

Burley Senior High School

2023-2024

Parent & Student Handbook



Home of the Bobcats!

#1 Bobcat Blvd.

2100 Parke Avenue

(208) 878-6606

FAX (208) 878-6647

Attendance Hotline (208) 878-6644

School Website: <http://www.cassiaschools.org/Domain/10>



Mission Pillar

- To challenge and guide each student toward an evolving educational and career landscape.

Vision Pillar

- All staff will teach every student as though they can improve in all subjects:
All Means All!
- The school will build a learning community where the faculty, students, parents, and community work together to create students that are confident, self-directed, and life-long learners.
- The learning community will ensure the student is valued in a safe and comfortable environment, surrounded by positive relationships.

Collective Commitments

- Teachers will collaborate with students, parents, and administration to implement interventions for struggling students.
- Teachers will speak to students with respect and guide students to accept increasing responsibility for their learning, decisions, and actions.
- Data gathered from summative and formative assessments will be used to monitor student learning, create learning goals and inform instruction.
- All adults agree to work together to ensure achievable goal-setting and thoughtful reflection that will lead to achievable growth.
- The parents will encourage students to utilize resources at the school such as PowerSchool, parent teacher conferences, and the media center.
- All members recognize the diversity of the community, engage in mutual respect, and promote social awareness.

TABLE OF CONTENTS

BHS MISSION AND BELIEFS	2
FACULTY AND STAFF.....	7
CLUB/ORGANIZATION ADVISORS AND COACHES	9
BHS ORGANIZATIONS/CLUBS	11
BHS STUDENT GOVERNMENT	14
ACADEMICS	
Accredited School Information	15
Athletic Academic Eligibility	15
BHS Differentiated Diplomas.....	17
Credit Recovery	18
Correspondence Credits	18
Dual Credit	18
Emailing BHS Staff	19
Final Semester Tests	19
Four Year High School Plan	19
GPA	19
Grading System	20
Graduation Requirements	20
Graduation Ceremony	22
High School Transcripts	23
Letter Awards	23
Permanent Records	23
Senior Projects	24

Valedictorian, Salutatorian, and Top Ten	24
BELL SCHEDULE FOR 2023-24	25
ATTENDANCE	26
Absences	26
Truancy	28
5 th Year Seniors.....	28
Denial of School Attendance	28
Resident Attendance and Transfers	28
Dropping Classes.....	29
Released Time Programs	29
Withdrawals	30
 AUXILIARY SERVICES	
Bobcat Boosters	30
Cars/Parking	30
Counseling Services	30
Lost and Found	30
PowerSchool Information	30
School Lunch Program	31
TRiO Program	31
 FUNDS	
Fees	31
Senior Class Funds	32
Unpaid Bills	32
OFFICE PROCEDURES	32

BHS EXPECTATIONS FOR STUDENTS

Assemblies	33
Dress	33
Cell Phones	34
Cheating	34
Initiation and Installation	35
Parking Lot/ Grounds Safety	35
Public Displays of Affection	35
Visitors	35
Surveillance Cameras	35
Search and Seizure	36

SCHOOL FACILITIES

Computer Labs	36
Decorating	37
Lockers	37
Media Center Rules	37
Supervision	37

PARENT AND STUDENT RIGHTS

District Policy	37
Procedure for Patrons/Student complaint	38
Student Rights and Responsibilities	38
Student Expression	39

Emergency Procedures.....	39
Right to Assembly	39
Discrimination.....	39
Hearings	40

SPECIAL PROGRAMS

Migrant	41
Limited English Proficient	41
Special Education	41
Ferpa	41

TRANSPORTATION

Bus Regulations	41
Parent Transportation Form	42

BURLEY SENIOR HIGH SCHOOL FACULTY & STAFF

Administration

Levi Power, Principal
Deana Christensen, Assistant Principal – grades 10 & 12
Andrew Wray, Assistant Principal – grades 9 & 11

Athletic Director

Randy Winn

Counselors


Dan Bolingbroke, A-G
Andrea Gochnour, H-O
Tenelle Darrington, P-Z

Main Office Staff

Alyssa Rodriguez, Registrar
Candace King, Receptionist
Emily Hill, Business Manager
Darla Wright, Attendance Secretary

Social Studies Adam Hope Clint Milliron Jed Thomas Colleen Parkin Art Silva Kim Seibold	Practical Arts Terri Searle, Family & Consumer Science Hettie DeJong(BJH), Family & Consumer Science Sam Condie, Agriculture Joseph Brown, Agriculture Emilee Taylor, Agriculture Cherise Gentry, Business/Computers Janet Cole, Accounting/ Computers Tammy Cooper/Computers
English Brogan Schaeffer Josh Evenson Jennifer Willes Seth Nielsen Brandi Powell Stephen Meyers James O'Connor Denise Fisher, Speech	Math Cindy Shaw Maddie Cook Heather Agyei Jolene Toland Mireya Villanueva Rich Stock Bethanie Phillips

<p>Media Center Marlene Olson Heather Harrison</p>	<p>Science Carrie Carson, Physical Science/Chemistry Riley Christensen, Phy. Science/Chemistry Terence Smith, Biology/Anatomy Mitch Young, Environmental/Physics CheyAnne Toner, Physical Science/Biology Brandon Hosteen, Phy. Science/Biology</p>
<p>Fine Arts Angela Heiner, Visual Arts Lance Jones, Drama Dusty Fisher, Choir Betty Nava, Spanish Jeff Ludlow, Spanish Tim Wood, Band Mark Cook, Japanese</p>	<p>Special Services Grace Campos, ESL Teacher Jenni Street, SPED Teacher Liisa Craner, SPED Teacher Nich Thomander, SPED Teacher Torri Matsen, SPED Teacher Cortney Abenroth, SPED Teacher Vance Griffin, SPED Teacher Maddie Stadel, SPED Teacher Lavon Anderson, Aide Crystal Chesley, Aide Amanda Villanueva, Aide Marni Kunz, Aide Jalynn Despain, Aide Jennifer McFarland, Aide Launi Rasmussen, Aide Mike Peck, IDLA/Credit Recovery Lab</p>
<p>PE/Health Michael Hill, PE/Weights Tammy Cooper, Health Devin Kunz, Health/PE Cole Nelson, PE/Weights Cameron Andersen, PE/Weights</p>	

<p>Food Services Patricia Robbins, Head Jenny Larson, Lorie Christofferson Magdalena Arteaga</p>	
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Club/Organization Advisors and Head Coaches

