

Burlington-Edison High School **STUDENT HANDBOOK**  
2024-2025

301 N. Burlington Blvd,  
Burlington, WA 98233  
Main Office (360) 757-4074 [www.be.wednet.edu](http://www.be.wednet.edu)

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**ASB President's Welcome**

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Hello Tigers, and Hola Tigres!

My name is Hudson Searle, and I'm going to be your 2024-2025 ASB President. Something fun about me is that I do food reviews, but something you'll notice if you watch said reviews is that I'm a severe Popeyes fiend. Now here's the thing about a good Popeyes chicken sandwich though; With simply one ingredient missing, it just isn't the same. All the ingredients must come together to make a great... a gallant... a gorgeous... B-EHS!!

To me, Burlington-Edison High School is actually a lot like a Popeyes Chicken sandwich; I need all of you to make this school great. In absence of any single one of you, it would not be the same... which is why I'm asking you to make this school year the best that it possibly can be.

Tigers, together, we can create and continue the amazing connection between us, as long as I have every single one of you on board. Throughout my education, I have found that the students at this high school are far superior to the rest, and I intend to keep it that way; however I can't do it alone. As I said before, I need every single one of you to keep this school great.

**Together**, we are strong. **Together**, we won't bend. **Together**, WE MAKE UP THE GREATEST HIGH SCHOOL TO EVER EXIST ON PLANET EARTH..... RAHHHHH!!!

Hudson Searle,  
ASB President

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**STUDENT INFORMATION**

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**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.

**2024-2025 ASB Officers**

ASB President.....	Hudson Searle
Vice President .....	Evan Forthun
Secretary .....	Casey Smith
Interpreter.....	Yesenia Guerrero Gonzalez
Treasurer.....	Hailey Wick
Public Relations.....	Em Jones
Activities Directors.....	Lily Atkins and Lydia Howe

**ASB Card**

You may purchase an ASB Activity Card at any time in the Athletic/Activities Office from Mrs. Drye. The ASB card will admit a student to all home athletic contests and discount admission to away games. An ASB card is required for students to participate in any club, activity, or on any athletic team. The ASB card is required for admission to all school dances. Students must be enrolled as an active student in school to use 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 meets monthly or bi-monthly depending on necessity. Meetings are open to any student to attend. Send any items for the agenda in advance to Mr. Gudgel, the ASB advisor at [kgudgel@be.wednet.edu](mailto:kgudgel@be.wednet.edu).

**Library Fines**

The library charges a fine for lost or damaged materials. A book is lost when it is 45 days past the due date. Once the 45 days have passed, the library will place a charge on the patron's account reflecting the cost to replace the book. The library will drop the fine when the book is returned in satisfactory condition. If the book has sustained damage, the patron may be responsible for the cost of replacing the book.

**School Closures**

In the event of emergencies such as severe road conditions or school closures or delays in opening, an announcement will be made over the following radio stations: **KAPS 660AM (Mount Vernon) KLKI 1340 (Anacortes) KBRC 1430AM (Mount Vernon)**

**KGMI 790AM (Bellingham)**

Parents and students can also check for school closures via the district website at: <https://www.be.wednet.edu/emergency-information>

### **Bus Transportation**

Buses load after school in the bus-loading zone between the High School and West View. 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 a pass from the Main Office

### **Student Vehicle Rules**

- The Burlington-Edison School District operates an extensive transportation system but provides parking 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 and must have a visible and current free 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 designated handicapped parking, visitor's parking, or fire lanes.
- No reckless driving or squirreling is permitted.
- The speed limit on campus is 8 mph.
- Parking in fire lanes or other parking lot violations may result in any of the following, depending on the severity of the behavior:
  - conference with administration
  - parent conference
  - progressive discipline
  - possible loss of parking privileges
  - cars may be towed or booted
- Cars are not to be moved from the parking lot between 7:50AM and 2:20PM, except for appointments (**after proper checkout from the Attendance Office**), NCTA, Running Start, 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 subject to school discipline. Students may not be in a vehicle at any time without a pass from the Attendance Office.

### **Criteria for Top 20 Parking**

Top 20 parking will be awarded to B-EHS Seniors who:

- Have a cumulative GPA in the top of the class.
- Have earned at least 24.0 credits by the end of their 6<sup>th</sup> semester.
- Are predominantly full-time students at B-EHS (enrolled in at least 14 of 16 classes on B-EHS campus their senior year.)
- Have positive attendance in their junior year (at least 95% attendance, excluding excused absences.)
- Have a positive discipline history. (Reviewed by administration – no suspensions, etc.)

### **Closed Campus for all students**

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. Students off campus will be subject to school discipline. Students in the parking lot without a pass are also subject to school discipline. **Students are to be off campus by 2:30 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 must have administrative approval before bringing a guest onto campus during the school day.

### **Student Dress (Board Procedure 3224P)**

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or lewd, sexual, drug, tobacco or alcohol-related messages or gang-related apparel.
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

### 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 re-enter.**
- **Failure to comply with any of the following dance expectations may 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 affection,
  - Dancing so tightly together as a group that a dance supervisor cannot pass freely between 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 no later than the last school day 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 the athletics/activities office 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.

### Medications/Special Health Conditions

- Medications of any kind may not be distributed to or provided for any student by a staff member or fellow student. This includes prescription or non-prescription drugs, 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 person in the health office.
- Parents of students who have special health conditions should contact the student’s 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.

### 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.

### 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 on 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 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 that 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](http://www.be.wednet.edu). Both students and parents are provided with logins and passwords. 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 Vicky Ibarra ([vibarra@be.wednet.edu](mailto:vibarra@be.wednet.edu)) in the Counseling Office.

## COUNSELING & GUIDANCE SERVICES

School counselors work to maximize student success, promoting access and equity for all students. They help all students with academic planning, goal setting, and postsecondary options. School counselors also offer short-term counseling to help students manage their emotions and apply interpersonal skills. When appropriate, counselors can assist families with referrals for long-term support to outside services and agencies. All services are confidential unless someone's immediate safety is at risk or an allegation of abuse is made. Additional college, career, and scholarship guidance is available through the College and Career Center.

### Counseling Staff

Students with last name A-F (Grades 9-12) .....	Kip Jones
Students with last name I-Q (Grade 12) .....	Kip Jones
Students with last name G-H (Grades 9-12) .....	Darcy Taylor
Students with IEP's (Grades 9-12) .....	Darcy Taylor
Students with last name I-Q (Grades 9-11) .....	Abigail DuChesne
Students with last name R-Z (Grades 9-12) .....	Kira Galbraith
Behavior Health Counselor (Grades 9-12) .....	Jeannie Dodd
College and Career Center (Grades 9-12) .....	Dalila Rodriguez
Student Assistance (Grades 9-12) .....	Chris Kennedy

### Burlington-Edison High School Credit Requirements

All students must successfully meet standard on the selection of a career pathway, the completion of a 5<sup>th</sup> year plan, the completion of a Junior Job Shadow, student-led conferences, and the senior presentation.

