



**Burbank High School**  
902 N. Third Street Burbank, California 91502-1019  
Phone: (818) 729-5100 Fax: (818) 845-6122

## **KEYS TO SUCCESS – SAFE AND ORDERLY EXPECTATIONS FOR STUDENTS 2021 – 2022**

Burbank High School's expectations for student behavior are designed to foster respect for oneself and others and to provide a calm, safe learning environment for all. Working with students and parents, as well as certificated and classified employees, every effort will be made to provide firm, fair, and consistent enforcement of necessary disciplinary actions and allow appropriate intervention. Our goal is to assist students in developing skills and knowledge to participate successfully in the high school environment. The following behavior expectations were adopted for BHS after input received from representatives of parents, teachers, school administrators, and students.

**Failure to adhere to these rules will result in appropriate progressive disciplinary consequences. Discipline procedures and actions follow State Education Code, Burbank Unified School District Board Policy, as well as Burbank High School guidelines on a case-by-case basis.**

**A. Students are expected to demonstrate appropriate concern for the health and safety of themselves and others. Students are expected to be respectful of school employees and fellow students:**

1. Physical and verbal altercations and/or threats violate the health and safety of BHS students, staff, and faculty. Bullying and Cyber-bullying are not tolerated.
2. Weapons and other dangerous objects, such as guns, knives, multi-tools with sharp metal attachments, fireworks, lighters, matches, stink bombs, laser pointers, etc., are prohibited on campus. Products containing toxic chemicals are prohibited.
3. Drugs, alcohol and/or drug paraphernalia on campus are prohibited. The arrangement for the sale of a controlled substance on campus is illegal and will be reported to law enforcement.
4. Use and/or possession of tobacco or tobacco related products, including electronic cigarettes/vape pens, on campus, sidewalks, or other areas immediately surrounding campus is prohibited.
5. Skateboarding, scooters, and roller blading are not allowed on campus. Bikes and skateboards must be locked in the bike and skateboard racks next to the administration building. (A BHS skateboard permit is required in advance).
6. Use of any non-essential electronic devices is prohibited and items may be confiscated. Cell phone use is prohibited during instructional time unless in use during a teacher directed activity.
7. Permanent markers and paint pens of any kind are prohibited unless a teacher requires one for class.

**B. Students are expected to take appropriate care of all school property and equipment:**

1. Graffiti and/or vandalism are illegal and may be reported to law enforcement agencies. Restitution for damaged property may be sought.
2. Textbooks and library books must be handled responsibly and returned promptly. Appropriate fines may be charged for lost or damaged books.
3. Safety rules and proper handling of laboratory equipment, shop equipment, musical instruments and equipment, and/or sports equipment must be followed.
4. School lockers, as well as all areas on school property, are subject to search at any time. The school has 24 hour video surveillance in common areas. Also, searches may be conducted under the supervision of administration by school personnel, as well as outside agencies, canines, and law enforcement.
5. Students are responsible for personal property. Appropriate measures should be taken on their part at all times to secure items.

**C. Students are expected to comply with directives given by school officials or authorized school personnel to maintain a safe and orderly environment:**

1. Each teacher gives out classroom guidelines, consistent with state laws, board policies, and school rules. Pupils are required to comply. Teachers use appropriate progressive classroom discipline.
2. During lunch and nutrition all campus rules, policies, and guidelines are to be followed.
3. Toys, pets, or other nuisance articles should not be brought to school without permission of an appropriate teacher and administrator.
4. Restrooms must be used properly at all times.
5. Students out of class must have a proper pass.
6. According to the clean campus policy, students are expected to help maintain a safe, orderly, clean environment. Littering is prohibited.
7. **No outside food will be accepted or dropped off in the front office.**
8. Flowers, balloons, toys, cakes, etc. will not be accepted from outside sources by the school to deliver to students.
9. Students must carry their school Identification Cards with them at all times on campus and at school events.

## **CORRECTIVE ACTIONS FOR VIOLATION OF BEHAVIOR EXPECTATIONS**

Each classroom teacher maintains specific standards for absences, tardiness, work habits, and behavior with respect to the teacher and other students. Teachers may hold conferences with the students and the parents in order to rectify behavior that is detrimental to the student and to the classroom. A teacher may, at his or her sole discretion, suspend a student from class for up to two days. The classroom teacher will contact parents and arrange any necessary conference if a classroom suspension is issued. Administration will be notified.