Athletic Director: Randy Winn

Art Club: Angela Heiner

Band: Tim Wood

Baseball: Devin Kunz

Basketball (boys): Brad Caresia

Basketball (girls): Nicole Baker

BPA: Janet Cole, Cherise Gentry, Tammy Cooper

BSOPP: Torri Matsen, Maddie Stadel

Cheerleaders: Jovani Ramos

Choir: Dusty Fisher

Color Guard: Tim Wood

Competitive Speech: Denise Fisher

Cross Country: Katelyn Harper

Drama Club: Lance Jones

District Math Coordinator: Cindy Shaw

District Science Coordinator: Carrie Carson

District English Language Arts Coordinator: James O'Connor

FCCLA: Terri Searle

FFA: Joseph Brown

Football: Cameron Andersen

Golf: Scott Draper

Key Club: Adam Hope

Leo's Club: Jennifer Willes

Marching Band: Tim Wood

Orchestra: Tim Wood

National Honor Society: Jennifer Willes, Carrie Carson

School-to-Work Program Director: Dan Bolingbroke, Andrea Gochnour, Tenelle Darrington

Senior Graduation Activities: Dan Bolingbroke, Deana Christensen

Ski Club: Riley Christensen

Soccer (boys): Lindsay Payne

Soccer (girls): Jorge Carrillo

Softball: Bethanie Phillips

Spanish Club: Betty Nava, Jeff Ludlow

Japanese Club: Mark Cook

Stepperettes: Brooke Jensen

Student Council: Cameron Andersen

Tennis: Cameron Jackson

Track: Tanya Young

Tri-M: Dusty Fisher

Volleyball: Stephanie Shirley

Wrestling: Miles Bishop

Yearbook: Mark Cook

BHS ORGANIZATIONS/CLUBS

Art Club – The purpose of the Art Club is to promote a better appreciation of art and its importance in modern society. To become a member, a person must be a current art student and show an interest in the visual arts.

BSOPP – Burley Special Olympics Partners Program is designed to bring high school students and Special Olympians together to create a bond of respect and friendship which will make Special Olympians more aware of their own worth and high school students more understanding of students with special needs. Sharing social activities as well as Special Olympic preparation and competitions are the primary objectives of this organization.

Bel Cantos – Bel Cantos is a select choir with the aim of learning many and varied types of music. These range from contemporary to classical, with most emphasis on classical. Students must audition with the director in order to be considered for membership. It is not necessary to be a musician in order to audition; however, any past musical experience will be helpful. Although the class is basically a performance-oriented class, the students also learn a great deal about musicianship. Many performances are given each year.

Spirit Club- The Spirit Club is an organization that provides opportunities for students who have an enthusiastic attitude and pride in their school's activities. It is a group of students and faculty working together to bring school spirit to the student body, as well as encourage students to participate at sporting events and other school sponsored activities. The Spirit Club has the mindset that the strongest, most united teams rise to the highest level of performance, and that their goal is to encourage that effort throughout the entire student body.

Bobcat Staff – The Bobcat is the name of the yearbook of Burley High School. It tells the story of the school year through photographs and words. The Bobcat contains sections devoted to student life, organizations, classes, and school activities. The yearbook class produces the Bobcat. Editors are selected by the advisor, the staff, and the principal. Assistant editors are named as needed. Students who wish to join the staff must submit an application and be approved by the Bobcat advisor.

Business Professionals of America – BPA is a national vocational organization for students enrolled in business classes. The organization stresses leadership and essential characteristics of the successful worker. The members participate in regional, state, and national activities as well as local projects. The members also compete in various business contests on the regional, state, and national level.

Cheerleaders – The BHS Spirit Squad consists of varsity, junior varsity, and freshmen members chosen by special judging procedures at the previous spring tryouts. In addition to practicing during the summer, the squad meets as a class to create and perfect cheers, dances, pep assemblies, etc. The goal of the squad is to promote school unity and spirit.

Color Guard – The color guard is a team that uses props, most often flags, as they perform contemporary modern dance. Members of the BHS color guard team march along with their fellow marching band members during football games as well as various competitions. After marching season, the color guard will perform at several basketball games. Color guard is a one-semester class.

FFA – The FFA organization is an integral part of high school agricultural sciences instruction. It provides students with the opportunity to develop leadership skills, compete with others in various agricultural skills, and receive travel opportunities. There are requirements the students must meet in order to join this international organization.

FCCLA – Family, Career and Community Leaders of America is the student organization that encourages personal growth, teaches career preparation, and fosters family and community involvement.

Drama Club – The Thespian Society was founded to encourage participation in high school dramatic productions. To be admitted into the club, a person needs to earn points that are received from acting in plays, participating on production staffs, or participating in declamation activities.

Japanese Club- The Burley High Japanese Club is open to all current Bobcats. There are no dues and Japanese is not required. Membership is based on participation. The club's purpose is twofold: 1) to explore and share Japanese culture and 2) to provide service. All members in good standing are encouraged to seek office and to help plan activities.

Jazz Ensemble – The Jazz Ensemble is an audition-only group with membership drawn from the Concert Band. The Jazz Ensemble generally performs in two concerts and three jazz festivals each year. This is a yearlong class.

Marching Band/Pep Band – This organization provides a large ensemble setting for students who wish to continue to develop their own instrumental skill and that of an ensemble member. Students in band participate in concert band, marching band, and pep band. Students are required to attend all required football games, girls and boys basketball games, all concerts (3 per year) and scheduled rehearsals. A required week-long marching band camp is held in either late July or early August each year.

National Honor Society – NHS is a national organization comprised of students who have a GPA of 3.5 or higher. The purpose of this organization is to encourage academic excellence. Entrance into the club is by invitation, and all members are required to take specific advanced classes. The club holds parties, sponsors activities, and raises money for scholarships given to NHS seniors.

Rodeo Club – The Rodeo Club at BHS is organized for the purpose of promoting rodeo participation. Members compete as a team in National High School Rodeo Association approved

rodeos where they accumulate points, which enable them to participate in state and national finals competitions. Members must provide their own equipment, transportation, and entry fees.

Spanish Club – The purpose of the Spanish Club is to get a better understanding of the Hispanic culture, not only in school but in the community as well. The goal is to keep former and current Spanish class students active in the club's cultural and language enhancement activities.

Stepperettes – Stepperettes is a dance/drill team whose purpose is to perform at athletic and civic functions and to represent BHS at dance/drill team competitions. Members are selected for their dance ability, poise, personality, willingness to cooperate. Grades are also a consideration. Routines are taught and perfected during a regular class; however additional practices are also expected.

