This handbook belongs to:

(Please print your name in ink in the space above.)

Burlington-Edison High School
301 N. Burlington Blvd.
Burlington, WA  98233
www.be.wednet.edu

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>7:00 – 3:30</td>
<td>360-757-4074</td>
</tr>
<tr>
<td>Attendance Office</td>
<td>7:15 – 3:30</td>
<td>360-757-3327</td>
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<tr>
<td>Counseling Office</td>
<td>7:15 – 3:30</td>
<td>360-757-3354</td>
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<tr>
<td>Athletic/Activities Office</td>
<td>7:15 – 3:30</td>
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Fax Number
360-757-3350

Mission Statement

2016-2017

The mission of the Burlington-Edison School District is to educate each student for lifelong success. The mission of Burlington-Edison High School is to support the district mission by developing individual abilities and providing opportunities for students to become productive members of a multi-cultural society.
School Calendar

BURTLINGTON-EDISON PUBLIC SCHOOLS | 2016-2017 CALENDAR

Student Half Days

- K-8: Nov. 17-21 - Parent Conf.
- Dec. 2 - End of 1st Trimester
- Mar. 10-14 - Parent Conf.
- June 15 - Last Day

- 9-12: Oct. 28-End 1st Qtr.
- Nov. 23 - Parent Conf.
- Jan. 27 - End of 1st Semester
- Mar. 31 - End of 3rd Qtr.
- June 15 - Last Day

Important School Dates & Non School Days

- August: 25 - PLC Day
- October: 3 - PLC Day
- November: 11 - Veteran's Day
- December: 19-Jan. 2 - Winter Vacation

School Directory

- Allen: 757-3352
- Bay View: 757-3322
- Edison: 757-3375
- Lucille Umbarger: 757-3366

- West View: 757-3391
- E High School: 757-4074
- Transportation: 757-3386
- Food Service: 757-3387 x2660
- Skyward: 757-3387 x3355

For emergency or weather/closure information, or for online calendars by grade level, go to be.wednet.edu or call 757-3311. Remember to manage your SchoolMessenger account to receive timely notifications.

Also available at www.be.wednet.edu
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.

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Designated to handle inquiries about nondiscrimination policies are:

- Affirmative Action Official, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Title IX Official, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- ADA Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Section 504 Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

**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 judgments 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.

B-E G.R.E.A.T.! – STUDENT DECLARATIONS

1. Graduation ......................... We strive each day towards our goal of graduation.
2. Respect .............................. We treat our peers, adults, and the school community with
                                 respect and courtesy.
3. Education ............................ We value our education and take personal responsibility for
                                 our own learning.
4. Accountability ..................... We take personal accountability for our actions and
                                 decisions.
5. Togetherness ........................ We work together to create a peaceful learning community
                                 free from racial, homophobic or otherwise derogatory
                                 language and behavior.

ASB President’s Welcome

Tiger Nation,

I want this year to be everything that we can make it. I want us all to work together as one,
while still being ourselves. In order to create a diverse school happily united. As ASB president
I want to represent you as a whole, but not speak for you as an individual. It is your duty as a
student to bring to the table your own interests and ideas. I want to be a catalyst for this student
body, empowering the desires and ideals of the individual. We can make this year great
together Burlington.

Grady Wells
B-EHS ASB President

Principal’s Welcome

Welcome to Burlington-Edison High School (B-EHS) and the 2016-2017 School Year!
We’re excited to help you prepare for college and countless opportunities beyond high school.
You will leave B-EHS ready to continue your learning in a variety of different settings. You
have many options after high school, including 1-year apprenticeship programs or trade
schools, 2-year community or junior colleges, 4-year universities or colleges and many more
post-secondary options. Your high school years will be filled with many wonderful
experiences, choices and opportunities. We encourage you to select courses of study that best
meet your interests and goals.
This year, B-EHS transitioned to an alternating, 8-period schedule. This new schedule consists of alternating, 4-period days, which we refer to as Blue days (periods 1-4) and Gold days (periods 5-8), with class periods that are approximately 87-minutes long. These longer class periods provide time for you to develop a deep understanding of concepts and build skills by participating in engaging learning experiences. The schedule also allows more opportunities for additional coursework compared to a traditional 6-period day schedule. You will now have more time in your schedule for skill-building and career exploration through our CTE courses, enrichment and growth through fine arts classes, fitness and health through our physical education offerings, development of another language through our World Language courses, and challenging experiences in Advanced Placement (AP) classes.

And speaking of AP courses, did you know that B-EHS offers 18 different AP courses? According to research conducted by the College Board, high school students who take at least one AP course during their high school career have a higher likelihood of attending and graduating from a college or university. The skills and grit that you develop by taking challenging classes in high school – like AP – will help you as you continue learning after graduation. Consider challenging yourself by taking an AP class this year.

I encourage you to engage in a well-rounded high school experience and take a variety of different classes that help to prepare you for your education after high school. Build good study habits and skills in organization, time management, and responsibility. Become positively involved in at least two different co-curricular activities and push yourself with challenging coursework. Help mentor younger students and be a model for both good judgment and academic success. Continue to demonstrate commitment, resolve, character, and kindness. Be leaders within our school community and set the tone for good decision-making and high academic achievement. Most importantly, ensure that you’re in class each and every day, ready to learn while you prepare for college – 1, 2, 4 or more.

Todd Setterlund
Principal
Burlington-Edison High School
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### Bell Schedules

#### Regular Schedule

<table>
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<tr>
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<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Period</td>
<td>7:50 – 9:19</td>
</tr>
<tr>
<td>Second Period</td>
<td>9:24 – 10:53</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>10:53 – 11:23</td>
</tr>
<tr>
<td>First Third Period</td>
<td>10:58 – 12:26</td>
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<tr>
<td>2nd Lunch</td>
<td>12:26 – 12:56</td>
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<tr>
<td>Second Third Period</td>
<td>11:28 – 12:56</td>
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<tr>
<td>Fourth Period</td>
<td>1:01 – 2:30</td>
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#### Activity Schedule

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<td>First Period</td>
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<tr>
<td>Activity</td>
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<tr>
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<td>9:58 – 11:15</td>
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<tr>
<td>1st Lunch</td>
<td>11:15 – 11:45</td>
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<tr>
<td>First Third Period</td>
<td>11:20 – 12:37</td>
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<tr>
<td>2nd Lunch</td>
<td>12:37 – 1:07</td>
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<tr>
<td>Second Third Period</td>
<td>11:50 – 1:07</td>
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<tr>
<td>Fourth Period</td>
<td>1:12 – 2:30</td>
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#### Tiger Time Wednesday (Advisory)