A student may be referred to an administrator if the teacher feels that the student is not responding to his or her disciplinary actions and teacher communication with parents has been unsuccessful. An administrator will conference with the student and may notify the parent. Detention, Class Suspension, Saturday School, In-School Suspension, or Out-of-School Suspension is determined by school administration on a case-by-case basis.

## **INTERVENTIONS FOR REPEATED VIOLATION OF SCHOOL GUIDELINES**

Students who are frequently referred to the office or have poor attendance may be referred to either a Student Study Team (SST) or Attendance Study Team (AST) meeting. The ASTs and SSTs are composed of two or more of the following: counselors; administrators; teachers; school psychologist; school nurse or other site/district staff to provide intervention on behalf of the student. The teams meet with the student and his or her parents to make plans to improve the student's behavior, attendance, and/or academic progress. The team may place the student on a Behavior Contract, Attendance Contract, Daily/Weekly Progress reports, referral to Counseling Services, or other agencies or personnel as a means of intervention.

Students who continue to have poor attendance after two meetings with an AST will be referred to the School Attendance Review Board (SARB) or be considered for further disciplinary actions such as placement in another school, or in extreme cases, may be recommended for expulsion from the Burbank Unified School District. A student who is referred to SARB more than two times may be referred to the juvenile justice system.

Students who are on probation and continue to present discipline or attendance problems will be referred to the appropriate probation officer for violation of probation.

**Burbank Unified School District maintains a "ZERO" tolerance policy with respect to acts described in Education Code Section 48915 (c). Zero tolerance acts are the following: possession of a firearm; brandishing a knife; sale of drugs; sexual assault; and possession of an explosive device.**

## **BUSD BOARD POLICY ON BULLYING (BP 5131.2)**

Bullying is a form of violence. The acts involve real or perceived imbalance of power with the more powerful student, person, or group attacking those who are less powerful.

Bullying is subjecting a person to abusive actions. Typically, bullying behavior is unprovoked, intentional, and repeated over time, and includes the use of hurtful words and/or acts.

Bullying may include, but is not limited to gestures or written, verbal, or physical acts that are reasonably perceived as being motivated by general disrespect or by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, a mental, physical, or sensory disability, or on the basis of association with an individual who falls into one of the protected categories, that takes place on school property, on any school sponsored function, or on a school bus, or that (1) places student or school employee in reasonable fear of harm to his or her person or well-being; or damage to his or her property or (2) has the effect of substantially interfering with the student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school.

### **Possible Indicators of Bullying Behavior**

Bullying can occur face to face or via written, telephonic or online communication. Bullying behaviors are usually repetitive in nature and may include, but are not necessarily limited, to the following:

1. Verbal
2. Physical
3. Emotional (Psychological)
4. Cyber Bullying
5. Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in quality of work, or problem behaviors.

The Board of Education is committed to providing a safe working and learning environment. The district will not tolerate bullying or any behavior that infringes upon the safety or well-being of students, employees, or any persons within the district's jurisdiction. The district will not tolerate retaliation in any form, when bullying has been reported. District policy requires all schools and all personnel to promote among students and employees mutual respect, tolerance, and acceptance. "All students and staff of public primary, elementary, junior high [middle school], and senior high have the inalienable right to attend campuses which are safe, secure and peaceful." (Article 1, Section 28 (c) of the California State Constitution)

**Please report any bullying or crime related incidents to a school administrator immediately.** You can also contact our **Bullying Crime Reporting hotline at (818) 729-4589** or notify us through email at [StopBullying@burbankusd.org](mailto:StopBullying@burbankusd.org). The Burbank Unified School District is committed to keeping our students safe and preserving a positive educational environment for all. If you are a victim of bullying or are aware of a situation that needs our attention, you can report it anonymously either by calling our hotline or sending an email through the above link. The District will conduct a thorough investigation into each reported incident through this system.

## **BUSD BOARD POLICY ON RACISM (BP 0415)**

The Burbank Unified Board of Education ("Board") and the Burbank Unified School District ("district") reject all forms of racism as destructive to the District's mission, vision, values, and goals. The Board is committed to the following principles:

1. Establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result in and perpetuate racism.
2. Eliminating inequitable practices and cultivating the unique gifts, talents, and interests of every child to end the predictive value of social or cultural factors, such as race, ethnicity, class, sexual identity, sexual orientation, or gender, on student success.
3. Respecting, honoring, integrating, and championing the diversity and life experiences of all children, parents/guardians, and community members to support the school district's mission, vision, values, goals, and objectives.
4. Acknowledging that racism is often compounded by other forms of discrimination, including, but not limited to, the protective classes identified by the state and federal government.