The required number of credits necessary to receive a diploma from Burlington-Edison High School is 30 credits. One-half (.5) credit is earned for each semester subject successfully passed. A typical student will earn 8 credits each year. B-EHS Graduation Requirements include:

**College entrance may differ from graduation requirements.**

**See Course Catalog for more information.**

Class of 2025 and beyond	Total Credits
English	4
Math	3
Science	3
Social Studies	3
Health/Fitness	2
Arts	2
CTE	1
Computer Technology	.5
World Language	2
Additional Coursework	9.5
<b>Credits Required</b>	<b>30</b>

### 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 trancies to make-up the work missed on those days.

### 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. 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/her designee within three (3) school days.

### Change of Address/Contact Information

It is the parent'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 Pathway Requirement:

Students must successfully complete one of eight graduation pathways in order to earn a high school diploma. Meeting standard on the English Language Arts and Math state assessments is one of the ways to meet the requirements for a pathway, but a student's High School and Beyond Plan might take them in a different direction.

### High School and Beyond Plan Requirement

The goal of the B-EHS seminar program is that each student can engage in activities and make connections to future opportunities. Students must meet specific yearly requirements, which include community service, student led parent conference and a formal presentation regarding their plan. This and other work is supported in seminar. Students must successfully engage in the seminar program in order to be an honor graduate.

### **Schedule Changes**

Schedule changes during the school year interrupt the learning continuity for the student; therefore, a building administrator must approve schedule changes after the first week of the semester. Students may not enroll in a class after the second week of each semester unless there are extenuating circumstances.

### **Valedictorian/Salutatorian/Honor Graduate**

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

- Students must 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 30 credits.
- Pass SEMINAR each semester of High School career.

### **Washington State Seal of Bi-literacy**

To earn the Seal of Bi-literacy, students must:

- Demonstrate proficiency in English by meeting the statewide minimum graduation requirements in English language arts for the student's chosen pathway established by the State Board of Education.
- Demonstrate proficiency in one or more world languages by achieving at least intermediate-mid proficiency on all test components aligned to the American Council on the Teaching of Foreign Languages (ACTFL). Assessments must be national or international and approved by OSPI.
- All world languages are suitable to assess for the Seal, including Classical languages (Latin, Sanskrit, Ancient Greek), American Sign Language, and Tribal languages. However, computer science or programming languages do not count toward world language credits.
- For Tribal languages, honoring tribal sovereignty, tribal consultation, and government-to-government relationships between Tribes and districts, each Tribe determines the level of proficiency students need to be considered bi-literate. Tribes develop the methods and processes for determining proficiency in their respective Tribal languages. Affirmation that students have successfully earned the Seal of Bi-literacy for Tribal languages follows the agreed processes determined through consultation with each Tribe.

### **Presidential Award of Academic Excellence**

To earn this award a student must:

- Earn a Grade Point Average (g.p.a.) of 3.5 or higher
- Level 4 in reading or math or above 80<sup>th</sup> percentile in SAT or ACT

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### **Extra-Curricular Activities**

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

<b><u>Activity</u></b>	<b><u>Advisor</u></b>
Year Book .....	Caldwell, Kristin
Art Club .....	McLelland, Suzy & Williams, Ryan
ASB/Activities.....	Gudgel, Kevin
Baile Folklorica .....	Villa, Adriana
Band .....	Rivas, Parker
Baseball .....	Thurmond, John
Basketball, Boys' .....	Dutton, Jeff
Basketball, Girls' .....	McLeod, Brett
Bowling .....	Caldwell, Kristin
Cheerleading.....	Horton, Janet
Chess Club .....	Munro, Cameron;
	Bauder, Sarah
Choir .....	Miles, Hannah
Cosmetology Club .....	Rodriguez, Dalila
Cross Country.....	Wright, Sue
DECA .....	Bannister, Noah
Drama .....	Wood, Holly
Dungeons and Dragons Club.....	Belben, Cathy
E-Sports .....	Bannister, Noah
Fashion and Cosmetology Club.....	Rodriguez, Delila
Fast pitch.....	Taylor, Darcy
FBLA/Code Club .....	DeBruine, Kris
FFA .....	Raupp, Brian; Jacintho, Anna; Steele, Jessica
FCCLA.....	González, Yasmín
Football .....	Schwetz, Dalton
Freshmen Class Advisor.....	Serna, Karissa

Green Club.....	Ackerson, Joe; Voigt, Jeremy
Golf, Boys' .....	Herzberg, Charlie
Golf, Girls' .....	Knutzen, Greg
GSSG .....	Belben, Cathy
Happy Hands Club.....	Lindsey, Jessica
Honor Society.....	Kuttel, Ryan
Interact Club.....	Pihl, Paul
Junior Class Advisor .....	García, Celia
Key Club .....	Cardona, DiAnn
LatinX Student Union (LSU) .....	TBD
Mentorship .....	TBD
Mountain Sports .....	Bradbury, Jen
Multicultural Club .....	Ramírez, Verónica
Natural Helpers .....	Caldwell, Kristin
Naval Sea Cadets.....	Boudreau, Dan
Photo Club.....	Porter, Andy
Senior Class Advisor.....	Cardona, DiAnn
Science Club.....	Fuhrmann, Frieda
Soccer, Boys' .....	MacKay, Ben
Soccer, Girls' .....	Kuttel, Ryan
Sophomore Class Advisor.....	Lupardus, Trisha
Spirit Club .....	Gudgel, Kevin
Swimming, Girls .....	Dees, Jillian
Swimming, Boys .....	Dees, Jillian
Tennis, Boys' .....	Wallace, Ryan
Tennis, Girls' .....	Wasson, Joel

Track .....Gudgel, Kevin

Video Production Club.....Gudgel, Kevin

Tiger TSA/Engineering .....Nielsen, Craig/  
Bradbury, Jen  
Unified Basketball .....Rosales, Lindsey  
Unified Soccer.....Fernández, Mayra  
Unified Sports/Buddy Club.....Kyle, Clara

Volleyball.....Brewer, Tawnya  
Varsity in Volunteering.....García, Celia  
Wrestling Boys' .....Jones, Kip  
Wrestling Girls' .....Richards, Ricky

### ATTENDANCE INFORMATION

It is the goal of the Burlington-Edison High School student attendance procedures to encourage attendance and provide an efficient record-keeping system for faculty, staff and students. Please visit family access at [www.be.wednet.edu](http://www.be.wednet.edu) for specific attendance information for your student.