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<tr>
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<td>10:35 – 11:05</td>
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<td>First Third Period</td>
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<td>2nd Lunch</td>
<td>11:47 – 12:17</td>
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<tr>
<td>Second Third Period</td>
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<td>Fourth Period</td>
<td>12:22 – 1:30</td>
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#### Tiger Time Wednesday (No Advisory)

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<tr>
<td>Second Period</td>
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<tr>
<td>1st Lunch</td>
<td>10:23 – 10:53</td>
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<tr>
<td>First Third Period</td>
<td>10:28 – 11:41</td>
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<tr>
<td>2nd Lunch</td>
<td>11:41 – 12:11</td>
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<tr>
<td>Second Third Period</td>
<td>10:58 – 12:11</td>
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<td>Fourth Period</td>
<td>12:16 – 1:30</td>
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#### Assembly

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<td>Second Period</td>
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<tr>
<td>1st Lunch</td>
<td>10:38 – 11:08</td>
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<tr>
<td>First Third Period</td>
<td>10:43 – 12:04</td>
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<tr>
<td>2nd Lunch</td>
<td>12:04 – 12:34</td>
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<tr>
<td>Second Third Period</td>
<td>11:13 – 12:34</td>
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<tr>
<td>Fourth Period</td>
<td>12:39 – 2:00</td>
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<tr>
<td>Assembly</td>
<td>2:05 – 2:30</td>
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#### Half Day

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<thead>
<tr>
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<th>Time</th>
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</thead>
<tbody>
<tr>
<td>First/Fifth Period</td>
<td>7:50 – 8:33</td>
</tr>
<tr>
<td>Second/Sixth Period</td>
<td>8:38 – 9:20</td>
</tr>
<tr>
<td>Third/Seventh Period</td>
<td>9:25 – 10:07</td>
</tr>
<tr>
<td>Fourth/Eighth Period</td>
<td>10:12 – 10:55</td>
</tr>
</tbody>
</table>
**STUDENT INFORMATION**

NOTHING IS MORE IMPORTANT THAN AN EDUCATION.
MAKE SCHOOL YOUR TOP PRIORITY.

Tips for being successful in high school for both parents and students:

1. Be to school, on time, **EVERYDAY** – school starts at 7:45am.
2. Get **POSITIVELY** involved in school and make sure you invite your parents to your activities.
3. Establish **GOALS** for yourself and discuss those with your parents. Goals can be short term and long term, should be realistic and include a plan for accomplishing them.
4. Check grades, attendance, discipline and missing assignments **REGULARLY** via Family Access.
5. **COMMUNICATE** regularly with your teachers, especially following an absence from class.
6. Become **PERSONALLY RESPONSIBLE** for yourself and make good choices; follow the school rules, do your homework and turn it in on time.
7. Establish strategies for dealing with peer pressure, social issues and the stress of teenage life. Become a **PROBLEM SOLVER**.
8. Establish a place and time in your home where you can do your **HOMEWORK** that is free from distractions.
9. **MONITOR** and limit the time you spend texting, playing video games, watching TV, using social media, etc. and make sure that it does not interfere with your **EDUCATION**.
10. Be willing to ask for **HELP**, talk with your friends, parents, teachers, counselors and administrators.
11. Be a good **LISTENER** – listen to the daily bulletin so you know what is going on at school, pay attention in class, be a good friend.
12. Be **ORGANIZED** – use your daily planner; set timelines for completion of projects, use your time well.

High school is about preparing you for life. The life skills you learn here will help you in the future.

**Associated Student Body (ASB)**
The 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.

**2016-2017 ASB Officers**

Grady Wells ........................................................................................................ President
Bowen King ........................................................................................................ Vice President
Baylie Warren ..................................................................................................... Treasurer
Olivia Nilsen .................................................................................................... Secretary
Blake Gurney ..................................................................................................... Public Relations
Luke Husband and Henry Rasco ................................................................. Activities Directors
ASB Card
ASB Activity Cards may be purchased at any time in the Athletic/Activities Office from Mrs. Drye. 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. Students must be enrolled as an active student in school to utilize the benefits of the ASB card.

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, treasurer, secretary, public relations director, and (2) activities directors.
- 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 2016-2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>ASB Card</td>
<td>$35.00</td>
</tr>
<tr>
<td>Replacement of ASB Card</td>
<td>10.00</td>
</tr>
<tr>
<td>TINAS COMA (B-EHS Annual)</td>
<td>50.00</td>
</tr>
<tr>
<td>Driver Education</td>
<td>425.00</td>
</tr>
<tr>
<td>Lab Fees (Photo, Shop, Science, Art, etc.)</td>
<td>Varies</td>
</tr>
<tr>
<td>Annual Student Parking Fee</td>
<td>20.00</td>
</tr>
</tbody>
</table>

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 Mrs. Drye, located in the Athletic/Activities Office.

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)
Student Dance Expectations

- Students must read and agree to comply with and sign the “All Skagit County High School Dance Contract” in order to attend any B-EHS dance.
- Doors close one (1) hour before the ending time of the dance. No one is allowed into the dance later than one (1) hour before the dance ends. Once a student leaves the dance, he or she may not reenter.
- Failure to comply with any of the following dance expectations will result in immediate removal from the dance without refund. Students who are removed from a dance for any reason may be banned from attending all future dances, which may include all four years of high school. Once a student leaves the dance, the school is not responsible for the student.
- 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.
- The following behaviors are prohibited at all B-EHS dances:
  - Bending, leaning over, thrusting, inappropriate touching between students, simulating sex acts, “grinding,” and/or any other behavior deemed disruptive by dance supervisors,
  - Excessive display of affections,
  - Dancing so tightly together as a group that a dance supervisor cannot pass freely through students,
  - “Moshing,” dancing in a “mosh pit,” slamming, etc. where students are pushing or shoving others,
  - Crowd surfing, passing students overhead or through the crowd, etc.,
  - Running through or around the dance area.
  - Back to front dancing “grinding”
- Only face to face dancing is allowed.
- Out of school guests must register by the Wednesday prior to the night of the dance, filling out all necessary paperwork beforehand. 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.
- 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 and be an active student 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.
- Pre-sold tickets for formal dances will be at a discount to those purchased at the door. Please contact the ASB advisor or secretary about tickets and prices.
Bus Transportation
Buses will load and unload in the bus-loading zone between the High School and West View School. 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 Attendance Office. Permission to ride the late bus will be granted only under special circumstances related to participation in school activities.