Purpose: Personal and institutional racism have historically existed in the United States of America and continue to exist, even in our community. Combating racism in our schools is a legal and moral imperative. In this district, there are disparities between racial groups in student academic performance, achievement, and participation in academic and extra-curricular programs. These include disparities in graduation rates, gifted identification, course participation, special education identification, standardized test scores,

and suspension rates. Disparities also exist between the racial demographics of the students in the district and the staff the district hires.

These equity gaps exist because of inequitable access to opportunities that have significant intergenerational effects and perpetuate economic, social, and educational inequity. However, racial inequities were created over time and can be eliminated. Similarly, personal prejudices and biases are learned and can be unlearned. Educators play a vital role in reducing racism and inequity by recognizing the manifestations of racism, creating culturally inclusive learning and working environments, and dismantling educational systems that directly or indirectly perpetuate racism and privilege through policy, teaching, and practice.

The Burbank Unified School District officially denounces racism, which is defined as: A highly organized system of “race” based group privilege that operates at every level of society and is held together by a sophisticated ideology of race/color supremacy. According to sociologists Noel Cazenave and Darlene Alvarez Madden, “Racism has a component of power and privilege” (<https://www.cta.org/our-advocacy/social-justice/black-lives-matter>).

Please report any racist or racism related incidents to a school administrator immediately. You can also contact our **Bullying Crime Reporting hotline at (818) 729-4589** or notify us through email at [StopBullying@burbankusd.org](mailto:StopBullying@burbankusd.org). The Burbank Unified School District is committed to keeping our students safe and preserving a positive educational environment for all. If you are a victim of racism or are aware of a situation that needs our attention, you can report it anonymously either by calling our hotline or sending an email through the above link. The District will conduct a thorough investigation into each reported incident through this system.

### **BUSD BOARD POLICY ON ABSENCES AND EXCUSES (BP 5113)**

The Board of Education believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

- Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)
- Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)
- Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.
- Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

If your child is unable to attend school, please call the main office (818-729-5100) or send a note within 3 school days to clear your child's absence. You can also clear the absence through the Burbank High App. Absences shall be verified by the student's parent/guardian by note, phone call, or physician's verification (doctor's note). When a student reaches 14 absences in the school year, any further absences must be verified by a physician or will be considered unexcused. A student is considered truant after three unexcused absences or three unexcused tardies of more than 30 minutes. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant and may be referred to the School Attendance Review Board.

If your student is sick and possibly contagious, please keep them at home to prevent the spread of germs.

### **TARDINESS**

**Tardies are counted per semester.**

A student is tardy when he/she is not in the classroom, or his/her assigned instructional area when the bell rings. If a student is more than 30 minutes late, they will receive a different code of an “M” instead of a “T”. When a student reaches three (3) marks of an M, that will convert to one (1) unexcused absence (per Ed. Code 46014 and 48205). Teachers can assign their own consequences to students as part of their classroom rules if they require other things at the beginning of the period, such as wanting students to be in their seats or to have certain materials out.

Students are not to be in the halls after the bell rings without a hall pass, teacher hall pass, or a written note from a certificated or classified employee. Students are not to be out of class during the first ten minutes or the last ten minutes of any period.

Students who refuse to enter a classroom when directed, after the tardy bell rings, will be subject to consequences for defiance of authority.

**Consequences for Violations, per semester:**

**1<sup>st</sup> – 4<sup>th</sup> Tardy:** Classroom teacher warns/reminds student to be on time for class.  
Teacher may assign his/her own detention/consequence.  
Parent contacted by the teacher on 4<sup>th</sup> tardy.

**5<sup>th</sup> Tardy:** Teacher sends referral to the discipline office.  
Administrator places student on Tardy Contract.  
Contract is sent home to parents with student.  
Student issued a **30-minute detention** with the Discipline Office.  
Parent notified by administration of infraction/contract via phone call or email.

**6<sup>th</sup> – 7<sup>th</sup> Tardy:** Classroom teacher warns/reminds student to be on time for class.  
Teacher sends referral to the discipline office.  
Student may receive an “Unsatisfactory” Citizenship mark for the grading period.  
Student issued a **one-hour detention** with the Discipline Office.  
Parent notified by administration of infraction/contract via phone call or email.