Student Council – Student Council is a class (Leadership) comprised of the Student Body and Class Officers. Elections are held for these positions each spring. The BHS student council members organize activities for the student body and promote school involvement and school spirit. It acts as a liaison between students and school administration, and performs such tasks as will enable the school to run effectively and pleasantly. All student council members must be enrolled in the Leadership class. This class is graded on attendance, participation, and adherence to the Student Council Code of Conduct.

Tri-M - Tri-M is a music honorary much like National Honor Society. The students must have at least 1 semester involved in a performing musical group before they will be considered, and must be currently active in a musical group to maintain membership. Also, the student must have a solid B cumulative grade point average. At the beginning of each semester students may request entry through an application process and each student will be accepted based upon their own merit and through solid teacher evaluations. Tri-M will choose one socially aware event each semester to bring the performing arts to the community outside of the normal concert schedules maintained by the high school's musical groups.

BHS STUDENT GOVERNMENT 2023-24
Student Government Advisor: Cameron Andersen

<p style="text-align: center;">Student Body Officers</p> <p style="text-align: center;">President- Mikah Jones Vice President- Rylee Wray Secretary- Teegan Terry</p>	
<p style="text-align: center;">Senior Class Officers</p> <p style="text-align: center;">President- Luke Monroe Vice President – Kate Jones Secretary- Sawyer Kondel Senator- Isabelle Cook Spirit Club- Soraya Gonzalez</p>	
<p style="text-align: center;">Junior Class Officers</p> <p style="text-align: center;">President- Skyler Jones Vice President – Abraham Amy Secretary- Kymberlin Smith Senator- Sager Lynch</p>	
<p style="text-align: center;">Sophomore Class Officers</p> <p style="text-align: center;">President- Aaliyah Olmos Vice President- Ayden Draper Secretary- Reese Wray Senator-Ellie Griffin</p>	
<p style="text-align: center;">Freshmen Class Officers</p> <p style="text-align: center;">President- Emily Guerrero-Solis Vice President- Atley Jones Secretary- Sammy Gee Senator- Grace Jones</p>	

ACADEMICS

Accredited School Information – Burley High School is accredited annually through the AdvancED , a regional and nationally recognized organization that was founded in 1917. This accreditation was subject to an on-sight evaluation during the 2022-23 school year through a rigorous process of self-study, hosting an outside peer evaluation team and completion of a school improvement plan and evidence of continuous school improvement. Accreditation is recognition of a high-quality and well-balanced educational program. Accredited schools meet standards that are considered essential for quality education, and the process affirms that objective conditions for quality and progress exist in the school. Accreditation attests to the potential for excellence and provides a method for BHS to show how it meets approved regional standards and thereby stands as a beacon in the community.

Activity (Extracurricular) Eligibility - To be eligible to participate in an extra-curricular activity, students must satisfy all eligibility requirements and adhere to a code of conduct required by that extracurricular activity. All clubs/organizations have a code of conduct within their bylaws that students and their parents/guardians will sign in order to participate.

Athletic Academic Eligibility –Athletic Eligibility requirements are as follows:

1. Under the **State IHSSA** policy, all athletes must have passed **5** classes (does not include released time classes) during the previous semester. **District 151** policy states that the athlete must have a 2.0 GPA the previous quarter to be eligible. **Burley High School** has set a school policy that if a student has 2 or more failing grades, he/she will be placed on academic probation for one week. After probation, the student will be placed on suspension for one week if grades have not improved. Grade checks will checked week to week. The coaches will allow the student time to work with teachers to improve grades.
2. Athletes must purchase an activity card and must pay the district's pay-to-play fee prior to the first competition.
3. Athletes must submit to mandatory drug testing before the first competition and random drug testing throughout the season.
4. All paperwork for participation in the sport/activity must be completed and returned to the coach prior to the first practice.

Adherence to school policy, athletic code, and approved school citizenship (including satisfactory conduct, good moral character, sportsmanship, and attendance) is required. Smoking, drinking or possession of illegal substances (tobacco, beer, liquor, or illegal drugs) will automatically suspend a student from all extra-curricular activities at Burley High School. All requirements of eligibility of the Idaho High School Interscholastic Activities Association must be met for events sanctioned by the IHSAA. A copy of eligibility requirements is to be sent to parents, with a request to sign and return a form indicating an understanding of eligibility rules. All participants in athletics are required to have athletic insurance either through the school or a family insurance program.

Cassia Regional Technical Center Registration – Students register with their home high school to participate in CRTC programs, many of which offer dual credit and tech-prep options through CSI. The purpose of the CRTC is to provide students an opportunity to gain profitable skills and advance their education with Professional-Technical Training. A complete list of courses offered can be obtained at the BHS counseling center, or by visiting the CRTC at 1143 West 16th Street.

Class Rank – Class rank is used to show where a student stands academically in relation to other members of his/her graduating class. The student with the highest GPA (grade point average) is number one; the student with the second highest GPA is number two, etc. Like GPA, class rank is one of several factors that colleges use in the admissions process.

Differentiated DIPLOMAS AT BHS

Standard	Regular diploma meeting the minimum graduation requirements.
Technical	Students complete the minimum graduation requirements and complete an approved Idaho Professional-Technical Program of Study, equivalent to two years (4 semesters), within a single pathway.
College Recommended	Students complete the standard requirements for admission to Idaho's public four year colleges and universities
Honors	Students complete the College Recommended plus Honors/AP/Dual Credit.

Implementation

All diplomas will be printed with specific diploma type. All transcripts will be printed with a watermark of the diploma type and be meaningful to employers and others.

Requirements for the Standard Diploma

The Standard Diploma will be issued to those meeting the minimum graduation requirements at Burley High School.

Requirements for the Technical Diploma

The Technical Diploma will include all of the requirements for the Standard Diploma and include two years of classes in the same technical program.

Requirements for the College Recommended Diploma

The College Recommended Diploma will include all of the requirements for the Standard Diploma with the following additional requirements:

1. Six math credits must include Algebra 1, Geometry, and Algebra 2 or higher math classes.
2. Two years of the same foreign language (highly recommended by colleges and universities) **or** 1 year foreign language **and** 2 years of a performance art.
3. Minimum GPA: 3.0

Requirements for the Honors Diploma

The requirements for the Honors Diploma will include all of the requirements of the College Recommended Diploma with the following additional requirements:

1. Complete eight math credits and eight science credits. The senior math class must be either Calculus, Pre-Calculus or Statistics.