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 Athletic/Activities 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, fire lanes, or off-campus. No reckless driving or squirreling will be allowed. The speed limit on campus is 8 mph.
• Parking in fire lanes or other parking violations will result in:
  o repeated violations will result in a parent conference
  o additional discipline steps 1-6
  o possible loss of parking privileges
  o cars may be towed or booted
• 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.
• Students are not allowed to loiter in the parking lot before or after school.
• Any violation of the above “pass” rules will result in disciplinary action.

Closed Campus for all students Grades 9-12
For the safety of the school and students, 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. Students off campus will be considered truant. Students in the parking lot without a pass are also considered truant. Students are to be off campus by 2:45 unless they are participating in a school-sponsored activity (i.e. athletics, clubs, tutoring, etc.).

Visitors
All visitors to the high school must check in at the main office before entering campus. Students are not allowed to have guests on campus during the school day.

Expectations for Appropriate 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 (1”) 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 (i.e. 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.

Medications/Special Health Conditions

- Medications may not be distributed to or provided for any student by a staff member or fellow student. 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.

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, student’s belongings (i.e. backpack, vehicle) 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.

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 B-ESD webpage at www.be.wednet.edu. Both students and parents are provided with logins and passwords 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 (smurdock@be.wednet.edu) in the Counseling Office.

COUNSELING & GUIDANCE SERVICES

Counselors are available for personal and family consultation. All services are confidential unless someone’s immediate safety is at risk or an allegation of abuse is made, 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.

COUNSELING STAFF

Students with last name A-G/
Students at B-E North ................................................................. Ted Lundgren
Students with last name H-O/
Students receiving Special Education Services................................. Darcy Taylor
Students with last name P-Z/
Foreign Exchange/Running Start Students ........................................ Laural Ringler

B-EHS Definition of Academic Progress
The mission of the Burlington-Edison School District is to educate each student for lifelong success. B-EHS believes that graduating from high school is a critical step in becoming career and college ready and achieving that success. Students not currently passing seven (7) of eight (8) classes, students with a grade point average below 2.0, and students that have failed more than two (2) classes in their high school career greatly jeopardize their chances of earning a diploma from B-EHS. It is for that reason that students in any of those situations are deemed as not making academic progress.

Tutoring / Homework Help
General tutoring services and homework help are available for all students from 7:00-7:40 and 2:40-3:20 Monday through Thursday in the library. Math specific tutoring takes place with individual math teachers on a rotating schedule. If attendance is interfering with the academic progress of a student, attending school sponsored tutoring services may be required until the student is making academic progress. Failure to attend required tutoring sessions will result in progressive discipline. Please see page 11 for late bus procedures.

Attendance as Part of 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.
5. Teachers are not required to allow students with unexcused absences or truancies to make-up the work missed on those days.

**Change of Address/Contact Information**

It is the parent’s and the student’s responsibility to advise B-EHS of a change in address, phone number, or other contact information. We would like to have updated email addresses for parents whenever possible. Please keep this information current with your counselors.

**Washington State Graduation Requirements**

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)).

- The classes of 2017 and beyond need to successfully meet standard on the [English Language Arts, Math, and Science](#) State Assessment Tests in order to earn a Washington State/B-EHS Diploma.

**Burlington-Edison High School Credit Requirements**

The number of credits required to receive a diploma from Burlington-Edison High School is 24.5 credits for the class of 2017, 26.5 credits for the class of 2018, 28 credits for the class of 2019, and 30 credits for the class of 2020 and beyond. One-half (.5) credit is earned for each semester subject successfully completed. A typical student will earn 8 credits each year.

B-EHS Graduation Requirements include:

<table>
<thead>
<tr>
<th>Class of 2017</th>
<th>Class of 2018</th>
<th>Class of 2019</th>
<th>Class of 2020 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health/Fitness</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CTE</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>World Language</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Additional Coursework</td>
<td>8</td>
<td>10</td>
<td>7.5</td>
</tr>
<tr>
<td>Credits Required</td>
<td>24.5</td>
<td>26.5</td>
<td>28</td>
</tr>
</tbody>
</table>

- All students must successfully meet standard on the selection of a career pathway, the completion of a 5th year plan, the completion of a Junior Job Shadow, student-led conferences, and the presentation of a culminating project (the ADVISORY Portfolio).
- All students must successfully complete a High School and Beyond Plan, a Junior Job Shadow, Student-Led Conference and Plan Presentation.
College entrance may differ from graduation requirements.  
See Course Catalog for more information.

**Culminating Project/Portfolio Requirement**
The goal of the B-EHS advisory program is that each student can engage in activities and make connections to future opportunities. Students must meet specific yearly requirements which will include community service, student led parent conference and a formal presentation regarding their plan. This and other work is supported in a class that meets regularly. Students must successfully engage in the advisory program in order to be eligible to participate in athletics or to be an honor graduate.

**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 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.

**Yearbook**
Student names will appear in the yearbook as they exist in the student information system. First names may be changed to a common nickname upon notice to the yearbook advisor, with confirmation and approval by an administrator. Student last names will remain as they are listed in the student information system on the first day of the school year, unless accompanied by legal documentation.
Senior Photos
Seniors may submit professional senior portraits of themselves alone. Pictures including other people or animals will not be allowed. Clothing and appearance must meet school dress code.

Valedictorian / Salutatorian / Honor Graduate
In order to be designated as an Honor Graduate at B-EHS, a student must meet the following criteria during their senior year (Valedictorian ranks 1st, Salutatorian 2nd):
- Students must earn a certificate of academic achievement on all Washington State Assessments;
- Students must achieve a 3.700 cumulative GPA in a minimum of 12.5 credits of letter graded core academic classes (defined as English, Social Studies, Math, World Language, & Science) by the end of their seventh semester;
- Earn at least 23 credits;
- Pass ADVISORY each semester of High School career.