**8<sup>th</sup> – 9<sup>th</sup> Tardy:** Student issued **Saturday School** with the Discipline Office.  
Teacher sends referral to the discipline office.  
Notice of Saturday School is sent home to parents with student.  
Parent notified by administration of Infraction/Saturday School via phone call or email.  
Student will receive an “Unsatisfactory” Citizenship mark for the semester.

**10<sup>th</sup> Tardy:** Student referred to Student Study Team (SST) for review and evaluation.  
Failure to complete teacher-assigned detentions may lead to a referral to the Discipline Office.  
Failure to complete administratively assigned detentions may lead to Saturday School.  
Failure to attend Saturday School may result in an In-School suspension or suspension from school.

**Additional consequences may include the loss of parking permits, off campus lunch passes, and access to school activities including dances, rallies, and assemblies.**

**BUSD BOARD POLICY ON DRESS AND GROOMING (BP 5132)**

The Burbank Unified School District’s student dress code supports equitable educational access. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any protected class or group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, immigration, religion, cultural observance, household income or body type/size.

When the site administrator/designee determines that a student's appearance or attire is in violation of this policy, the student will modify his/her appearance, clothing, apparel, and/or accessories in such a manner that it no longer violates this policy. If necessary, with parental permission, the student may be given school clothing to wear, if available. Refusal to take steps as described in this policy shall be cause for disciplinary action against the student.

Parents/guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Hence, at all district schools or at school-related activities, **inappropriate appearance and dress includes:**

- Wearing clothing containing violent language or images or is affiliated with gangs, including bandanas. (Bandanas are only allowed on designated days.)
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, and/or pornography
- Images or language that create a hostile or intimidating environment based on any protected class or groups
- Any item that obscures the face or ears; exceptions will be made for students who are observing a religious tradition
- Sunglasses that are worn inside a classroom, library, or any building (unless recommended by a physician)

Clothes must be worn in a way such that genitals, buttocks, midriffs, breasts, and nipples are fully covered with opaque fabric. All items listed in the “required to wear” and “may wear” categories below must meet this basic principle.

**Students are required to wear:**

- A shirt or top (with fabric in the front, back, and on the sides under the arms) AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts that comply with the parameters listed above) AND
- Shoes

**Students may wear** (as long as it is in compliance with the parameters listed above)

- Knit caps, full brimmed hats, or beanies can be worn outside only; baseball caps are not allowed
- Religious headwear
- Hooded sweatshirts (wearing the hood over the head is not allowed)
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as buttocks are not exposed
- Tank tops, including spaghetti straps, off the shoulder tops, and halter tops
- Open-toed shoes/strapless sandals (elementary and middle school students must have straps and closed-toed shoes). Wearing slippers is not allowed without permission from a physician.

The district expects all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should represent the district’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

**Inappropriate Dress**

Students will only be removed from spaces, hallways, or classrooms as a result of violating the “inappropriate dress” section of the dress code. A student may request a second opinion from another administrator for collaboration before a consequence is applied. If the administration determines a student’s clothing, jewelry, accessories, and/or appearance to be inappropriate, the following consequences will apply at the secondary level:

**First Offense:** Parent/guardian will be called. Student will need to change into acceptable clothing.

**Second Offense:** Parent/guardian will be called. Consequence assigned.

**Third Offense:** Student may be sent to detention and parent/guardian will be notified.

**Fourth Offense:** Saturday School or detention may be assigned; parent/guardian will be notified.

**Fifth Offense:** Parent/guardian conference held. Additional interventions shall be considered which involve the parent, students and school (e.g. Student Study Team meeting, referral to family counseling, etc.)

No student shall be subjected to dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.

- Staff shall not shame or require a student to display their body in front of others. “Shaming” includes, but is not limited to:
- Kneeling or bending over to check attire fit
- Asking students to account for their attire in front of others
- Calling out students about perceived dress code violations in front of others
- Accusing students of “distracting” others with their clothing
- Making critical or judgmental comments about a student’s attire through verbal or non-verbal means which are not necessary to enforce this policy

The district expects students to be treated with respect when addressing a dress code issue. Conversations with students about dress code shall be private, respectful, and discreet.