An absence is unexcused until a parent, student, or legal guardian notifies the Attendance Office of the absence and the rationale. Notification is required to take place within 72 hours of the student's return to school to be 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 **360-757-3327**.

#### How to excuse an absence

1. E-mail: [attendance@be.wednet.edu](mailto:attendance@be.wednet.edu)
2. Send a note
3. Call 360-757-3327
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

#### Attendance Legend

Absence Code		Absence Reason	
E = Excused	U = Unexcused absence	ES = Suspension	PE = Parent Excused
K/L = Tardy/Late	UTR = Unexcused truancy	HR = Health Room	SE = Self excused
MS = Miscellaneous		MD = Medical	SR = School Related
O = Other		MS = Miscellaneous	TR = Truancy

#### Attendance (Policy 3122)

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absences and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. Please refer to **Board Policy 3122** for additional information about excused and unexcused absences.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, for either a course conducted online or for students physically within the district, and absence will default to unexcused until a parent or other responsible adult may verify an excused absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students 13 and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students 14 and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

A student **shall be considered absent** if they are on school grounds but not in their assigned setting.

#### Tardiness/Late

A student entering the classroom after the bell is considered tardy/late. After half of the period, students will be considered as absent even if they attend class. Tardies may result in progressive discipline.

#### Pre-arranged Absence

This is an excused absence whereby the parent/guardian notifies the attendance office 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

Absence for parental-approved activities. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. The student may not be able to achieve the objectives of the unit of instruction because of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress, including the grade for the course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

#### 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**.

### Cares Board

A “cares board” means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court to establish a cares board prior to the start each school year.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of cares board members.

Not later than a student’s **seventh unexcused absence within any month during the current school year, or a fifteenth unexcused absence during the current school year**, if the district’s attempts to substantially reduce a student’s absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

### Signing in or Signing Out

Before leaving campus for any reason while school is in session, 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 his/her return. Students leaving without permission may 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.**

**When being PICKED UP during the school day, all students must have their guardian or other pre-approved adult person (who has been identified in Skyward or pre-approved by the guardian), come into the attendance office and SIGN-OUT the student ALONG WITH SHOWING PROOF OF ID.**

### 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, disciplinary issues, and/or lack of academic progress, a building administrator may revoke this privilege for the remainder of the school year. Students 18 and older can only excuse themselves for school designated excused absences (see page 10).

### 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 injury without first being cleared through the Attendance Office.

### Notification to Parents

There will be parent notification by mail when a student has reached **3 absences**, another notification at **6 absences**, and finally a **12 and 15 -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. Students who have **7 unexcused absences** in a calendar month will receive notification of a BECCA filing.

### 20-Day Withdrawal

Any student who is absent from school for (20) consecutive days must be deleted from school rolls. The school will notify the parent/guardian.

**It is the responsibility of the guardian to have any discrepancies in attendance brought to the attention of the Attendance Office.**

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## DISCIPLINE POLICY AND PROCEDURES

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Administration, staff, and parents believe that all students have the right to an educational environment conducive to learning and safe from physical and psychological abuse. No student will be allowed to disrupt this process and/or interfere with the rights of others. We expect students to exhibit responsible behavior. The discipline policy of B-EHS is designed to hold students accountable for their actions, promote more responsible behavior, and ensure due process. Violations of these rules will result in the student being subject to District policy 3241P Discipline and Corrective Action for Student Misconduct. Law enforcement referral and/or action will occur as appropriate.

A student may be **emergency removed** from school if the District has sufficient cause to believe that the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

## **THREAT ASSESSMENT**

Burlington-Edison High School is committed to creating an environment of safety conducive to learning for all. An important step in creating this kind of an environment is to ensure that all students feel safe and are able to access learning. If there is reasonable concern for a student's safety or the safety of others at B-EHS, a threat assessment may be required.

## **DISCIPLINE STEPS**

Unlawful or inappropriate behavior during regular school hours, on school premises, or at school-sponsored events is prohibited and the following sanctions may apply, generally in order of severity. Multiple offenses may result in increased disciplinary consequences. Parents will be notified when a student is placed on steps 3-6.

1. Conference with student and possible restitution
  2. Detention (lunch and/or after school)
  3. In School Suspension (ISS)
  4. Out-of-School Short Term Suspension (STS) (1-10 days)
  5. Out-of-School Long Term Suspension (LTS) (More than 10 days)
  6. Expulsion for remainder of academic term
- If a student fails to complete the assigned detention, additional detention or time in ISS may result.
  - If a student fails to complete the assigned ISS, additional time in ISS or out-of-school suspension may 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.**
  - Out of District Students are enrolled on privilege and this privilege may be revoked if the student has continued behavior problems; poor attendance (including excessive tardiness); or does not show sufficient academic progress.

## **Rules for Student Conduct (District Discipline Matrix 3241F)**

The Board of the Burlington-Edison School District focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. "Discipline" means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities. For additional information regarding school district discipline, please see policy 3241F1 and 3241F2.

## **Electronic Devices / Cell Phones:**

Burlington-Edison High School will proactively foster and encourage responsible use of electronic devices. 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. To facilitate the responsible use of electronic devices in an educational setting, teachers and administrators will enforce this policy in accordance with Burlington-Edison High School's discipline plan. As a matter of respect to the students and teachers, the following policy will be implemented:

- Electronic devices/cell phones only before and after the school day, during the student's lunch break, and during passing periods.
- All personal 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.
- 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.

**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.**

## **DISCIPLINE INFRACTION APPEALS PROCESS:**

In compliance with Chapter 392-400 WAC: Any student, parent, or guardian who is aggrieved by the imposition of a suspension, expulsion, or emergency expulsion shall have the right to an informal conference with the building principal or designee for the purpose of resolving the grievance. Subsequent to the building level grievance meeting, the student, parent, or guardian shall have the right to present a written and/or oral grievance to the superintendent of the district or designee. If the grievance is not resolved, the student, parent, or guardian shall have the right to present a written and/or oral grievance to the board of directors. **The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or designee elects to postpone such action.**

For the District's student discipline policy and procedures, please see District policies/procedures 3240, 3240P, 3241 and 3241P.



## Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's [reporting form \(Spanish\)](#) to share concerns about HIB but reports about HIB can be made in writing or verbally. Reports may also be made through the [Safe Schools portal](#). Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based *solely* on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Jeff Brown, Executive Director of Students Support Services) that supports prevention and response to HIB. Jeff Brown can be reached at 360-757-3311 or [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu).

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

#### ***For the student designated as the "targeted student" in a complaint:***

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### ***For the student designated as the "aggressor" in a complaint:***

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the [B-ESD Equity and Nondiscrimination webpage](#) or the district's [HIB Policy 3207 \(Spanish\)](#) and [Procedure 3207 \(Spanish\)](#).