Extra-Curricular Activities

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Caldwell, Kristin</td>
</tr>
<tr>
<td>Art Club</td>
<td>Williams, Ryan</td>
</tr>
<tr>
<td>ASB/Activities</td>
<td>Gudgel, Kevin</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Beazizo, Don</td>
</tr>
<tr>
<td>Band</td>
<td>Colby, Clark</td>
</tr>
<tr>
<td>Baseball</td>
<td>Thurmond, John</td>
</tr>
<tr>
<td>Basketball, Boys’</td>
<td>Radich, Travis</td>
</tr>
<tr>
<td>Basketball, Girls’</td>
<td>McCCloud, Brett</td>
</tr>
<tr>
<td>B-E Buddies</td>
<td>Jacobson, Noelle</td>
</tr>
<tr>
<td>Blue and Gold</td>
<td>TBD</td>
</tr>
<tr>
<td>Bowling</td>
<td>Caldwell, Kristin</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Bombatch, Colleen</td>
</tr>
<tr>
<td>Choir</td>
<td>Eger, Hannah</td>
</tr>
<tr>
<td>Cosmetology Club</td>
<td>Fiker, Lindsay</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Wright, Sue</td>
</tr>
<tr>
<td>DECA</td>
<td>Kinney, Roger</td>
</tr>
<tr>
<td>Drama</td>
<td>Wood, Holly</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Bombatch, Colleen</td>
</tr>
<tr>
<td>Engineering Club</td>
<td>TBD</td>
</tr>
<tr>
<td>Fast pitch</td>
<td>Taylor, Darcy</td>
</tr>
<tr>
<td>FBLA/Code Club</td>
<td>DeBruine, Kris</td>
</tr>
<tr>
<td>FFA</td>
<td>Knutzen/Raupp/Gildnes</td>
</tr>
<tr>
<td>FCCLA</td>
<td>Murphy, Lisa</td>
</tr>
<tr>
<td>Football</td>
<td>Lehman, Herb</td>
</tr>
<tr>
<td>Freshmen Class Advisor</td>
<td>Zeiser, Steve</td>
</tr>
<tr>
<td>Golf, Boys’</td>
<td>Herzberg, Charlie</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Golf, Girls’ .......................................................... Knutzen, Greg
GSSG ......................................................................... Scheibe, Chris
Happy Hands Club .......................................................... Bancroft, Liza
Honor Society ............................................................. Kuttel, Liza
Interact Club .............................................................. Pihl, Paul
Junior Class Advisor ......................................................... Cardona, DiAnn
Key Club .................................................................. Cardona, DiAnn
Latinos in Action .......................................................... Sampson, Michael
Mathletes .................................................................. Pihl, Kyle
Mentorship .................................................................. Zeiser, Steve
Mountain Sports ............................................................. TBD
Multicultural Club .......................................................... Ramirez, Veronica
Natural Helpers ........................................................... Caldwell, Kristin
NJROTC .................................................................... TBD
Photo Club .................................................................. Porter, Andy
Science Club ................................................................ Henderson, Joe
Senior Class Advisor ......................................................... Radich, Travis
Soccer, Boys’ .............................................................. Powers, Jay
Soccer, Girls’ ............................................................... Kuttel, Ryan
Sophomore Class Advisor ................................................. Axelson, Kyle
Spirit Club .................................................................. Thurmond, John
Swimming, Girls ............................................................ Brunson, Dave
Swimming, Boys ............................................................. TBD
Tennis, Boys’ ................................................................. Wallace, Ryan
Tennis, Girls’ ................................................................. Schonberg, Jason
The Blue and Gold ........................................................ Remien, Andy
Track ........................................................................ Gudgel, Kevin
Tiger TSA/Engineering.................................................... TBD
Unified Club ................................................................ Jacobson, Noelle
Video Production Club ...................................................... Gudgel, Kevin
Volleyball .................................................................. Brewer, Tawnya
Wrestling Boys’ ............................................................ Hamilton, Kirk
Wrestling Girls’ .............................................................. Lovejoy, Windy

ATTENDANCE INFORMATION

Regular attendance has a positive effect on student learning and achievement. 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 encouraging attendance and providing an efficient record-keeping system for faculty, staff and students. Please visit family access at www.be.wednet.edu for specific attendance information for your student.

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 is required to take place the day(s) the student is absent or within 72 hours of the student’s 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 7:15 AM and 3:30 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.

**How to excuse an absence** *(in order of preference and accuracy)*

1. E-mail: [attendance@be.wednet.edu](mailto:attendance@be.wednet.edu)
2. Send a note
3. Speak directly to Attendance Secretary @ 757-3327 between 7:15 AM and 3:30 PM
4. Leave a message for Attendance Secretary

**Notes for Excused Absences must provide the following information:**

1. First and last name of student
2. Date and time of absence
3. Reason for absence
4. Parent or Guardian Signature

### B-EHS ATTENDANCE INTERVENTION POLICY

<table>
<thead>
<tr>
<th><strong>Unexcused Absences/Truancies</strong></th>
<th><strong>Excused Absences</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Daily Auto-Dialer parent notification</td>
<td>1. Daily Auto-Dialer parent notification</td>
</tr>
<tr>
<td>2. Attendance letters sent home at 3, 7, and 10 absences</td>
<td>2. Attendance letters sent home at 3, 7, and 10 absences</td>
</tr>
<tr>
<td>3. Family Access notification</td>
<td>3. Family Access notification</td>
</tr>
<tr>
<td>4. BECCA Bill notification (see page 21)</td>
<td></td>
</tr>
</tbody>
</table>

This policy can also be found at [www.be.wednet.edu](http://www.be.wednet.edu)

**Attendance Legend**

<table>
<thead>
<tr>
<th>Absence Code</th>
<th>Absence Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Excused</td>
<td>PE = Parent Excused</td>
</tr>
<tr>
<td>O = Other</td>
<td>MS = Miscellaneous</td>
</tr>
<tr>
<td>MS = Miscellaneous</td>
<td>S = Suspension</td>
</tr>
<tr>
<td>U = Unexcused</td>
<td>SR = School Related</td>
</tr>
<tr>
<td>T/L = Tardy/Late</td>
<td>M = Medical</td>
</tr>
<tr>
<td>W = Unexcused per teacher</td>
<td>TR = Truancy</td>
</tr>
</tbody>
</table>

### Excused Absence

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

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

It is the student’s responsibility to seek help from the teacher for work missed due to an excused absence.
Unexcused Absence
Any absence that does not meet the above description of an excused absence will be considered unexcused.

Please Note: The teacher is not required to assist the student with make-up work for truancy or unexcused absences. 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 returning to school, the absence will be considered truancy.

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. Parents are requested to make contact with the Attendance Office at least (1) day prior to the student’s pre-arranged absence and the student must have obtained the signatures of all assigned teachers and administrative approval.

Parent Excused
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).

Excused Absence Limit:
If a student reaches 10 excused absences, in any given period in a semester, a doctor’s note may be required in order for the absence to be excused. All absences after 10 will then be counted as unexcused absences and subject to the BECCA Law and Truancy court.

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 5th, and must after the 7th unexcused absence in a month or 10th unexcused absence/truancy in the school year).
3. Report to the court additional absences which occur after the first referral.