No student may be suspended because of a violation of this Board policy unless:

1. The student has been given adequate notice of the violation of this Board policy.
2. The student has been given adequate opportunity under the circumstances to comply with the direction to cease violation of this Board policy.
3. Other means of correction fail to bring about proper conduct.

### **CELL PHONES and other ELECTRONIC DEVICES**

The use of non-essential electronic devices is prohibited and items may be confiscated. Cell phone use is prohibited during instructional inside or outside of school buildings except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. (Electronic devices should not be out or on one's person during any testing). Other than under direction of a teacher, students may only use devices during nutrition or lunch. The pupil must ensure that the device is turned off during class time (consistent with School Board Policy 5131, revised 03/27/13). A student may be asked to leave their cell phone with their teacher while out of the classroom when using a pass.

**Parents should not call or text their student during the school day.**

**If there is an emergency** important enough to disrupt the student from class, the parent should **call the school (818) 729-5100**

- **Extension 51933** in Attendance Office
- **Extension 51920** in Discipline Office

The student will be summoned to the office to answer or return the call.

Students with visible headphones or earbuds during class time or inside of school buildings will be considered to be using an electronic device. Students may only use devices during nutrition or lunch. Items may be confiscated (consistent with Ed Code 48901.5). Student is to turn their device over to an administrator, campus supervisor or other school staff when requested to do so.

***BURBANK HIGH SCHOOL IS NOT RESPONSIBLE FOR THE DAMAGE OR LOSS OF CONTRABAND OR CONFISCATED ITEMS.***

#### **Consequences for violations, per school year:**

- 1<sup>st</sup> Violation:** Device is confiscated by an administrator, campus supervisor, faculty, or other staff.  
Infraction entered in discipline record.  
Parent notified of infraction via phone call or e-mail and device returned to student after his/her last class.
- 2<sup>nd</sup> Violation:** Device is confiscated by an administrator, campus supervisor, faculty, or other staff.  
Infraction entered in discipline record.  
Student issued 30 minute detention.  
Parent notified of infraction via phone call or e-mail and device returned to student after his/her last class.
- 3<sup>rd</sup> Violation:** Device is confiscated by an administrator, campus supervisor, faculty, or other staff.  
Infraction entered in discipline record.  
Student issued 1 hour of detention.  
Parent notified of infraction via phone call or e-mail and device returned to student after his/her last class.
- 4<sup>th</sup> Violation:** Device is confiscated by an administrator, campus supervisor, faculty, or other staff.  
Infraction entered in discipline record.  
Student issued Saturday School.  
Parent/Guardian will be notified and device returned to student after his/her last class.
- 5<sup>th</sup> Violation:** Device is confiscated by an administrator, campus supervisor, faculty, or other staff.  
Infraction entered in discipline record.  
Student assigned Saturday School/School Suspension.  
Parent/Guardian will be notified and device returned to student after his/her last class.

***Continued violations will necessitate parent conferences to determine further consequences, and may result in alternative school placement.***





## ACADEMIC HONESTY

Integrity is an important part of a student's academic experience. The academic assessments and grades that a student receives for a course becomes a significant part of a student's record, and it is critical that such records be accurate and consistent. Furthermore, the integrity students learn and exhibit in high school will be the model for the integrity they will need to practice either in college or the work place.

Students shall not misrepresent examination materials, research materials, classwork, and/or homework assignments as their own, when in fact they are the work of someone else. Copying the work of another student or allowing your work to be copied is academic dishonesty. This includes the use of an electronic device to send or receive testing problems and or answers. (Electronic device should not be out or on one's person during any testing). Copied work from published sources, and/or from the Internet (plagiarism) without proper documentation constitutes academic theft.

### **Consequences for violations, per school year:**

**1<sup>st</sup> Violation:** Student will receive a zero on the assignment.  
Teacher will contact parent/guardian by phone.  
Referral will be sent to an administrator for recording and filing in student's record.

**2<sup>nd</sup> Violation (In the Same or Any Other Class):**  
Student will receive a zero on the assignment.  
Student may receive an "Unsatisfactory" Citizenship mark for the grading period.  
Teacher will contact parent/guardian by phone.  
Referral will be sent to an administrator for recording and filing in student's record.  
A parent conference with a Counselor, and or an Administrator.