2. Complete at least one honors/AP class each semester (includes College Algebra/Trigonometry, Calculus, Statistics and Physics).
3. No “D” or “F” grade on the transcript (semester grades). A course with a “D” or “F” may be repeated for a higher grade and still be considered eligible for the Honors Diploma.
4. Minimum GPA: 3.5

Credit Recovery – Credit Recovery is a program to help students recover credits they have lost in core curriculum areas. Once a student is enrolled in a Credit Recovery course, they have 18 weeks in which to complete the course. There is no charge to the student for the course as long as the course is completed on time and with a passing grade. However, there is a charge of \$50 for each additional course if the student either does not pass the first course or fails to finish in 18 weeks. Only students who attended a class at least 50% of the time and earned a minimum grade of 45% may enroll in credit recovery, only exception will be upon Administrative approval.

Correspondence Credit – Cassia County Joint School District No. 151 students should plan their course of study with the assistance of their school counselor. This is particularly important when the student’s course of study includes courses taken through correspondence, online, and/or postsecondary schools. To be placed on a high school transcript, all courses taken must be offered by an institution accredited by the Idaho State Board of Education or other regional accrediting association recognized by the State Board of Education, and registered with the State Board of Education. Students should be aware that when taking courses through correspondence, online programs, and/or postsecondary schools that the grade received may impact their high school Grade Point Average (GPA). Grades will be placed on the high school transcript when any of the following apply:

- The course taken is paid by Fast Forward funds of the State of Idaho;
- The course is taken as one of the periods of the school day;
- The course is being used to meet a high school graduation requirement.

Dual Credit Options – The term “dual credit” refers to courses taken at a postsecondary institution that applies to both the postsecondary institution and to this district’s graduation requirements. The advantages to taking dual credit include lowering tuition costs for undergraduate level college courses and graduating from college sooner. However, parents need to be aware that these courses are also more rigorous than a typical high school course. Burley High School has many dual credit courses offered through CSI. A complete list can be found in our counseling center.

Emailing Teachers – Emailing with teachers is an effective and important form of communication that will help students succeed. Please visit the Burley High School website for all staff members' email addresses. We encourage regular email communication between parents/students and staff members.

Final Semester Tests – At the end of each semester an End-of-Course-Assessment (EOCA) is given. The EOCA for each course can count up to 10% of a student's grade. EOCA's will be given at scheduled times, and no EOCA will be given early. No exceptions. If a student cannot take an EOCA at the scheduled time, arrangements will be made for the student to make up the test. Please contact BHS administration if your student may not be able to take a scheduled EOCA.

Four Year High School Plan – Our counselors assist each student in developing a four-year high school plan, but parental guidance is really important too. When making a four-year plan, you and your student need to consider graduation requirements, college recommended courses, and career plans. If your student wants to play a sport in college, there are also athletic eligibility requirements that need to be met. Review and revise your student's four year plan each year, making adjustments for academic performance, personal interests, revised career plans, and changes in curriculum offerings. If you ever have a question, or want to make sure that your student is on the right path, schedule an appointment with one of our BHS counselors.

Grade Point Average (GPA) – A student's GPA is an indicator of how well that student is performing in school. It is simply the average of the student's semester grades, starting at the freshman year. Because colleges use the GPA to help them decide whether or not to accept a student, having a high GPA can be very important. BHS faculty and staff work hard to encourage students to pay attention to it from the beginning of their freshman year. The freshman year GPA creates the baseline from which the GPA is determined. It is very hard to bring up a GPA the senior year, so students need to make sure to make their grades are good, starting with the freshman year.

Grading System – It is the policy of Cassia County Joint School District #151 that for grades three (3) through twelve (12), students’ progress and achievement shall be reported on the basis of letter grades A-Superior; B-Above Average, Good; C- Average; D-Below Average, Poor; P-Pass; F-Failure. The letter grades interpreted shall have the following numerical values:

<u>Grade</u>	<u>Scale</u>	<u>Range</u>	
A	=	4.0	93-100
A-	=	3.7	90-92
B+	=	3.3	87-89
B	=	3.0	83-86
B-	=	2.7	80-82
C+	=	2.3	77-79
C	=	2.0	73-76
C-	=	1.7	70-72
D+	=	1.3	67-69
D	=	1.0	63-66
D-	=	0.7	60-62
F	=	0	59 and Below

Plus and minus signs will be used on permanent records.

Graduation Requirements – All students graduating from Cassia County Joint School District No. 151 must meet the state graduation requirements. It has been mandated by the state of Idaho that all students participate in Math, Language Arts, and Reading as measured by the Idaho Standards Achievement Test (ISAT). Any information on the ISAT and the Elementary and Secondary Education Act can be found on the state website at <http://www.sde.state.id.us>.

District Requirements for Students Graduating from Burley High School

To graduate, a student must comply with the following:

1. Earn 48 semester credits in a (7) period schedule.
2. Earn a proficient score on the Idaho Standards Achievement Test or meet the district alternate graduation requirements.

Subject	Credits
English	8
Math	6*
Speech	1
Science	6
World Area Studies	1
U. S. History	2
U. S. Government	2
Consumer Economics	1
Health	1
Physical Education	1
Humanities	4
Electives	14
Computer	1
Total Credits Required for Graduation	48

*Students are required by State Law to have passed algebra, geometry, and a math class their senior year.

3. Each year students can earn between 12-14 credits during the regular school day. This is the expectation in order to remain in good academic standing and to be on track for acquiring the 48 credits needed to graduate.
4. Any student that participates in two or more sports, cheerleading or dance/drill, or life sports in one year and completes them satisfactorily may have the district requirement for Physical Education waived.
3. Students must pass their math classes with a C- or better in order to move to a higher level of math. Passing with a D+ or lower grade will result in the student having to retake the course in order gain a better foundation and be more likely to have success at the next level of math.
4. Credits toward graduation requirements cannot be counted more than once.

5. As required by the State of Idaho, students must pass a district approved civics test. As also required by the State of Idaho, all students must receive instruction in the area of Financial Literacy. At BHS, this will be completed through their Economics Class.
6. As a further condition of graduation, and as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript, all indebtedness incurred by a person when he or she was a student must be paid. Furthermore, all books or other instructional material uniforms, athletic equipment, advances on loans or other personal property of the school district borrowed by the person when he or she was a student of the district must be returned. The payment of fees may be excused upon an adequate showing of financial need or other exigency.

Graduation Ceremony -- Candidates for high school graduation are to review, with an appointed counselor or administrator, their entire program at the time of registration for the senior year. No student with a deficiency or incomplete grade in any course that is required for graduation shall be permitted to participate in the graduation ceremony.