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination [Policy 3210 \(Spanish\)](#) and Procedure [Policy 3210 \(Spanish\)](#), visit [B-ESD Equity and Nondiscrimination webpage](#).

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment [Policy 3205 \(Spanish\)](#) and [Procedure \(Spanish\)](#), visit [B-ESD Equity and Nondiscrimination webpage](#).

### What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:  
Civil Rights Coordinator: Jennifer Whitney, Director of Human Resources  
927 E. Fairhaven, Ave., Burlington, WA 98233  
360-757-3311, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu)

Concerns about sex discrimination, including sexual harassment:  
Title IX Coordinator: Jennifer Whitney, Director of Human Resources  
927 E. Fairhaven, Ave., Burlington, WA 98233  
360-757-3311, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu)

Concerns about disability discrimination:  
Section 504 Coordinator: Jeff Brown, Executive Director of Student Support Services.  
927 E. Fairhaven, Ave., Burlington, WA 98233  
360-757-3311, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu)

Concerns about discrimination based on gender identity:  
Gender-Inclusive Schools Coordinator: Jeff Brown, Executive Director of Student Support Services.  
927 E. Fairhaven, Ave., Burlington, WA 98233  
360-757-3311, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu)

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

#### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

#### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision as outlined in board procedure and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

#### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination

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### **Who else can help with HIB or Discrimination Concerns?**

#### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO **provides** informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

#### U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure](#), visit [B-ESD Equity and Nondiscrimination webpage](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jeff Brown, Executive Director of Students Support Services at 360-757-3311 or [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu).

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 3.

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## WIAA ATHLETIC & ACTIVITY GUIDELINES

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### PURPOSE

The purpose of the Athletic Program in Burlington-Edison School District schools is to promote, direct, and conduct interscholastic athletics in such a manner as to further the aims of general education, promote friendly relations with other schools, to encourage participation by students, and to teach good sportsmanship.

### PHILOSOPHY

The Athletic Department is an integral part of the total educational process of Burlington-Edison Schools. Being involved in athletics provides our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior which are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team.

Burlington-Edison Schools encourage all students to participate in athletics by offering a well-rounded program of interscholastic athletics for both young men and women. Competition and cooperation are prized in our culture, and both are fostered by a well conducted athletic program under competent leadership. Athletics which are regulated to meet educational objectives can provide a major contribution to the physical and moral development of students.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

### CORE COVENANTS

Our Core Covenants are what drives all of our processes and decisions. The Core Covenants were developed by our student-athletes, parents, and coaches. It is part of what makes a Championship Culture at Burlington-Edison. The Core Values that have been established to define "What it means to be a Burlington-Edison Tiger" are Character, Leadership, Integrity, and Commitment. Each coach will define these Core Values at the start of each season. It is expected that all student-athletes and coaches ingrain these into their programs.



## BURLINGTON-EDISON HIGH SCHOOL ATHLETIC/ACTIVITY GUIDELINES

(Please read carefully and sign)

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. Parents need 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. Parents need 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 the program coach/advisor and athletic director.

Annually, B-E Coaches will clearly define and share 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. Individual coaches and advisors have the discretion to administer additional consequences for violating this policy or program specific policies, as long as this has been shared with parents and student-athletes prior to the season starting. It is required that coaches make it clear in their specific player and parent packets and have it signed off.

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 [BurlingtonEdisonAthletics.com/CoreValues](http://BurlingtonEdisonAthletics.com/CoreValues).

### **STUDENT ATHLETICS/ACTIVITIES REQUIREMENTS:**

*The following information needs to be completed and SUBMITTED BY FINAL FORMS before any student may turnout for a sport or activity. Each school year you need an updated Final Forms submission, including a current physical. Physicals are good for 2 years from the date of examination. **Do not** turn this into your coach. When your online registration is complete, you will check into the Athletics/Activities office and be given a clearance card, which you will turn in to your coach. Coaches cannot allow you to turnout, without first being cleared through the office. The following items need to be **completed in full** and on file in the Athletics/Activities office:*

Your Final Forms account <https://burlington-wa.finalforms.com/> will be completely GREEN once all forms are completed and signed:

- Physical (signed and dated by physician), (not required for band, choir, drama, debate, A.S.B.)
- Insurance Waiver or School Insurance taken out
- Sports Specific Informed Consent Form. Form can be found online. Also, Check with the Head Coach.
- Parent Permission Form
- Emergency Authorization Form
- B.-E.H.S. Activity/Athletic Guidelines
- Concussion Information Sheet
- B-E H.S. A.S.B. Card ~ \$35.00 (must be purchased when packet is turned in)

### **WIAA ATHLETIC ELIGIBILITY:**

**To meet the WIAA eligibility requirements for athletics at Burlington-Edison High School, a student must:**

- Live within the boundaries of the Burlington-Edison School District and be living with your parents or your legal guardians.

- Be in full attendance in school last semester and must meet all academic requirements and expectations as listed below under the title Academic Standards.
- Be a full-time student currently within the Burlington-Edison School District with 8 classes.
- Not be over the age of 19 or in your fifth or more year of high school.
- Not have transferred to Burlington-Edison High School for athletic reasons.
- Have a completed athletic clearance and be holding a current, valid student body card from Burlington-Edison High School.
- Not be a professional athlete in the sport you are playing.
- Abide by the current Burlington-Edison High School athletic code.

#### **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. All forms can be uploaded into their Final Forms account per online athletic registration.
  - A. Students must inform their coach and the Athletic Trainer 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.
3. Personal appearance, cleanliness, neatness of grooming and dress must meet reasonable standards, as well as demonstrating appropriate sportsmanlike behaviors.
4. *ATTENDANCE: B-EHS REQUIRES A STUDENT-ATHLETE TO BE PRESENT IN ALL SCHEDULED CLASSES ON THE DAY OF PARTICIPATION, UNLESS THERE IS A PRE-ARRANGED ABSENCE THAT IS EXCUSED BY **COMPLETING A FORM IN THE ATTENDANCE OFFICE** PRIOR TO THE DATE OF THE COMPETITION, OF WHICH, HAS BEEN PRE-ARRANGED AND APPROVED THROUGH AN ATTENDANCE (Not athletic office) OFFICE ADMINISTRATOR ASSISTANT. UNEXCUSED ABSENCES AND/OR TRUANCY DENIES PARTICIPATION*

#### **Understanding the definitions of the 3 types of absences:**

**Pre-Excused Absence:** means taking care of the absence prior to the day of the event. There is a process through the attendance office to take care of this type of absence. The process for taking care of this is a form in the attendance office that the student-athlete must fill out and take around to their teachers prior to the date of the absence, usually at the minimum 24 hrs ahead of time. i.e. Doctor & Dentist appointments, funerals, other school activities such as field trips or concerts, performances, etc... You know you will be gone on a certain date.

