worn at school in accordance with this policy.**

**Staff Responsibility:**

Report to the office and complete a discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and police – if necessary – and place student on discipline ladder, steps 1-7.

**Inappropriate Behavior:** May be described as but not limited to:

**Harassment (verbal, physical,)**

**Vandalism**

**Hazing**

**Disruptions to the educational process**

**Excessive Public Displays of Affection (PDA's)**

**Bullying**

**Theft**

**Intimidation**

**Threats**

**Fighting**

Disruptive behavior or inappropriate conduct during regular school hours, school activities, (including assemblies), field trips, and overnight trips is prohibited. (Depending on the magnitude of the offense, in some situations {food fights, large scale class or campus disruptions, crowd conduct at school contests or events, or any exceptional misconduct, etc.} the school may elect to go immediately to higher level consequences such as a short-term suspension for a first offense.)

**Staff Responsibility:**

Report to the office, escort the students to the office, and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and police and place student on discipline ladder, steps 1-7.

**Inappropriate Dress:** It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their parents, we feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate. The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities. Senior portraits for the Yearbook/Annual must be in compliance with this policy.

**The following guidelines are designed to provide a positive learning environment:**

1. Shoes must be worn at all times.
2. An adequate coverage of the body is required. There should be no bare mid-riff; the stomach must be completely covered. Clothing should not be altered to expose skin and otherwise revealing tops are inappropriate, as are very short skirts/shorts. As a general rule, skirts/shorts should extend beyond the fingertips by one inch with arms extended downward. Tank tops should have at least a one inch strap over both shoulders. All other attire needs to be respectful of self and others.
3. Clothing should not be worn that is marked or decorated with illustrations of tobacco; alcohol; drugs; sexual innuendo; word or phrases that are vulgar or

obscene or promote behaviors that violate school conduct standards. This can include “gang” colors or identifying clothing such as ICP garments if the students are acting in ways that display a gang mentality.

4. Clothing needs to be clean and neat.
5. Hats are not to be worn in classrooms or offices. They may be worn outside the classroom/office setting. Extenuating circumstances must have administrative approval.
6. Sunglasses are not permitted indoors. Any exception must have medical documentation on record in the office.
7. Excessive sagging or baggy pants are not allowed at school.
8. No bandannas or hairnets are allowed at school.
9. **All undergarments must be covered at all times. And may not be worn as outer clothing.**

**Staff Responsibility:**

Report to the office, escort the students to the office, and complete the discipline referral form.

**Administrative Responsibility:**

In cases of obvious inappropriate attire: Contact parent. When the attire or grooming clearly disrupts the learning environment or creates a safety hazard, the student will have to choose 1 of 3 choices: 1) change clothes; 2) cover up that which is inappropriate; 3) go home with parent notification. The student will also be placed on the discipline ladder, steps 1-7.

**Profanity:** Language found to be offensive, obscene, or vulgar.

**Staff Responsibility:**

Report to the office and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, possible parent contact and place student on discipline ladder, steps 1-4.

**Search and Seizure:** The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. General searches of school property may be conducted at any time.
2. Any search of a student, students belongings (ie: backpack, auto, ...) and/or an area assigned to a student would be for a specific item and based on reasonable suspicion.
3. Illegal items (firearms, weapons, drugs, drug paraphernalia or other possessions reasonably determined to be a threat to the safety or security of others) will be seized by school authorities and referred to a law enforcement agency.
4. Items, which are used to disrupt or interfere with the educational process, may be removed from the student's possession.

**Sexual Harassment:** Sexual harassment occurs when submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit. When submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; when unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment, sexual harassment is present.

**Informal Complaint Process:** Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive

complaints of sexual harassment. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. **However, any type of complaint will be thoroughly investigated.**

**Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment. The Superintendent or designee shall receive and investigate all formal, written complaints. Complaints shall be in writing; **preferably** to be signed by the complainant; and shall set forth the specific acts, conditions, or circumstances alleged to have occurred. When the investigation is completed, the Superintendent or designee shall assemble a written report including the results of the investigation. The Superintendent or designee shall communicate in writing to the complainant and the accused within thirty days. **Corrective measures deemed appropriate will be instituted as quickly as possible, ranging from detention to expulsion depending on the severity of the incident and/or a change in placement.**

**Smoking, Chewing, or Possession of Tobacco Products:** B-EHS is a smoke and tobacco free environment, mandated by state and federal law. It is prohibited for minors or adults to use tobacco product anywhere in the school facility. The Burlington-Edison School District Board of Directors recognizes the detrimental health effects associated with the use of tobacco products. In order to provide a safe and healthy learning and working environment for students and staff, the use of tobacco products (**and possession for students**) will be prohibited on all district property, at all off-campus district events, and in all district vehicles.

**Staff Responsibility:**

Report to the office and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and police and place student on discipline ladder, steps 2-4.

**First Offense:** Three (3) day short-term suspension, or one (1) day in “Choices Lab” and participation in a 2-hour Smoking Cessation Class.

**Second Offense:** Five (5) day short-term suspension, or a two (2) days in “Choices Lab” and participation in a 7-session Smoking Cessation Class

**Third Offense:** Fifteen (15) day long term suspension or a five (5) day short-term suspension with a repeat of the 7-session Smoking Cessation Class.

**Truancy:** Unexcused absence as defined in B-EHS attendance procedures.

**Staff Responsibility:**

Report to the office and complete the discipline referral form.

**Administrative Responsibility:**

Conference with the student, contact parent and police and place student on discipline ladder, steps 1-6.