The following requirements are also in place:

1. All students participating in the BHS graduation ceremony must wear approved dress, ties, slacks, dress shoes, collared shirts, dresses, skirts, or dress pants, and dress shoes. No flip-flops, tennis (sports) shoes, or jeans will be allowed. All graduating students must wear the school approved cap and gown during the graduation ceremony. Flags and banners will not be allowed to be displayed on a graduate during the graduation ceremony. Failure to wear approved dress will result in the student not being allowed to participate in graduation exercises.
2. Students must attend graduation rehearsals in order to participate in the graduation ceremony.

High School Graduation – Your student needs more than a high school diploma!

Now is the right time to talk to your student about college, even if high school graduation is some years away. The choices your student makes now can affect the options available later. Studies show that students who aspire to go to college perform better in school and are more likely to reach their goals.

You are an important part of your student's college preparation team. Encourage your student to explore new activities. A variety of interests will help him/her to grow, mature, and be more prepared for what college has to offer. Talk about what your student enjoys, such as what classes and activities he/she likes or doesn't like. Get to know your student's teachers, advisor, and counselors. Each person knows different things about your student, as a person and as a student. Share. You know best what your student can do. Encourage goal setting, starting with things that

can be achieved now – like improving grades. Building on success will give your student the confidence to envision bigger goals for the future. .

High School Transcript – A high school transcript is a document detailing a student's academic achievement in high school. It contains the following information:

1. Grades and credits for each course completed, beginning in 9th grade.
2. Current cumulative GPA and class rank.
3. Anticipated graduation date.
4. State and college test scores.

The official transcript has a signature, stamp or seal verifying its authenticity. An unofficial transcript is exactly the same except that it has no signature, stamp or seal. A requirement that an official transcript be submitted is typical when transferring schools or applying for colleges or scholarships. Burley High School uses Parchment.com to process transcripts. Students are asked to set up an account with Parchment.com and request transcripts through their website, transcripts will then be processed electronically through Parchment. Transcripts for Scholarships can be obtained from our registrar, Alyssa Rodriguez, at the counseling center offices at no charge."

Letter Awards – Scholastic, Athletic, and Service Letter Awards will be based on the following:

1. **Scholastic Awards:** Students who have a cumulative grade point average of 3.8 during the first three quarters of each school year will receive a Certificate of Merit and a Letter Recognition Award. Students who subsequently qualify for the award will receive the certificate.
2. **Athletic Awards:** Students who have played a varsity sport will receive a certificate and a letter. Students who subsequently qualify will receive a pin that will represent their participation in that specific sport.
3. **Service Awards:** Students who meet the requirements for the service letter will receive a certificate and a letter exemplifying their commitment to serving the school and others. Please contact the school office for a list of criteria for receiving a service letter award.

Permanent Records – Any parent or legal guardian has the right to inspect and review any and all official school records, files and data directly related to their children including, but not necessarily limited to: identifying data, completed academic work, achievement level, attendance data, cognitive ability scores, aptitude and psychology tests, family background information, teacher or counselor ratings, and observations and verified reports of serious or recurrent behavior patterns. **A parent or legal guardian has the right to request a copy be made of a student's file. If a student is moving schools the student's file will be forwarded to the new school once records are requested by the new school."**

Senior Projects – All Idaho seniors are required to complete a Senior Project, which at Burley High School includes a research paper which will be done in their senior English Class and an oral presentation which will be done in their Junior year Speech class.

Valedictorian, Salutatorian, and Top Ten – Students who have the highest cumulative grade point averages AND who meet the following qualifications will be designated valedictorian, salutatorian, top ten, or honor students at the time of graduation:

1. Awarded the Honors Diploma.
2. Completion of eight (8) math credits and eight (8) science credits.
3. Must be enrolled as a student at Burley High School for their senior year and receive their diploma from Burley High School.
4. Conduct must not have resulted in the student's ineligibility to represent the school in any activity.
5. The qualifying student with the highest GPA, taken to the 4th decimal point, will be designated as class valedictorian. The next highest GPA, taken to the 4th decimal point, will be designated as class salutatorian. The rest of the Top Ten will follow the rank of the highest GPA.
6. Third quarter grades will be added into the calculation.
7. In the event there is a tie for valedictorian, the ACT score will be used to determine the valedictorian and salutatorian. The student(s) with the higher ACT score will be designated as valedictorian or co-valedictorians, and the students with the second highest ACT score will be designated as salutatorian or co-salutatorians.
8. Repeated courses will **not** be eligible for consideration in valedictorian and salutatorian selection.
9. A student that transfers to BHS and has not had the opportunity to take honors or AP courses at their previous school(s) must take honors or AP classes each semester while at Burley High School in order to be considered.

Bell Schedule 2023-24
(Monday-Thursday)

First Bell- 8:00

1st period 8:05 – 9:03

Passing 9:03 – 9:07

2nd period 9:07 – 10:05

Passing 10:05 – 10:09

3rd period 10:09 – 11:07

Lunch for 4th hour Tech Students ONLY 11:07 – 11:37

Passing 11:07 – 11:11

4th period 11:11 – 12:09

Lunch 12:09 – 12:39

Passing 12:39-12:43

5th period 12:43 – 1:41

Passing 1:41 – 1:45

6th period 1:45 – 2:43

Passing 2:43 – 2:47

7th period 2:47 – 3:45

ATTENDANCE

With the encouragement of school personnel, it is the responsibility of students and parents/guardians ensure regular school attendance. Regular school attendance, and being to each class on time, is important to success in school. The importance attached to regular school attendance is similar to the sense of responsibility that a conscientious employee feels with respect to being on the job promptly and regularly. At Burley High School, promptness and regular school attendance are considered to be workplace skills. For the entire Cassia School District Attendance policy, please refer to policy 522 for School Attendance on the CCSD website.

Absences – Students are expected to be in school every day that school is in session. To obtain high school credit, a student must be in attendance at least 90 percent of the days in each semester. A student having over 8 absences per semester in a class will not be given credit unless there are extenuating circumstances such as prolonged illness, accidents, death of a family member, meetings mandated by the courts, etc. Documentation must be provided in each of these cases. The following regulations and procedures are thus to be enforced:

1. All absences must be a matter of record. Teachers are to record all tardies and absences, including those that occur because of school functions, in their roll books. The attendance recorded in the school data management system (PowerSchool) is considered to be the instrument of record.
2. Students are considered tardy if they come to class after the bell is finished ringing or as specified by classroom rules. If a student arrives late to class 12 minutes or more, they will be marked absent for that class. If a student leaves class at the end of the class more than 12 minutes early they will also be marked absent from that class.
3. Absences shall be designated as school related (V), excused (E), truant (U), suspended (S), juvenile detention (D), or Pass Room – in school suspension – (I). Absences that have been excused by documentation (doctor notes, court appointment letters, funeral programs and documented college visits.) will be shown with an (X). All absences with the exception of school related, Pass Room, Suspension, (X) documented and juvenile detention count toward the allowable (8) days.
4. Oral or Written communication must be received within 48 hours of student absence from the student's parent or legal guardian. A 24-hour hotline has been established for calls, 878-6644. Please continue to call until your call is accepted by the answering machine.