**Excused Absence:** means being excused by the school for running late to school on the morning of the event. But this does not mean that you are necessarily eligible for competition on that day. This will need to be approved by the building administrator. i.e. Flat tire, family emergency, last minute doctors or dentist appointments. It does help to call in (360) 757-4074 EXT. 3327 or email the attendance administrator assistant. [attendance@be.wednet.edu](mailto:attendance@be.wednet.edu)

**Unexcused Absence:** means not taking care of the above types of absences and/or on the day of contests i.e. sleeping in because of being tired, being tardy to school, skipping classes, leaving campus without permission, etc... Note: If an athlete is feeling too sick to be at school, they need to consider staying home and not participating in a practice or competition to keep the other members of the team from getting sick.

#### **NOTE:**

- **HABITUAL TRUANCY & MISSING DAYS OF SCHOOL even on non-games days may result in suspension from competition and/or removal from the team.**
  - **Being 5 minutes late to class is considered being truant.**
  - **Skiping class is considered being truant.**
  - **Leaving campus without permission is considered truant.**
5. 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. WIAA 50% rule does apply when considering.

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

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:

Students must have earned at least a 2.0 G.P.A. and have met WIAA requirements by passing at least 7/8 classes during the previous grading period 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., and WIAA Requirement. (For Fall initial eligibility for Freshmen is based on WIAA requirement only).

- Winter initial eligibility is based on the first quarter G.P.A., and WIAA Requirement.
- Spring initial eligibility is based on the first semester G.P.A., and WIAA Requirement. Students will also be checked at the end of the third quarter in the two areas.

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

Students not meeting WIAA requirements at the end of 2<sup>nd</sup> semester of previous year for Fall Initial Eligibility (not including incoming 9<sup>th</sup> graders) will have to sit out of competition until the 4<sup>th</sup> Saturday in September. Students not meeting WIAA requirements at the end of 1<sup>st</sup> semester of the current school year will need to sit out of competition for five weeks from the start date of 2<sup>nd</sup> semester. Students not meeting WIAA requirements at the end of 1<sup>st</sup> and 3<sup>rd</sup> 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. Candidates must be full time students 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 in the number of games/meets/matches/outings as defined in the chart below. The student will remain on “academic probation” until he/she meets or exceeds the aforementioned standards in their current courses.

## **Academic Events Missed Chart**

<u>Sport</u>	<u># of games/meets/matches/outings missed for academic probation**</u>
Football, Boys Cross Country, Girls Cross Country, Boys Swim, Girls Swim, *Boys Track & Field, *Girls Track & field, Boys Golf, Girls Golf	2
Boys Soccer, Girls Soccer, Boys Wrestling, Girls Wrestling, Boys Tennis, Girls Tennis	2
Girls Volleyball, Boys Basketball, Girls Basketball Girls Bowling, Baseball, Fastpitch	2
<p>*Note: 2 day track meets i.e. County/NWC is considered 1 meet.</p> <p>**Note: The number of contests noted in the chart will be enforced on consecutive days for each sport. This includes if contests are canceled and rescheduled. The suspension days will continue to the next scheduled contest. If the violations occur at the end of the current sport season, the suspension period in the chart above will be enforced unless the WIAA defined season comes to a conclusion. (Suspensions will not be enforced across WIAA seasons)</p>	

#### **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 a building administrator, not athletic director. The administrator will conduct an informal hearing of the necessary persons regarding the student’s “special reasons” and then render a judgment regarding the student’s eligibility.

#### **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

1. **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.
  2. **Suspension:** The student may turn out, but may not 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. If a student is suspended or expelled from school for any disciplinary reason the student-athlete is not allowed on campus and may not practice. Any violation of school rules that results in a long-term suspension or expulsion would result in a removal from the team for an equivalent time. i.e. arson, weapons, Inappropriate and repetitive behavior that violates our core covenants.
  3. **Investigation:** 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. If the violations occur off-campus, the violations will be investigated by school administration.
- a. 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 may be reduced, so long as they meet all other requirements necessary to regain eligibility. Should the student deny an allegation of violating the policy and upon further investigation, it is found that she/he is guilty; they 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 corrective action listed below.
- b. District Policy 3515: with reasonable Suspicion for 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. The District must gain parent and student permission in order to test.
4. **Attending a party:** 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.
  5. **Coaches Discretion:** Individual coaches and advisors have the discretion to administer additional consequences for violating this policy or program specific policies, as long as this has been shared with parents and student-athletes prior to the season starting. It is required that coaches make it clear in their specific "player and parent" packets and have it signed off.
  6. **Season Definitions:** Athletic Sport seasons are defined by the WIAA handbook. Cheer/Dance seasons begin from the day of 1st tryouts to the last day of WIAA winter state competition.

**Athletic Events Missed Chart**

<u>Sport</u>	<u># of games/meets/matches/outings missed for 1st Offense of athletic violations**</u>
Football, Boys Cross Country, Girls Cross Country, Boys Swim, Girls Swim, *Boys Track & Field, *Girls Track & field, Boys Golf, Girls Golf	2
Boys Soccer, Girls Soccer, Boys Wrestling, Girls Wrestling, Boys Tennis, Girls Tennis	3
Girls Volleyball, Boys Basketball, Girls Basketball Girls Bowling, Baseball, Fastpitch	4
<p>*Note: 2 day track meets i.e. County/NWC is considered 1 meet.</p> <p>**Note: The number of contests noted in the chart will be enforced on consecutive days for each sport. This includes if contests are canceled and rescheduled. The suspension days will continue to the next scheduled contest. If the violations occur at the end of the current sport season, the suspension period in the chart above will be enforced unless the WIAA defined season comes to a conclusion. (Suspensions will not be enforced across WIAA seasons)</p>	

### **ATHLETICS/CLUBS/ACTIVITIES VIOLATION CONSEQUENCES TABLE**

**TOBACCO or LOOK-A-LIKE in any form I.E. Vapes, etc...**



First Offense	Probation-must turnout, but cannot participate in any scheduled event for 5 school days (a suspension of a minimum of 1 game/meet/match). Must complete tobacco assessment and be in compliance w/recommendations.
Second Offense	Season Suspension for which the offense occurred. Must complete tobacco assessment and be in compliance

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

First Offense	Excluded from participation (not turnout). Refer to the "Events Missed Chart" above for each sport's specific amount of suspensions from competition. Refer for Drug and Alcohol Assessment, must be in compliance w/recommendations
Second Offense	Suspension-Calendar Year from second date occurrence. Refer for Drug and Alcohol Assessment. Must be in compliance w/recommendations.
Third Offense	Permanently denied the right to participate in any WIAA member school athletic or activities program.