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

**Truancy**

Any absence(s) that has NOT been excused will be considered 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.”

**Signing In or Signing Out**

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 his/her 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.

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

**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. **It is recommended that students use the daily planner as a hall pass.**

**Self-Excused Privilege**

Students 18 years of age or older who are self-supporting and self-reliant may take responsibility for their own education as long as the student is in good standing (defined as “on track to graduate” with a minimum 2.0 GPA) and the form has been approved by an administrator. Appropriate paperwork from the parent/guardian must be submitted before a student becomes responsible for his/her own records and can write his/her own notes. Although parent involvement is encouraged, once paperwork is submitted, no parent contact will be required. If this privilege is abused through attendance and/or disciplinary issues and/or lack of academic progress, 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 20).

**Illness or injury at School**

Students who become ill or are injured during the school day are to report to the health room in the Attendance Office. Students should not leave campus or miss any class due to illness or
injure without first being cleared through the Attendance Office. Students may report to the health room after checking in with the Attendance Office.

**Notification to Parents**
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. The Auto-Dialer system is designed to notify parents/guardians on a daily basis when students are absent. Family access is also a form of notification used by the school.

**20-Day Withdrawal**
Any student absent from school for (20) consecutive days must be deleted from school rolls. Parent/guardian will be notified.

*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.*

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**DISCIPLINE POLICY AND PROCEDURES**

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. 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.

A student may be emergency expelled from school if the student is reasonably believed by an administrator to be an immediate and continuing danger to people and/or is a substantial disruption to the educational process. Emergency expulsions must end or be converted to other discipline within ten days.

**MEMORANDUM OF UNDERSTANDING**

Between the Burlington-Edison School District (B-ESD) and the Burlington Police Department (BPD), regarding acts in violation of the law while on school property: The BPD and the B-ESD 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.
DISCIPLINE STEPS

Unlawful or inappropriate behavior during regular school hours, on school premises, or at school-sponsored events is prohibited and the following sanctions will apply, generally in order of severity. Parents will be notified when a student is placed on steps 1-7.

1. Conference with student and Restitution
2. Detention
3. In School Suspension (ISS)
4. Mediation
5. Out-of-School Short Term Suspension (1-10 days)
6. Out-of-School Long Term Suspension (More than 10 days)
   a. Possible loss of credit
7. Emergency Expulsion
8. Expulsion

- If a student is assigned detention and fails to complete the assigned days, additional detention days or time in the ISS will result.
- If a student fails to complete the assigned ISS curriculum, additional time in ISS or out-of-school suspension will result.
- Any discipline assigned that coincides with what appears in the Athletic/Activities Code will result in disciplinary action effecting extracurricular activities as per Athletic/Activities Code.
- 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.
- Referral to SST or School Counselor.
- 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 (see page 14 for definition of academic progress).

DEFINITIONS

<table>
<thead>
<tr>
<th>Violations Against School Administrative Procedures</th>
<th>Administrative Responsibilities / Potential Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arson:</strong> The intentional setting of a fire.</td>
<td>Contact police if warranted, contact parent, and may place student on Emergency Expulsion pending investigation. Restitution may be required.</td>
</tr>
<tr>
<td><strong>Assault:</strong> 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.</td>
<td>Conference with student, contact parent, contact police if warranted, and may place student on Emergency Expulsion pending an investigation.</td>
</tr>
<tr>
<td><strong>Burglary, Malicious Mischief, Theft, Vandalism:</strong> 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, etc.).</td>
<td>Contact police if warranted, contact parent, and place student on discipline ladder 1-7 which may include Emergency Expulsion pending investigation. Restitution may be required. Theft can result in loss of locker room privileges.</td>
</tr>
<tr>
<td>Cheating: Copying of another student’s 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.</td>
<td>Work or document will be confiscated and the student will be referred to the office. Contact parent, place on discipline ladder: Steps 1-7, depending on the severity of the offense. <strong>Remove credit for work on first offense, no credit for course during semester of second offense.</strong></td>
</tr>
<tr>
<td><strong>Computer/Internet Usage Violation - Level One:</strong> This violation includes having food and/or drink at computers; changing configuration files of individual or network computers; playing games or accessing social media (i.e. Facebook, YouTube, etc.) without permission; loading and downloading games; using another person’s password (with or without permission).</td>
<td>Place students on discipline ladder 1-7. Infraction may result in loss of school computer privileges for a time to be determined by administration.</td>
</tr>
<tr>
<td><strong>Computer/Internet Usage Violation - Level Two:</strong> This violation includes trespassing into another person’s folder; 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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Computer/Internet Usage Violation - Level Three:</strong> 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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Dangerous Weapons/Firearms/Explosive Material:</strong> The Burlington-Edison School</td>
<td>In the event of a situation involving dangerous weapons and/or firearms</td>
</tr>
</tbody>
</table>
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 is 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.

<table>
<thead>
<tr>
<th>Dangerous Weapons (Other):</th>
<th>Contact police if warranted, contact parent, and place student on Emergency Expulsion pending investigation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Disruption of the educational environment: Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves and 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.

<table>
<thead>
<tr>
<th>Disruption of the educational environment:</th>
<th>Conference with the student, contact parent and place student on discipline ladder, steps 1-6.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Drug and Alcohol Policy:</th>
<th>• 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.</th>
</tr>
</thead>
</table>
in the use, possession, transport, or sale of any controlled or mood-altering substance as defined by laws and district policy.

- **Alcohol or drugs at any school event:** Possession or use of drugs or alcohol at any school events, including but not limited to athletic events either home or away will result in suspension from all events for the remainder of the season.

### Drug and Alcohol Policy Violation (First Offense):

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Contact police, contact parent:</td>
</tr>
<tr>
<td>b.</td>
<td>Immediate Emergency Expulsion, if warranted.</td>
</tr>
<tr>
<td>c.</td>
<td>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.</td>
</tr>
<tr>
<td>d.</td>
<td>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.</td>
</tr>
<tr>
<td>e.</td>
<td>Parent/guardian/student conference with B-EHS administration will occur prior to the student returning to school.</td>
</tr>
<tr>
<td>f.</td>
<td>Student placed on a behavior contract.</td>
</tr>
<tr>
<td>g.</td>
<td>Mandatory referral to law enforcement agency by the administrator.</td>
</tr>
</tbody>
</table>

### Drug and Alcohol Policy Violation (Second Offense):

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Contact police, contact parent</td>
</tr>
<tr>
<td>b.</td>
<td>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.</td>
</tr>
<tr>
<td>c.</td>
<td>Mandatory referral to law enforcement agency by the administrator.</td>
</tr>
</tbody>
</table>

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.