5. A computer generated phone call will be made to the home phone number listed in PowerSchool upon the student's absence from school. Parents will have the option, at the time of the call, to excuse the student's absence by following the directions on the message.
6. Through PowerSchool, students and parents are encouraged to check grades, attendance, and tardies. If you do not have a login, please call the school and let us help you.
7. Any absences not cleared by a parent/guardian within 48 hours of the day of the absence will be counted as unexcused and may result in disciplinary consequences.
8. To ensure student safety, when leaving school during the day, all students **must** check out at the main office. Parent permission must be received before the student leaves the school grounds during school hours. Truancy consequences may be given to students for failure to check out and have prior parent/guardian approval. **A CALL AFTER A FAILURE TO CHECK OUT WILL NOT EXCUSE THE ABSENCE.**
9. Any student receiving more than 8 absences per semester in any class must appeal for credit regardless of the reason for the absence. Students run the risk of losing credit if they do not comply with the appeals process. Any student who loses credit due to attendance may appeal this decision to the school's attendance committee within 5 days of receiving notice of credit denial.
10. Any loss of credit due to lack of attendance shall result in the student receiving a failing grade for the course(s) in question, and this failing grade shall be so computed in determining grade point averages.
11. Students have the opportunity to make up time lost due to excessive absences. The window for the make-up sessions will be for the duration of one week which will occur prior to the end of the semester and one Saturday. **NO MAKE-UPS ARE PERMITTED AFTER THE MAKE-UP SESSION HAS EXPIRED. THE ONLY OPPORTUNITY TO MAKE UP ABSENCES IS DURING THE SCHEDULED MAKE-UP SESSIONS.** Students will be notified of the make-up sessions. All make-up sessions will be held in the Media Center. All Attendance documentation must be submitted to the front office prior to the first day of make up sessions.
12. A letter will be sent to parents/guardians upon the fourth absence in each course each quarter at mid terms, along with information about the appeals process.

13. Habitual tardy infractions will result in increased consequences. Habitual tardiness is defined as 4 or more tardies in a class per semester. Consequences may include; lunch Detention, Friday school, etc.

Truancy- A student is considered truant whenever she/he is absent from school or class without prior approval of the student's parent/guardian and without checking out properly. The school and parents/guardians should be aware of all absences prior to or during the time of the absence. A student may be considered truant even though he/she misses only one class during the day. Students who are habitually truant, and are under the age of 16, may be referred to law enforcement beyond receiving their 8th absence in a semester.

Suspension of Driver's License- Any BHS student with a valid Idaho Driver's License who fails to comply with Burley High School's attendance policy may have their Driver's License suspended as per Idaho code 49-303A.

Denial of School Attendance – The School Board, in compliance with Section 33-205 and 206 of the Idaho Code, has adopted the following:

“The Board may deny attendance at any of its schools, by suspension or expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in school is detrimental to the health and safety of other students.”

5th year Seniors- BHS does not enroll 5th year seniors. Students who have not received the required number of credits to graduate from Burley High School after 4 years of high school, must attend an alternate school or equivalent program to finish their schooling. An exception to this is students who qualify for Special Services Programs through the School District.

Resident Attendance and Transfers – After enrolling and attending one high school in the district, students will not be permitted to transfer to another high school in the district without prior approval from the superintendent of schools. Such approval will normally be granted immediately if the parents move from one attendance area to another. The district will accept no responsibility for transportation of any student who is not attending the high school of his/her attendance area, but will permit such change of enrollment, if requested, prior to the opening of school or during the first week of school. Admission to Burley High School from persons outside the district must be cleared through the Cassia School District Office. Students coming from an alternative school setting and seeking to enroll at BHS must first attend one successful semester at Cassia High School, keeping all the necessary rules at that school for attendance, behavior and academic performance. Students who are transferred to Cassia High School from BHS for a zero tolerance violation will not be able to participate in BHS sports/activities for at least one semester.

Dropping Classes - Courses dropped after 12 school days must be done with the parent and administrator's permission and will be recorded as an F on the transcript.

If a student requests a different class after the first 12 school days in the same content area, the percentage earned will transfer to the new class.

Released Time Programs – Religion classes are available to students who want to participate in the released time programs. No student is to be released from school to attend such a program unless approval has been granted by the school principal or his/her designee. Any request to attend a specific seminary or religious institution should be in writing and signed by the student's parent/guardian.

The following provisions shall apply:

1. The school shall not be involved with or responsible for maintaining records of student attendance.
2. Participation is on a purely voluntary basis, and that the public school will remain in operation for the duration of the released time program.
3. Transportation to and from the release time program is not the school district's responsibility.
4. The school district shall not be liable for any injury, act, or event occurring while the student participates in such programs.
5. No credit or official recognition shall be given by the school or school district for satisfactory completion by a student of any course in a release time program for religious instruction.
6. This request is only valid upon the condition that the student regularly attends the specified named seminary or religious institution. In the event that such institution reports to the school that the student is not regularly attending, this permit shall be revoked. The student may be placed in an alternate class and will receive an "F" for that class. Privileges for released time programs will be revoked for the next semester.

Withdrawals – Any student withdrawing from school will make all arrangements and notifications through the school main office. Parents/guardians must be present when a student is withdrawn.

AUXILIARY SERVICES

Bobcat Boosters – The Bobcat Boosters is an organization for patrons who wish to be involved in supporting athletics at Burley High School. This group meets in the BHS conference room at 7:15PM on the first Monday of each month. Contact Randy Winn, BHS Athletic Director.

Cars/Parking – Students parking in the BHS parking lot will need to register the vehicle with the main office. Upon registration, a BHS campus parking tag will be issued. This tag, or a similar replacement, will be good for the entire time the student attends Burley High School. Cars must be parked in designated areas, and between the marked lines. Students are not to park in the front faculty lot, circle driveway at the front of the school or designated staff parking locations around the school. Renaissance parking is by validation only, and can be obtained for \$30.00 per year. Students who violate the above-mentioned parking expectations may have their vehicle booted immediately. To remove the boot, a \$50 charge must be paid at the front office. Continued violation of the parking expectations may result in the student's vehicle being towed at the owner's expense.