**3<sup>rd</sup> Violation (In the Same or Any Other Class):**  
Student will receive a zero on the assignment.  
Student will receive an "Unsatisfactory" Citizenship mark for the semester.  
Student may be dropped and/or failed from the class where the third infraction occurred.  
Referral will be sent to an administrator for recording and filing in student's record.  
A parent conference with a Counselor, and or an Administrator.

- Student will be penalized for the second and/or third infractions if the incidents have taken place in the same academic year as the first infraction.
- Student will be held accountable for second and/or third violations in the same class where the first violation took place, or any other class.

## **STUDENT LUNCH PERMIT**

Permission to be renewed every grading period.

A **Lunch Permit** is a *privilege* for 11<sup>th</sup> and 12<sup>th</sup> grade students and specific parameters must be met and maintained in order for the student to keep this privilege. 9<sup>th</sup> and 10<sup>th</sup> grade students must stay on campus for lunch.

If the student qualifies for and receives a Lunch Permit, he/she is solely responsible for the use and location of it. Misuse of this permit may result in it being REVOKED for the remainder of the semester or the remainder of the school year.

In order to qualify for a Lunch Permit a student must, during the previous 10 weeks, have and maintain the following:

- Be an 11th or 12th grade student
- Must have a 2.0 GPA
- Not on a Tardy or Attendance Contract
- No F's in any class
- No U's in Citizenship or Work-habits
- All detention hours must be made up

If a student does not qualify for a Lunch Permit in a given 5 week period, they may work to improve during the next 5 week period and qualify, unless their Lunch Permit has previously been revoked.

Please be aware that for those who must use a car or bus to travel to lunch, the danger of traffic accidents, the necessity of eating a hurried lunch, and the probability of recurring tardiness are factors that must be considered. For these and other reasons, the Board of Education operates a cafeteria on the school grounds where hot lunches, sandwiches, milk, and snacks may be purchased.

This permit is issued with the understanding that students will go home to eat or have lunch at a local restaurant or food vending establishment. **The permit is not intended to allow students to eat in parked cars or to loiter on sidewalks, parking lots, residences, or business locations in the neighborhood.** Students must have a valid permit with them during the lunch period and produce it daily when requested by a school official. They must show it when leaving campus and when returning to campus. **If they do not have it with them, they will not be permitted to leave campus.** Being off grounds without a Lunch Permit may result in disciplinary actions and having the permit revoked. The Lunch Permit may be revoked at any time upon the request of the parent or a school official. The cost to replace a lost permit is \$5.00.

It must be understood that ***parent/guardian accept full responsibility for their student*** while off campus at lunch, if the request is granted by the school. If after considering these facts, permission for this student to leave campus for lunch is still desired, please sign the pe.

***If a parent has any concern regarding their child being off campus during lunchtime, they should not sign the permission slip provided by the school to receive a Lunch Permit.***

## Student Parking Permit Application

### **Student parking is a PRIVILEGE!**

Turn in your completed application to the Student Center. Incomplete applications will not be considered for a parking space. Please be sure to attach all required documents.

***Once completed applications are submitted, your application will be put into a lottery.***

#### **The rules are as follows:**

1. I understand that Parking permits are required to park in the student parking area (middle level) and the spot assigned. Students are not allowed to park in the faculty parking spots.
2. I understand the only reason for a student to be in a vehicle is to arrive and depart from school.
3. I understand loitering in the parking lot at any time is strictly prohibited.
4. I understand vehicles should remain locked at all times.
5. I understand cars are off limits during the day unless special permission is obtained from one of the assistant principals or released from the attendance office with a pass.
6. I understand vehicles must be driven in a safe manner; the speed limit is 5 mph in school lots.
7. I understand I must follow the directions of campus supervisors routing traffic in the parking lots.
8. I understand I am requesting an assigned parking space in the Burbank High School Parking Structure, Student Level, and agree to park in only my assigned space. I may not share the assigned space with others. I am parking at my own risk and understand that Burbank High is not responsible for theft or damage to my car.
9. I understand that parking spot preference will be considered, but will not be guaranteed.
10. I understand that I must provide a copy of my driver's license, current insurance, and car registration with my application.
11. I understand that I cannot have any detention hours.
12. \*I understand that violation of the above rules may result in the revocation of the parking permit.

Turn in your application to the Student Center. The deadline is August 6th at 3:00 pm.

Lottery will take place on Wednesday, August 11th. Those selected will be able to pick up their parking placard on August 13th.

The school will notify you if you have been approved.