### Drug and Alcohol Policy Violation (Sale, Distribution, or Delivery):

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

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.
**Electronic Devices / Cell Phones:**
Emergency messages for students from parents will be sent through the Attendance Office (757-4074). Students are not to interrupt the classes with messages for other students. Except for emergencies, students are not to leave the classroom to return incoming messages. A phone (land line) is located in the Attendance Office for student use before/after school, between classes and lunch only.

Burlington-Edison High School will proactively foster and encourage responsible use of electronic devices. Electronic devices/cell phones shall be turned on and operated only before and after the school day, during the student’s lunch break, and during passing periods, unless otherwise directed by the teacher. Inappropriate use of electronic devices detracts from the educational learning environment. Additionally, this usage is viewed as disrespectful of all others (students and teachers) engaged in the teaching/learning process. The quality of the learning experience deteriorates when these distractions occur. As a matter of respect to the students and teachers, the following policy will be implemented:

All extraneous devices, including cell phones, smart phones, tablet PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, camera phones, digital cameras, laptop computers, as well as any other personal device that could interfere with teaching and learning, are not to be used in the classroom or during class time unless the teacher permits their use for a class-related purpose. In particular, cell phones are to be silenced and headphones are to be stored away. The use of a cell phone or any electronic devices during any exam other than those approved by the teacher is strictly prohibited.

To facilitate the responsible use of

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

**Second Offense:** Parent notification and 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.

**Fourth Offense and beyond:** Confiscation of property. Student will be referred for insubordination which may result in time in the ISS or out-of-school suspension.
Electronic devices in an educational setting, teachers and administrators will enforce this policy in accordance with Burlington-Edison High School’s discipline plan.

**B-EHS is NOT responsible for electronic devices that are lost, stolen, or damaged while on campus. These items are brought to school at the student’s own risk.**

**B-EHS will not expend resources to search for lost or stolen electronic devices.**

**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.**

**Failure to Follow Reasonable Directions of School Personnel:** This violation includes Insubordination, Defiance of Authority, Disrespect, and 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.

**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.

**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. Students are NOT allowed to eat in the 3-Story Building or in the Gym Area.

**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

**Contact parent, place on discipline ladder: Steps 1-7, depending on the severity of the offense.**
Forging school documents is a serious offense.

**Gang Activities Policy:** Affiliation with a gang, gang activities, exhibiting of known behaviors, claiming gang membership by students through actions, language, gestures, or clothing or behaviors which intimidate, or affect the attendance of another student at a school/school-sponsored event is considered exceptional misconduct and is prohibited. Students wearing bandannas, flying colors, using gang terms, displaying gang hand signals, 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 appropriate behavior/harassment: May be described as harassment (verbal, written, or physical), vandalism, hazing, bullying, theft, intimidation, threats, fighting, gambling, excessive public displays of affection (PDAs), use of electronic devices, or other disruptions to the educational process. Disruptive behavior or inappropriate conduct during regular school hours, school activities, (including assemblies), field trips, and overnight trips is prohibited.

Inappropriate dress: See pgs. 12-13 for a detailed description of appropriate dress. In addition, drug-related clothing, artwork, jewelry, advertising, and/or symbols are not allowed to be drawn, copied, displayed, or worn at B-EHS.

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.

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.

In accordance with RCW 28A.600.455 students may be suspended or expelled for knowingly engaging in gang activity on school grounds and a dress contract may be imposed.

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

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.

Work or document will be confiscated and the student will be referred to the office. 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.**
<table>
<thead>
<tr>
<th><strong>Profanity:</strong></th>
<th>Language found to be offensive, obscene, or vulgar.</th>
<th>Conference with the student, possible parent contact and place student on discipline ladder, steps 1-4.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Robbery / Extortion:</strong></td>
<td>The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.</td>
<td>Contact police if warranted, contact parent, and place student on discipline ladder 1-7 which may include Emergency Expulsion pending investigation. Restitution may be required.</td>
</tr>
<tr>
<td><strong>Sexting:</strong></td>
<td>Term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually charged nature.</td>
<td>Confiscate and hold device until parent and police are contacted. Police will conduct search of device. Place student on discipline ladder: Steps 4-7.</td>
</tr>
</tbody>
</table>
| **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.  
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. | 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. |
| **Smoking, Chewing, or Possession of Tobacco Products, e-cigarettes or vaporizers:** | 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 B-ESD Board of | Conference with the student, contact parent and place student on discipline ladder, steps 2-4. **First Offense:** Three (3) day short-term suspension, or one (1) day in ISS and participation in a 2-hour Tobacco Cessation |
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. Possession of e-cigarettes, vaporizers, lighters, matches, or other incendiary devices is also prohibited.

<table>
<thead>
<tr>
<th>DISCIPLINE INFRACTION APPEALS PROCESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In compliance with WAC 180-40-240:</td>
</tr>
</tbody>
</table>

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.
WIAA ATHLETIC & ACTIVITY
GUIDELINES

- For questions, please contact Don Beazizo, or Kevin Gudgel
- Burlington-Edison High School recognizes the value of an activities program as an integral part of the total educational 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. 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, cheerleaders, drill/dance team members and those other activity organizations recognized by the ASB and who represent the school.

- As part of the Burlington-Edison Educational Athletics experience, B-E Athletic Department along with student-athletes, coaches, and parents believe that a solid core value foundation needed to be defined to represent “what it means to be a B-E Tiger!” Character, Leadership, Integrity and Commitment are those 4 Core Values that the before mention group established at B-E. With those four core values, comes an expectation for all student-athletes to ingrain these into everything they do to represent being a B-E student-athlete in the community, at school, in practices and in games.

- B-E Student-Athletes choosing to challenge and/or not follow these four core values will be questioned by coaches and/or athletic administration using a step by step approach. This step by step approach is ongoing and consecutive, meaning at any step, a student-athlete can be removed.

  Step One: Meeting with Head Coach(es)/Advisors and/or Athletic Director to determine continuation in any extra-curricular program. Parent needs to be included in conversation.

  Step Two: Meeting with Head Coach(es)/Advisors and/or Athletic Director and parent(s) to determine continuation in any extra-curricular program. A written agreement signed by the student-athlete with defined next step consequences. Parent needs to be included in conversation.

  Step Three: Removal from all athletic programs at B-E SD for the remaining school year.

  Step Four: In order to return the following school year; student will need to have a re-entry meeting with program coach/advisor and athletic director.