The speed limit in the parking lot is 10 mph. "Squealing tires" is prohibited. Students who do not exit the parking lot appropriately may be denied parking privileges. Students are responsible for their own cars and contents while using the school parking lots. Any student involved in an accident in the parking lot may have parking privileges revoked for the remainder of the school year.

Counseling Services – The counseling service in the Cassia County School system offers a variety of services to students, parents/guardians, teaching staff, and the community. Help is offered in three main areas: assistance with academic problems, personal concerns, and vocational planning. You are always welcome to discuss your needs with a school counselor.

Lost and Found – All articles that are found are to be turned in to the main office of the school, and all articles that are lost should be reported as soon as possible. We encourage all students to keep valuable items at home.

POWERSCHOOL

Go to the district website, <http://www.cassiaschools.org>. On the top right corner of the screen you will see, in the menu, "Grades." Click on this bar for a drop down menu. Click on "PowerSchool Directions for Login" to get step-by-step directions on how to access your student's BHS academic and attendance records. If you do not know your login information, please do not hesitate to call the BHS main office for assistance.

School Lunch Program - Cassia County Joint School District No. 151 operates school breakfast, lunch, and special milk programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs are operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of food programs. Menus and information on making on-line payments are found at <http://www.cassiaschools.org>.

TRiO - TRiO is a program designed to provide educational opportunity for low-income students. In 1965, Congress established a number of programs to help low-income students enter college. These programs were created under Title IV of the Higher Educational Act of 1965. BHS has an on-site TRiO coordinator who works with qualifying students on a weekly basis. Related programs at ISU, University of Idaho and Boise State University include Upward Bound, Educational Talent Search, TRiO Dissemination Partnership, Student Success Service, College Assistance Migrant Program, High School Equivalency Program and Multicultural Educational Opportunity. Students and parents/guardians can sign up for a conference regarding TRiO services in the counseling center.

FUNDS/FEES

All funds of each class or organization will be deposited in the proper high school account immediately upon acquisition. All organizational funds belong to the organization and in no way bear relation to the individual.

Fees – Fees will be collected on registration day as well as during the school day when school starts. Activity cards and yearbooks may be purchased anytime during the school year. Yearbook prices go up after Christmas break, so you may want to purchase yours prior to that time.

The fees are as follows for Burley High School Students:

Activity Fee*	\$35.00
Beginning Art Fee	\$10.00 (per semester)
3D Art, Adv. Art, Pen/ink-Oil Paint/	20.00 (per semester)
Elem. & Techniques of Art.....	\$20.00(per semester)
Portraiture/Comic.....	\$10.00 (per semester)
Choir-Music Fee.....	\$5.00 (per year)
Weights Fee.....	\$5 (per semester)
AG Fee	\$40.00(per year)
Yearbook** starting at	\$65.00

Renaissance Parking Space Rental (Optional).....	\$30.00
Foods/Nutrition Course Fee	\$30/Semester
Teen Living Course Fee	\$17.50/year
Athletic/IHSAA Participation Fee.....	One Sport \$60.00
	Two Sports \$110.00
	Three Sports \$150.00

*All students involved in IHSAA activities must purchase activity cards.

**Yearbooks are optional. There are add-on items that will make the price vary.

Yearbooks are only available for purchase at Jostens.com

Senior Class Funds- All funds in the account of a graduating class shall remain in the school activities account and used as seen necessary by Administration for student centered activities. All bills must be paid and all deficits shall be made up by contributions from the class members before graduation.

Unpaid Bills – As a further condition of graduation, and as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript, all indebtedness incurred by a person when he or she was a student must be paid. Furthermore, all books or other instructional material, uniforms, athletic equipment, advances or loans, or other personal property of the school district borrowed by the person when he or she was a student of the district must be returned. The payment of fees may be excused upon an adequate showing of financial need.

OFFICE PROCEDURES

Burley High School office staff is here to help students. In order to be more effective in this role, please adhere to the following guidelines:

1. Students will only be called out of class for messages that are an emergency. Only parent/guardians can request to talk to their student.
2. Burley High School will remain locked during school hours. To enter the building Parents and Guardians must enter through the front doors only. To gain entry to the school, all will be required to check in with the main office using the video intercom system. Parents are asked to check in at the main office and obtain a visitor's pass. Only parents or legal guardians will be allowed to check students out of school.
3. If it is necessary to see a student, office personnel will go to the classroom and bring the student to the main office. Students and parents should not go to classrooms to get students.
4. Please notify the main office as soon as possible of changes in addresses, phone numbers, or any incorrect information listed on student report cards or in PowerSchool. An emergency contact should be on file in case the parent/guardian cannot be reached.

BURLEY HIGH SCHOOL EXPECTATIONS FOR STUDENTS

Assemblies

1. All students are expected to attend all assemblies and conduct themselves in an appropriate manner. Failure to attend without proper checkout procedures will result in an unexcused absence.
2. Appropriate behavior for anyone who attends a performance, assembly or meeting in the King Fine Arts Center is required. This includes keeping feet on the floor, no food, and no beverages.
3. All performances and skits should be free from any reference to alcohol, offensive language, offensive behavior, drugs, or sex. Students are to conduct themselves appropriately at all times as both performers and audience members.
4. Inappropriate actions could result in suspension from school and possible loss of privileges. Administration may elect to stop any activity/assembly in which student behavior is inappropriate and send students back to class.

Dress – Burley High School is a work place environment. Anything that is deemed a disruption of the educational process will not be allowed.

1. Hats and head coverings will not be worn inside the building. Changes to this rule will be approved by administration.
2. **No tank tops, double tank tops, no spaghetti straps, or straps less than 2” thick, or cropped (half) tops are to be worn.** Shirts/tops must have a modest neckline in the front and back (not low cut, not exposing cleavage or open backs) and be long enough to cover midriff. No undergarments exposed. No low cut shirts or exposure of undergarments or skin between pant and shirt. No shirts with inappropriate language or inferences that promote illegal activities will be allowed in school. Chains or bandanas are not allowed. White and/or green bandanas may be worn as approved by administration for special events such as spirit week. Shoes or sandals must be worn.
3. Shorts, skirts, and slacks/levis must be modest. Modest is defined as not showing undergarments or skin from waist to fingertips. Modest length is defined as at least fingertip length.
4. No gang identification or attire is allowed.