**DISCIPLINE INFRACTION APPEALS PROCESS:**

In compliance with **WAC 180-40-240:**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. Subsequent to the building level

grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. **The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.**



**BURLINGTON-EDISON PUBLIC SCHOOLS 2009-2010 SCHOOL CALENDAR**

| Aug./Sept.  | October  | November   | December  | January  |
|---|--|--|---|--|
| <p>S M T W T F S</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31 1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>  | <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>   | <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>  | <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>  | <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>   |
| <p>August 20</p> <p>August 25</p> <p>August 26</p> <p>August 27</p> <p>August 28</p> <p>September 1</p> <p>September 7</p> <p>September 11</p> <p>November 26-27</p> <p>December 21-January 1</p> <p>January 4</p> <p>January 18</p> <p>February 12-15</p> <p>March 29-April 2</p> <p>May 31</p> <p>June 11</p> | <p>New Staff Orientation</p> <p>Optional Day/Principal Day</p> <p>All Staff Day</p> <p>Collaboration Day (HS only)</p> <p>Optional Day</p> <p>School Begins</p> <p>Veterans' Day</p> <p>Thanksgiving Vacation</p> <p>Winter Holiday, Vacation</p> <p>School Resumes</p> <p>Martin Luther King Day</p> <p>Presidents' Holiday</p> <p>Spring Break</p> <p>Memorial Day</p> <p>School Out</p> | <p><b>K-6</b></p> <p>Nov. 19 - Parent Conf.</p> <p>Nov. 20 - Parent Conf.</p> <p>Nov. 23 - Parent Conf.</p> <p>Nov. 24 - Parent Conf.</p> <p>Nov. 25-Parent Conf. (Make-up)</p> <p>Dec. 9-End of 1st Trimester</p> <p>Mar. 19-End of 2nd Trimester</p> <p>June 11-Last Day of School</p> | <p><b>Student Half Days</b></p> <p>7-8</p> <p>Nov. 6-End 1st Qtr.</p> <p>Nov. 23-Parent Conf.</p> <p>Nov. 24-Parent Conf.</p> <p>Nov. 25-Parent Conf. (Make-up)</p> <p>Mar. 26-End of 3rd Qtr.</p> <p>June 11-Last Day of School</p>  | <p>9-12</p> <p>Nov. 6-End of 1st Qtr.</p> <p>Nov. 10-Parent Conf.</p> <p>Nov. 25-Parent Conf. (Make-up)</p> <p>Jan. 22-End of 1st Semester</p> <p>Mar. 25-Student-led Conf.</p> <p>March. 26-End of 3rd Qtr.</p> <p>June 11-Last Day of School</p> |
|   |  |  | <p><b>Fall Day--Staff Training/No School</b></p> <p>September 28</p> <p>Staff Training Day</p> <p>Student Learning Improvement Day</p> <p>October 16</p> <p>Mid-Year 7-12 Staff Planning Day</p> <p>January 25</p> <p>(No School-7-12 Students Only)</p> <p>March 8</p> <p>Staff Training Day</p> |  |
|   |  |  |   | <p><b>June</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14*15**16**17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>  |
|   |  |  | <p><b>May</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>   |  |
|   |  |  |   | <p><b>April</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>  |
|   |  |  |   | <p><b>March</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>  |
|   |  |  |   | <p><b>February</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>   |

▽ = Two Hour Late Start  
 - October 7; January 13; February 24; May 12  
 △ = End of Qtr./Sem.; ◇ = End of Trimester; □ = Holiday/Breaks; ○ = LD or Staff Training  
 ▭ = Mid-Year 7-12 Staff Planning Day

Also available at [www.be.wednet.edu](http://www.be.wednet.edu)

# Tiger Points to Ponder

- The happiest people don't necessarily have the best of everything.

They just make the best of everything!

- Don't be a VICTIM be a VICTOR!
- When making CHOICES in life, take time to think and then—

DO THE RIGHT THING—SIMPLY  
BECAUSE IT IS THE RIGHT THING  
TO DO!

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**PARENT/STUDENT VERIFICATION**  
**FORM**

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**We have read the handbook and understand that:**

Registration and attendance at Burlington-Edison High School constitutes an agreement on the part of both the student and parent(s)/guardian(s) to comply fully with all the policies, rules, and regulations of B-EHS. Where it is evident that parents and/or students refuse to adhere to school policies, the administration of Burlington-Edison reserves the right to refuse registration or re-registration, or to terminate the student's enrollment at the school. **Out of district students who refuse to comply with the policies in this handbook will be referred back to their home district.**

Parents/Guardians are responsible as well as the student for being familiar with the preceding procedures and information. **Students are expected to use their planners on a daily basis to record assignments, use as a hall pass whenever outside of class, and to communicate with parents.** Special notice should be taken of the attendance policy and procedures of Burlington-Edison High School. Thank you for your help and cooperation

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Student's signature

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Parent's/Guardian's Signature

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Family name printed

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Date

**Parents and students need to read and discuss the student/parent handbook. After reading, the parent and student are to sign both pages 37 and 38, remove this sheet from the handbook, and return it to the student's 2<sup>nd</sup> Period teacher for collection.**

**Thank you!**

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## **INTERNET REGULATIONS AND RESPONSIBLE USE AGREEMENT**

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**For the STUDENT:**

I understand and will abide by the preceding Regulations for Responsible Internet Access and Use. I further understand that any violation of the regulations in these guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be incurred. I agree to inform school authorities if I become aware of any violation of these guidelines.

User's Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

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**For the PARENT or GUARDIAN:**

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read these Regulations for Responsible Internet Access and Use. I understand that this access is designed for educational purposes. The Burlington-Edison School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Burlington-Edison School District to restrict access to all controversial materials, and I will not hold them responsible for materials accessed on or through the network. I agree to inform the school if I become aware of any violation of these guidelines. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

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Parent or Guardian's Signature:

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Please sign and have your student return this document to their 2<sup>nd</sup> Period teacher.