- Annually, B-E Coaches will clearly define and sharing the common language with student-athletes in their programs. B-E Coaches will address the meaning and expected behavior
for the student-athlete in the community, at school, in practice, and in games for each of the four core values.

- In addition to the expected four core values for our student-athletes, the core values have also been clearly defined for coaches and parents and expected behavior for them. For the common language regarding the four core values, review our website [http://www.be.wednet.edu/Page/3888](http://www.be.wednet.edu/Page/3888).

- 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. Provide verification of a recent physical performed by one of the following: Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician’s Assistant (PA) and Naturopathic Physician, and adequate medical insurance or waiver, and appropriate parent permission forms.
3. Students must inform their coach when they have gone to a doctor. If they do need to go to the doctor during the season, they must have a medical release on file in the athletic/activities office to resume practice / contests.
4. Personal appearance, cleanliness, neatness of grooming and dress must meet reasonable standards, as well as demonstrating appropriate sportsmanlike behaviors.
5. **ATTENDANCE:** B-EHS REQUIRES A STUDENT TO BE PRESENT IN ALL SCHEDULED CLASSES ON THE DAY OF PARTICIPATION, UNLESS THERE IS AN EXCUSE, WHICH HAS BEEN PRE-ARRANGED AND APPROVED THROUGH AN ATTENDANCE OFFICE ADMINISTRATOR. UNEXCUSED ABSENCES AND/OR TRUANCY DENIES PARTICIPATION.
6. An athlete having been suspended from one sport may not turn out for another sport in the same season. This does not apply to being cut. 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.

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**Academic Requirements and Expectations**

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 have earned at least a 2.0 G.P.A. and have met WIAA requirement by passing at least 7/8 classes during the previous grading period, including passing ADVISORY, in order to participate. Incoming freshmen and transfer students to B-EHS are required to meet State Standards in order to meet initial eligibility for the Fall.

- Fall initial eligibility is determined by the previous second semester G.P.A., WIAA Requirement, and ADVISORY (Fall initial eligibility for Freshmen is based on WIAA requirements only).
- Winter initial eligibility is based on the first quarter G.P.A., WIAA Requirement, and ADVISORY.
Spring initial eligibility is based on the first semester G.P.A., WIAA Requirement, and ADVISORY. Student will also be checked at the end of the third quarter in the three areas.

Essentially, all athletes will be checked 4 times each school year (start 1st Sem., end 1st qtr., end 2nd qtr., end 3rd qtr.) in the 3 areas of G.P.A., WIAA requirement, and ADVISORY. Student not meeting the standard 2.0 G.P.A. and passing ADVISORY will be placed on “academic probation”. See definition of “Academic Probation”.

Students not meeting WIAA requirement at the end of 2nd semester of previous year for Fall Initial Eligibility (including incoming 9th graders) will have to sit out of competition until the 4th Saturday in September. Students not meeting WIAA requirement at the end of 1st semester of current school year will need to sit out of competition for five weeks from the start date of 2nd semester. Students not meeting WIAA requirement at the end of 1st and 3rd quarters will be placed on “Academic Probation” as defined below.

**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 G.P.A. from the previous semester and a cumulative 2.0 G.P.A.
2. All A.S.B. officers must maintain a cumulative 2.0 G.P.A. each semester while in office.
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 full time student on the B-EHS 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 the necessary persons regarding the student’s “special reasons” and then render a judgment regarding the student’s eligibility.

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**Violations of Activities/Athletic Code**

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.

**Athletic/Activities 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 ½ credits 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.

**District Policy 3515: Reasonable Suspicion Alcohol and Drug Testing:**
The Superintendent is directed to establish a drug/alcohol testing program for all B-EHS students permitting school officials to require students to submit to such testing if a reasonable suspicion exists that a particular student is under the influence of illegal drugs or alcohol at school or while participating in school activities. Form 3515F is attached to this packet and requires student’s/parent’s or guardian’s signature.

**ATTENDING:**
It is a violation of the B-EHS activities and athletic code to be present at a party where illegal activities are taking place. It is the responsibility of the student to make every reasonable effort to leave the situation immediately. Failure to do so will be a violation of the policy with consequences equal to those listed below.

A student suspected of violating the drug/alcohol portion of this policy will be given one opportunity when meeting with administration to tell the truth. If the student violates the policy; it is their first offense; and is honest when meeting administration about the situation; the suspension will be reduced to 10 calendar days so long as they meet all other requirements necessary to regain eligibility. Should the student deny allegation of violating the policy and upon further investigation, it is found that she/he is guilty; the student will then be subject to the full corrective action. This is only in effect for the first offense during a student’s high school career. Second and third occurrences are equal to the following corrective action listed.
### TOBACCO or LOOK-A-LIKE in any form

<table>
<thead>
<tr>
<th>Offense</th>
<th>Athletics</th>
<th>Clubs/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Probation—must turnout, but cannot participate in any scheduled event for 5 school days. Must complete tobacco assessment and be in compliance w/recommendations</td>
<td>Probation—must turnout, but cannot participate in any scheduled event for 5 school days. Must complete tobacco assessment and be in compliance w/recommendations</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Season Suspension for which the offense occurred. Must complete tobacco assessment and be in compliance</td>
<td>Season Suspension for which the offense occurred. Must complete tobacco assessment and be in compliance</td>
</tr>
</tbody>
</table>

### POSSESSION, USE OR BEING UNDER THE INFLUENCE OF ILLEGAL SUBSTANCES, INHALANTS AND/OR THE MANUFACTURING/POSSESSION OF DRUG PARAPHERNALIA

<table>
<thead>
<tr>
<th>Offense</th>
<th>Athletics</th>
<th>Clubs/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Excluded from participation (not turnout) for a minimum 30 days. Refer for Drug and Alcohol Assessment, must be in compliance w/recommendations</td>
<td>Excluded from participation (not turnout) for a minimum 30 days. Refer for Drug and Alcohol Assessment, must be in compliance w/recommendations</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Suspension—Calendar Year from second date occurrence. Refer for Drug and Alcohol Assessment. Must be in compliance w/recommendations</td>
<td>Suspension—Calendar Year from second date occurrence. Refer for Drug and Alcohol Assessment. Must be in compliance w/recommendations</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Permanently denied the right to participate in any WIAA member school athletic or activities program.</td>
<td>Permanently denied the right to participate in any WIAA member school athletic or activities program.</td>
</tr>
</tbody>
</table>
SALE, SUPPLY OR DELIVERY OF ILLEGAL SUBSTANCES OR PARAPHERNALIA

<table>
<thead>
<tr>
<th>Section</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Suspension-Calendar Year from start date of sport season. Refer for Drug and Alcohol Assessment</td>
<td>Permanently denied the right to participate in any WIAA member school athletic or activities program.</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Permanently denied the right to participate in any WIAA member school athletic or activities program.</td>
<td>Permanently denied the right to participate in any WIAA member school athletic or activities program.</td>
</tr>
</tbody>
</table>

TRUANCY:
An absence that is not excused by a parent/guardian through the attendance office by admin.
*Note: A tardy over 10 minutes to class will be converted to an unexcused absence (Truancy).