**SALE, SUPPLY OR DELIVERY OF ILLEGAL SUBSTANCES OR PARAPHERNALIA**

First Offense	Suspension-Calendar Year from the start date of sport season. Refer for Drug and Alcohol Assessment
Second Offense	Permanently denied the right to participate in any WIAA member school athletic or activities program.

**HABITUAL TRUANCY (40% in a week or Semester) & MISSING DAYS OF SCHOOL:**

*Note: A tardy over 5 minutes to class will be converted to an unexcused absence (Truancy).	
First Offense	Refer to the "Events Missed Chart" above for each sport's specific amount of suspensions from competition
Second Offense	Suspension-Season in which the offense occurred.

**INAPPROPRIATE BEHAVIOR**

MINOR	MAJOR
Cheating/Plagiarism	Assault/Fighting
Theft/Vandalism	Insubordination/Disrespect
Forgery	Bullying/Harassment/Hazing

	Threats
	Cheating/Plagiarism-Repetitive
	Theft/Vandalism-Repetitive or severity
	Forgery-Repetitive or severity
	Gang Activity
	Cyberbullying/Social Media
<b>**Other Inappropriate Behavior as defined by administration</b>	
Minor Offense	Refer to the "Events Missed Chart" above for each sport's specific amount of suspensions from competition
Major Offense	Suspension-Season in which the offense occurred.

### **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.

### **Nondiscrimination**

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. Jennifer Whitney, Director of Human Resources, 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:

- Civil Rights Compliance Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
  - Title IX Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
  - ADA Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
  - Section 504 Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

### **No discriminación**

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. Jennifer Whitney, Directora de Recursos Humanos, 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:

- Coordinadora de Cumplimiento de Derechos Civiles, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinadora del Título IX, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinador de ADA, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Coordinador de la Sección 504, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)

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**Equal Opportunity**

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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. The Burlington-Edison School District offers many Career and Technical Education (CTE) programs/courses in the following areas: Agriculture Education; Business and Marketing; Family and Consumer Sciences; Health Sciences; Skilled and Technical Sciences; and STEM (Science, Technology, Engineering and Mathematics). For more information about CTE course offerings and admissions criteria, contact Kirk Hamilton, CTE Director, 927 E. Fairhaven Ave., WA 98233, 360-757-4074. Lack of English language proficiency will not be a barrier to admission and participation in CTE programs. Designated to handle inquiries about nondiscrimination policies are:

- Civil Rights Compliance Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
  - Title IX Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
  - ADA Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
  - Section 504 Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

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**Igualdad de oportunidades**

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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. El Distrito Escolar de Burlington-Edison ofrece muchos programas/cursos de Educación Profesional y Técnica (CTE) en las siguientes áreas: Educación Agrícola, Negocios y Marketing; Ciencias de la Familia y del Consumidor, Ciencias de la Salud; Ciencias Técnicas, y STEM (Ciencia, Tecnología, Ingeniería y Matemáticas). Para más información sobre las ofertas de cursos CTE y los criterios de admisión, póngase en contacto con Kirk Hamilton, Director de CTE, 927 E. Fairhaven Ave., WA 98233, 360-757-4074. La falta de dominio del idioma inglés no será una barrera para la admisión y participación en los programas de CTE. Las personas encargadas de manejar las preguntas sobre la política de no discriminación son:

- Coordinadora de Cumplimiento de Derechos Civiles, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinadora del Título IX, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinador de ADA, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Coordinador de la Sección 504, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)

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

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**Nondiscrimination Complaint Procedure:**

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**DISCRIMINATION**

**B-ESD Non Discrimination/Equal Opportunity Statement**

The Burlington-Edison School District does not discriminate in any programs or activities on the basis of 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. The Burlington-Edison School District offers many Career and Technical Education (CTE) programs/courses in the following areas: Agriculture Education; Business and Marketing; Family and Consumer Sciences; Health Sciences; Skilled and Technical Sciences; and STEM (Science, Technology, Engineering and Mathematics). For more information about CTE course offerings and admissions criteria, contact Kirk Hamilton, CTE Director, 927 E. Fairhaven Ave., WA 98233, 360-757-4074. Lack of English language proficiency will not be a barrier to admission and participation in CTE programs. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Compliance Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)

- Title IX Coordinator, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- ADA Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Section 504 Coordinator, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)

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

Title IX Inquiries may also be directed toward the U.S. Department of Education, Office of Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint:

<https://www.be.wednet.edu/page/b-esd-equity-and-nondiscrimination>.

The Burlington-Edison School District is an equal opportunity employer and provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. The District is a smoke-free/drug-free workplace.

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 6590, contact your school or district office, or view it online here: <https://www.be.wednet.edu/Page/269>

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967 | **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

### **Procedimiento de Queja de No Discriminación:**

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#### **DISCRIMINACIÓN**

##### **Declaración de Igualdad de Oportunidades de B-ESD**

El Distrito Escolar de Burlington-Edison no discrimina en ningún programa o actividad por motivos de raza, religión, credo, color, origen nacional, edad, estado militar o veterano con licencia honorable, sexo, orientación sexual, expresión o identidad de género, estado civil estado, la presencia de cualquier discapacidad sensorial, mental o física, o el uso de un perro guía entrenado o un animal de servicio por parte de una persona con una discapacidad. El Distrito brindará igualdad de acceso a las instalaciones escolares a los Boy Scouts of America y a todos los demás grupos de jóvenes designados que figuran en el Título 36 del Código de los Estados Unidos como sociedad patriótica. Los programas del distrito estarán libres de acoso sexual. El Distrito Escolar de Burlington-Edison ofrece muchos programas/cursos de Educación Técnica y Profesional (CTE) en las siguientes áreas: Educación Agrícola; Negocios y Marketing; Ciencias de la Familia y del Consumidor; Ciencias de la Salud; Ciencias Técnicas y Calificadas; y STEM (Ciencia, Tecnología, Ingeniería y Matemáticas). Para obtener más información sobre la oferta de cursos CTE y los criterios de admisión, comuníquese con Kirk Hamilton, Director de CTE, 927 E. Fairhaven Ave., WA 98233, 360-757-4074. La falta de dominio del idioma inglés no será una barrera para la admisión y participación en programas CTE. Los siguientes empleados han sido designados para manejar preguntas y quejas de presunta discriminación:

Updated August 2024

- Coordinadora de Cumplimiento de Derechos Civiles, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinadora del Título IX, Jennifer Whitney, [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) (360-757-3311)
- Coordinador de ADA, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)
- Coordinador de la Sección 504, Jeff Brown, [jbrown@be.wednet.edu](mailto:jbrown@be.wednet.edu) (360-757-3311)

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

Las consultas sobre el Título IX también pueden dirigirse a la Oficina de Derechos Civiles (OCR) del Departamento de Educación de EE. UU.: <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Información sobre las políticas de no discriminación y discriminación basada en el sexo y los procedimientos de quejas, y cómo reportar una inquietud o queja:

<https://www.be.wednet.edu/page/b-esd-equity-and-nondiscrimination>.

El Distrito Escolar de Burlington-Edison es un empleador que ofrece igualdad de oportunidades y brinda igualdad de oportunidades y trato laboral para todos los solicitantes y el personal en el reclutamiento, contratación, retención, asignación, transferencia, promoción y capacitación. El Distrito es un lugar de trabajo libre de humo y de drogas.

#### **ACOSO SEXUAL**

Los estudiantes y el personal están protegidos contra el acoso sexual por cualquier persona en cualquier programa escolar o actividad, incluyendo en la escuela, en el autobús escolar o fuera de la escuela durante una actividad patrocinada por la escuela.

##### **El acoso sexual es una conducta o comunicación no deseada que es de naturaleza sexual cuando:**

- Un estudiante o empleado es llevado a creer que él o ella debe someterse a una conducta sexual o comunicaciones no deseadas para obtener algo a cambio, como un grado, una promoción, un lugar en un equipo deportivo, o cualquier decisión educativa o laboral, O
- La conducta interfiere sustancialmente con el desempeño educativo del estudiante, o crea un ambiente educativo o laboral intimidante u hostil.

**Usted puede reportar el acoso sexual** a cualquier miembro del personal de la escuela o al oficial del Título IX del distrito, que está listado arriba. Usted también tiene el derecho de presentar una queja (ver abajo). Para obtener una copia de la política y el procedimiento 6590 del distrito sobre acoso sexual, comuníquese con la oficina de su escuela o distrito o puede verla en línea aquí: <https://www.be.wednet.edu/Page/269>.

#### **OPCIONES DE QUEJA: DISCRIMINACIÓN Y ACOSO SEXUAL**

Si usted cree que usted o su hijo(a) han experimentado discriminación ilegal, acoso discriminatorio o acoso sexual en la escuela, usted tiene derecho a presentar una queja.

Antes de presentar una queja, usted puede discutir sus inquietudes con el director de su hijo(a) o con el Coordinador de la Sección 504 del Distrito Escolar, el Oficial de Título IX o el Coordinador de Derechos Civiles, que están listados arriba. Ésta es a menudo la manera más rápida de girar sus preocupaciones.

##### **Queja al Distrito Escolar Paso**

###### **Paso 1: Escriba Su Queja**

En la mayoría de los casos, las quejas deben ser presentadas dentro de un año a partir de la fecha del incidente o conducta que es el tema de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o incidente, explique por qué cree que la discriminación, acoso discriminatorio o acoso sexual ha pasado y describa qué acciones cree que el distrito debe tomar para resolver el problema. Envíe su queja por escrito, por correo, fax, correo electrónico o entrega en mano al superintendente de distrito o coordinador de cumplimiento de derechos civiles.

###### **Paso 2: El Distrito Escolar Investiga Su Queja**

Una vez que el distrito recibe su queja por escrito, el coordinador le dará una copia del procedimiento de queja y se asegurará de que se lleva a cabo una investigación rápida y exhaustiva. El superintendente o persona designada le responderá por escrito dentro de los 30 días calendario, a menos que usted acuerde un período de tiempo diferente. Si su queja involucra circunstancias excepcionales que exigen una investigación más extensa, el distrito le notificará por escrito para explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

**Paso 3: El Distrito Escolar Responde A Su Queja**

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si el distrito no cumplió con las leyes de derechos civiles, la notificación de que puede apelar esta determinación y cualquier medida necesaria para llevar al distrito en cumplimiento de las leyes de derechos civiles. Las medidas correctivas se pondrán en vigor dentro de los 30 días naturales siguientes a esta respuesta por escrito, a menos que usted acepte un período de tiempo diferente.

**Apelación al Distrito Escolar**

Si no está de acuerdo con la decisión del distrito escolar, puede apelar a la junta directiva del distrito escolar. Usted debe presentar una notificación de apelación por escrito al secretario(a) de la junta escolar dentro de los 10 días naturales después de recibir la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

**Queja a OSPI**

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal provee la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de queja separado que puede ocurrir si una de estas dos condiciones ha ocurrido: (1) ha completado el proceso de queja y apelación del distrito, o (2) el distrito no ha seguido correctamente el proceso de queja y apelación.

Tiene 20 días calendario para presentar una queja a OSPI desde el día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Equidad y Derechos Civiles de OSPI:

**Correo electrónico:** [equity@k12.wa.us](mailto:equity@k12.wa.us), Fax: 360-664-2967

**Correo o entrega a mano:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), o comuníquese con la Oficina de Equidad y Derechos Civiles de OSPI al 360-725-6162 / TTY: 360-664-3631 o por correo electrónico a [equity@k12.wa.us](mailto:equity@k12.wa.us).

**Otras Opciones de Quejas por Discriminación**

Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos  
206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Comisión de Derechos Humanos del Estado de Washington 1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

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### PARENT/STUDENT VERIFICATION FORM

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**We have received 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. Thank you for your help and cooperation.

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### INTERNET REGULATIONS AND RESPONSIBLE USE AGREEMENT

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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.

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### STUDENT EMAIL PARENT PERMISSION/ACCEPTABLE USE POLICY

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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 groups 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.

## Integrated Pest Management Program (IPM)

The Burlington-Edison School District #100 has implemented an Integrated Pest Management System (IPM). The IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices and education, custodial practice, landscaping, preventative maintenance, record keeping, notification, pesticide purchase and storage as well as judicious use of conventional control methods.

The only pesticides the District itself applies are Ranger Pro, Candor, Fusilade II, Pendulum 26, wasp, bee and hornet killer, Caseron 4G. Occasionally the District will hire a contractor to apply other specific pesticides in/or around school buildings as needed for insect control.

Interested persons can contact Auxiliary Services (360-757-3387) to request a Pesticide Notification Request form in order to be contacted with 48 hour notification of pesticide application set forth in RCW 17.21.415. Postings prior to scheduled applications will be made at entrances to the schools main office.

Auxiliary Services will maintain pesticide application records in accordance with RCW 17.21.100. Pesticide application records, post monitoring records, material safety data sheets (MSDS) and pesticide product labels will be on file and available upon request at Auxiliary Services.

## Compliance with Asbestos Regulations

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires school districts and other agencies to identify asbestos containing materials (ACM) and to inform employees, parents and visitors regarding how the materials are being managed. The Burlington-Edison School District #100 is in full compliance with all governmental regulations regarding asbestos. All new buildings and renovation projects are constructed with asbestos-free materials. Old buildings which contain asbestos are inspected twice each year to make certain there are no problems. Records regarding asbestos containing materials are available in each school's office for public review.