<table>
<thead>
<tr>
<th>Section</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Probation-5 School Days with a maximum of two (2) games/events missed.</td>
<td>Probation-5 School Days with a maximum of two (2) performances/events missed.</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Suspension-Season in which the offense occurred.</td>
<td>Suspension-Season in which the offense occurred.</td>
</tr>
</tbody>
</table>

INNAPPROPRIATE BEHAVIOR

<table>
<thead>
<tr>
<th>Section</th>
<th>Cheating/Plagiarism</th>
<th>Theft/Vandalism</th>
<th>Gang Activity</th>
<th>Forgery</th>
<th>Assault/Fighting</th>
<th>Insubordination/Disrespect</th>
<th>Bullying/Harassment/Hazing</th>
<th>Threats</th>
<th>Cyber bulling/Social Media</th>
<th>**Other Inappropriate Behavior as defined by administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANY VIOLATION OF THE SCHOOL RULES THAT WOULD RESULT IN A LONG-TERM SUSPENSION OR EXPULSION (ARSON, WEAPONS,...) WOULD RESULT IN THE REMOVAL FROM ANY ACTIVITY FOR AN EQUIVALENT TIME.**

Individual coaches and advisors have the discretion to administer additional
consequences for violating this policy or program specific policies, which may include removal from the program.

**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.
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!

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!
We have received and read the handbook and understand that:
Registration and attendance at Burlington-Edison High School constitutes an agreement on the part of both 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.

INTERNET REGULATIONS AND RESPONSIBLE USE AGREEMENT

Computer use is for educational purposes and school related projects 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 this form.

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.

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.

For the PARENT or GUARDIAN:
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.

STUDENT EMAIL PARENT PERMISSION/ACCEPTABLE USE POLICY

Your child’s teacher will be using email to support class work this year. Your approval is necessary for your child to participate.

With your permission, your child will be assigned an email account and will be allowed to send and receive email through a monitored system. All district policies are still in effect, and apply, as indicated in the Internet/Technology Usage Rules Policy. Every attempt is made to provide safe, secured student email; however, it is still the responsibility of users to follow school rules, teacher directions, and procedures and to report any inappropriate use or material to school personnel.

As explained in the Internet/technology Usage Rules Policy, the use of school technology, networks, and Internet services does not create any expectation of privacy. Burlington-Edison reserves the right to search and monitor any information, created, accessed, sent, received, and stored in any format by students on school equipment. Students are responsible for ensuring that email is used appropriately and does not include any of the following: profanity, obscenities, sexually explicit comments or materials, any derogatory content/bullying against any group's race, religion or other, no viruses, no personal information (address, phone number, student IDs, etc.) and no materials that are protected by copyrights (including all media, music, photo, images, documents, etc.).

Access to student email and other technology tools in the District are a privilege and access is at the discretion of the District. The District maintains the right to immediately withdraw the access of any or all technology tools when there is reason to believe that a violation of the law or District policies have occurred. In such a case, the violation will be referred to the Principal for further investigation and a decision will be made to determine restoration, suspension, or termination of access.

Student signature _______________________________ Date ____________

Parent/Guardian signature _______________________________ Date ____________
The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Designated to handle inquiries about nondiscrimination policies are:

- Affirmative Action Official, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-331)
- Title IX Official, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- ADA Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Section 504 Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

El distrito proveerá igualdad de oportunidades educativa y tratamiento para todos los estudiantes en todos los aspectos del programa académico y actividades sin discriminación por motivos de raza, religión, credo, color, origen nacional, edad, veterano honorablemente descargado o estatus militar, el sexo, la orientación sexual, expresión de género o identidad, estado civil, la presencia de cualquier discapacidad sensorial, mental o física, o el uso de un perro guía entrenado o animal de servicio por una persona con una discapacidad. El distrito proveerá igualdad de acceso a las instalaciones de la escuela para los Boy Scouts de América y el resto de los grupos de jóvenes designados que se mencionan en el Título 36 del Código de los Estados Unidos como una sociedad patriótica. Los programas del Distrito estarán libres de acoso sexual. Las personas encargadas de manejar las preguntas sobre la política de no discriminación son:

- Oficial de Acción Afirnativa, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Oficial De Título IX, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Coordinador ADA, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Coordinador de Sección 504, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Dirección: 927 E. Fairhaven Avenue, Burlington, WA 98233
The Burlington-Edison School District is an equal opportunity employer. The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability. Dr. Jeffery A. Drayer, Assistant Superintendent, Title IX Officer; Mr. Jeff Brown, Special Education Coordinator, Section 504 Officer. The District is a smoke-free/drug-free workplace.

Designated to handle inquiries about nondiscrimination policies are:

- Affirmative Action Officer, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Title IX Officer, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- ADA Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Section 504 Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

El distrito escolar de Burlington-Edison es un empleador de igualdad de oportunidades. El distrito proveerá la igualdad de oportunidades de empleo y tratamiento para todos los aplicantes y el personal de reclutamiento, contratación, retención, asignación, transferencia, promoción y formación. Tal oportunidad de igualdad de empleo será proporcionada sin discriminación con respecto a la raza, credo, religión, color, origen nacional, edad, veterano honorablemente descargada o estatus militar, sexo, orientación sexual, incluyendo la expresión de género o identidad, estado civil, la presencia de alguna discapacidad sensorial, mental o físico, o el uso de un perro guía entrenado o animal de servicio por una persona con una discapacidad. Dr. Jeffery A. Drayer, Asistente Superintendente, Oficial de Título IX; Jeff Brown, Coordinador de Educación Especial, Oficial de la Sección 504. El distrito es un lugar de trabajo libre de humo/drogas.

Designado para manejar las preguntas sobre las políticas de no discriminación:

- Oficial de Acción Afirmativa, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Oficial de Título IX, Dr. Jeffery A. Drayer, jdrayer@be.wednet.edu (360-757-3311)
- Coordinador de ADA, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Coordinador de la Sección 504, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Dirección: 927 E. Fairhaven Avenue, Burlington, WA 98233