## Programa de Manejo Integrado de Plagas (IPM)

Burlington-Edison School District #100 ha implementado un programa llamado Integrated Pest Management (IPM), El IPM se trata de un enfoque eficaz y ecológicamente sensible a las plagas que se basa en una combinación de prácticas de sentido común y educación; prácticas de limpieza, yarda, prevención con mantenimiento, mantener record, notificación, compra de pesticidas y almacenamiento como también uso juicioso de métodos de control convencional.

Los únicos pesticidas que aplica el distrito personalmente son Ranger Pro, Candor, Fusilade II, Pendulum 26, mata abeja y avispa, Caseron 4G. Ocasionalmente el distrito contratará a un contratista para aplicar otros plaguicidas específicos en/o alrededor de edificios escolares, según sea necesario para el control de insectos.

Personas interesadas en ser notificadas pueden registrar con Auxiliary Services (360-757-3387) para recibir notificación dentro de 48 horas después de que se aplica una pesticida según las leyes del RCW 17.21.415. Avisor antes de aplicaciones planeadas estarán en las entradas de cada oficina de las escuelas.

Auxiliary Services mantendrá records de la aplicación de pesticidas siguiendo las leyes RCW 17.21.100. Records de aplicación de pesticidas, record de monitorear después de aplicación, hojas de datos de seguridad de materiales (MSDS) y las etiquetas del producto de pesticidas estarán archivados en las oficinas de Auxiliary Services.



## Cumplimiento con la Regulaciones en Relación de Amianto

The Asbestos Hard Emergency Response Act (AHERA) de 1986 requiere que los distritos escolares y otras agencias identifiquen materias que contienen amianto (ACM) y que le informan a los empleados, padres, y visitantes en cómo se manejan estos materiales. EL BESD está en pleno cumplimiento de todas las normas gubernamentales en relación con el amianto. Todos los nuevos edificios y proyectos de renovación son hechos con materiales libres de amianto. Edificios viejos que contienen amianto son inspeccionados dos veces por año para asegurar que no haya ningún problema.

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### **Restriction of Release of Directory Information Form**

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You must complete and return this form each year *only if you do not* want photos or directory information released about your student for specific purposes. This includes releases for newspaper articles, school yearbook, and/or social media. **OPT-OUTS REMAIN IN EFFECT FROM SEPTEMBER TO AUGUST OF EACH SCHOOL YEAR FORM SUBMITTED.**

Directory information can be made public without the consent of parents according to federal law (Family Education Rights and Privacy Act of 1975, 20 U. S. C. § 12132g.). As defined in School Board Procedure 3231P, directory information that is not covered by the privacy law includes: a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, class assignment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. Families have the right to restrict the release of directory information for certain circumstances. If you do not want directory information released about your

student, please complete the form below and return it to your school's principal. This request for restriction is recorded in the student information system, and the form is kept on file in the school and district offices.

**If no documentation is on file, it will be assumed that permission for release of "Directory Information" has been granted.** Please only check those circumstances when you **DO NOT** want "Directory Information" released.

Print student name: \_\_\_\_\_ School: \_\_\_\_\_

#### **HIGH SCHOOL ONLY**

\_\_\_\_\_ Please do not release directory information to military recruiters (for high school students only).

#### **ALL STUDENTS**

\_\_\_\_\_ Please do not release directory information for parent group directory information purposes.

\_\_\_\_\_ Please do not release directory information for any school-related initiated publicity purposes (i.e. school and district publications).

\_\_\_\_\_ Please do not release directory information for any purpose.

\_\_\_\_\_ Please do not include my child's photo in the school yearbook.

Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of parent/guardian of student or signature of student if 18 years of age or older)      Date

Please use one form per student. If you need additional forms, please contact your school or the district office at 360-757-3311. You can also print this form off of the district web page at <http://www.be.wednet.edu/familycommunity/parents>.

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### **Restricción de la publicación del formulario de información de directorio**

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Debe completar y devolver este formulario cada año *solo si no desea fotos* o la información del directorio divulgada sobre su estudiante para propósitos específicos. Esto incluye comunicados para artículos periodísticos, anuario escolar, y/o medios de comunicación social.

#### **EXCLUSIONES SE PERMANECEN EN EFECTO DESDE SEPTIEMBRE A AGOSTO DE CADA FORMA DE AÑO ESCOLAR PRESENTADO.**

La información del directorio puede hacerse pública sin el consentimiento de los padres de acuerdo con la ley federal (Ley de privacidad y derechos de educación familiar de 1975, 20 U. S. C. § 12132g.). Como se define en el Procedimiento 3231P de la Junta Escolar, la información de directorio que no está cubierta por la ley de privacidad incluye: nombre del estudiante, fotografía, dirección, número de teléfono, fecha y lugar de nacimiento, fechas de asistencia, asignación de clase, participación en actividades oficialmente reconocidas y deportes, peso y altura de los miembros de los equipos atléticos, fechas de asistencia, diplomas y premios recibidos y la escuela anterior más reciente asistida. Las familias tienen el derecho de restringir la liberación de información de directorio para ciertas circunstancias. Si no desea que la información del directorio sea divulgada sobre su estudiante, por favor complete el siguiente formulario y devuélvalo al director de su escuela. Esta solicitud de restricción se registra en el sistema de información del estudiante, y el formulario se mantiene en el archivo en la escuela y las oficinas del distrito.

**Si no hay documentación en el archivo, se supondrá que el permiso para la liberación de "Información de Directorio" ha sido concedido.**

Por favor, marque sólo aquellas circunstancias en las que **NO DESEA** que se publique "Información de directorio."

Nombre del estudiante: \_\_\_\_\_ escuela: \_\_\_\_\_

#### **ESCUELA PREPARATORIA SOLAMENTE**

\_\_\_\_\_ Por favor no libere información del directorio a los reclutadores militares (solo para estudiantes de la preparatoria).

#### **TODOS LOS ESTUDIANTES**

\_\_\_\_\_ Por favor no libere información de directorio para los propósitos de información del directorio de grupo de padres.

\_\_\_\_\_ Por favor no libere información del directorio para propósitos publicitarios iniciados relacionados con la escuela (es decir, publicaciones de la escuela y el distrito).

\_\_\_\_\_ Por favor no libere información del directorio para ningún propósito.

\_\_\_\_\_ No incluya la foto de clase individual de mi hijo/a en su anuario escolar.

\_\_\_\_\_ nivel: \_\_\_\_\_

\_\_\_\_\_ Firma del padre/tutor de el/la estudiante o firma de el/la estudiante si tiene 18 años de edad o más)

\_\_\_\_\_ Fecha

Por favor use un formulario por estudiante. Si necesita formularios adicionales, comuníquese con la escuela de su hijo/a o con la oficina del distrito al 360-757-3311. También puede imprimir este formulario fuera de la página web del distrito <http://www.be.wednet.edu/familycommunity/parents>.