BHS School Sponsored Activity (Dance) Dress Code

It is the intent of Burley High School to initiate a dress code to create an appropriate school dance environment. Each and every student is to observe the following guidelines regarding school dance attire. We will deny admission to anyone who violates these dress code rules.

1. Hats and head coverings will **not** be worn inside the building. Exceptions to this rule will be approved by BHS administration and announced prior to the dance.
2. Shirts/tops/dresses must have a modest neckline in the front and back. No low cut attire exposing excessive cleavage or skin below shoulder blades will be allowed. No tank tops, tube tops, off-the-shoulder tops/dresses, halter-tops with less than 2" straps, or muscle shirts will be allowed. No strapless or spaghetti straps.
3. Dresses must have at least 2" straps. Clothes must conceal undergarments at all times. No see-through, excessively tight or revealing attire will be allowed.
4. No shirts with inappropriate language or inferences that promote illegal activities will be allowed in school. Chains or bandanas are not allowed.
5. Dresses, skirts, and shorts must be no shorter than fingertips when arms are hanging naturally at one's side or at mid-thigh, whichever is longer.
6. Pants must be worn at hip-level or higher as its design was originally intended.
7. Shoes or sandals must be worn.
8. While attending a BHS sponsored Dance, any student who leaves the doors of the building after paying will not be allowed back in the dance.
9. All students attending BHS may attend all BHS sponsored dances.
10. No individuals over the age of 19 who aren't students at BHS will be permitted to attend BHS sponsored dances.
11. Any non BHS students who meet the above criteria and wish to attend a BHS sponsored dance, must be accompanied by a currently enrolled BHS student.

Cell Phones- Cell phones and other electronic devices will be allowed before school, during passing times, and at lunch. They will not be allowed during class unless authorized by the teacher for academic purposes only. If the device is confiscated during class, parents may be required to pick it up after school or the student may pick it up the following day. Habitual abuse of this policy will result in additional school consequences.

Cheating (Academic Dishonesty) – On the first offense of a student cheating incident, the student will receive a zero for that particular assignment. If there is a second offense, the student will receive a 59% (F) for the current quarter grade.

Students are expected to be honest in all aspects of their high school education. All work is evaluated on the assumption that the work presented is the student's own. The high school functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted is to be a representation of students own ideas, concepts, and understanding. Anything less is unacceptable and is subject to initial disciplinary action. Academic Dishonesty includes, but is not limited to: cheating, plagiarism, submitting portions of the same academic course work to one or more courses for credit without prior permission of the instructor.

Cheating is defined as the improper use of books, notes, other student's test, or other aids, including:

1. Copying from another individual's examination or other coursework.
2. Use or possession of unauthorized materials.
3. Obtaining assistance from another person while completing coursework, with or without his or her consent.
4. Using, buying or selling unauthorized duplicates of any coursework or computer program.
5. Substituting for student or permitting another student to take an examination for self.
6. Altering, destroying, or failure to return an examination or other course work as required.

Plagiarism is defined as submission or presentation of an individuals' assignment or work as one's own in which any portions are paraphrased without documentation or are identical to published or unpublished material from another source. Misrepresentation defined as falsifying information, included but is not limited to:

1. Having another student or individual attend for oneself in situations where one's attendance and or performance is required
2. Presenting false academic qualifications
3. Forging or using another individuals signature

Initiation and Installation – There will be NO initiation in clubs, organizations or classes. Installation ceremonies are to be approved in advance by school administration and must be on a refined level.

Parking Lot/Grounds Safety – Students are prohibited from hanging out in the parking lot during lunch breaks. This includes sitting in vehicles. Students are also prohibited from having BBQs or other outdoor cooking on campus unless supervised by BHS staff. While driving on school grounds, students will obey all safety rules and the 10 mph speed limit. Students who do not drive safely on school grounds will be prohibited from parking on campus.

Public Display of Affection – PDA is defined as kissing, necking, prolonged hugging and other public displays of affection that would not be acceptable in a workplace environment. Students who act inappropriately will be referred to administration for consequences and/or a meeting with parents/guardians.

Visitors – Parents and patrons are welcome to visit the schools. Burley High School will remain locked during school hours. To enter the building, Parents and Guardians must enter through the front doors only. To gain entry to the school, all will be required to check in with the main office using the video intercom system. Immediately upon entering the school, visitors must obtain a guest pass at the main office. **Student visitors are not allowed during the school day.** This restriction is due to past social interruptions, space availability, insurance requirements, student safety procedures, and legal liability.

Use of Surveillance Cameras (District Policy 941) - The Cassia Jt. School District Board of Trustees authorizes the use of closed-circuit video cameras on school premises to ensure the health, safety, and well-being of all staff, students, and visitors, and to safeguard district facilities

and property. Video cameras may be used in common areas as determined to be appropriate by the superintendent. "Common areas" means those locations to which students, employees and/or visitors have access and there is not an expectation of privacy, such as but not limited to parking lots, hallways, gymnasiums, auditoriums, and buses.

Surveillance videotape may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed by viewing surveillance videotape.

Search and Seizure - Searches of general school property may be conducted at any time. A student has the right to the privacy of his/her person. There must be reasonable suspicion to believe that prohibited articles are on school property before school officials undertake a search. In the event of such search and seizure:

1. The search of school property assigned to the student (lockers, desk, etc.) shall be undertaken with the student and competent witnesses being present except under extreme circumstances.
2. Illegal items that present a reasonable threat to the safety or security of the others may be taken into custody by school authorities.
3. Items which disrupt or interfere with the educational process may be removed from the student's person.
4. Tobacco, lighters, OTC drugs, E cigs (vapes) and oil, Pep Spice, or similar items and substances not appropriate for minors, including drug paraphernalia, will be confiscated and **school consequences for possession of these items will apply**.
5. With reasonable suspicion, vehicles may be searched while on school property by school administration.
6. Local Law enforcement will be contacted with violations that violate the law.

SCHOOL FACILITIES

Public property should be respected as private property. Responsibility for damage to said property is to be fully assumed by the persons or person involved. School equipment, pianos, or other furniture will not be moved unless a faculty member is present during the entire time it is being moved.

Computer Labs

1. Students are not to be in the computer labs without teacher permission. A faculty member should be in the lab while students are using the computers.
2. No food or drink is allowed in the computer labs.

3. No games will be played in the computer lab without the supervisor's permission.
4. Students and teachers must have an "Internet Use and Responsibility Contract" on file at Burley High School before use of the internet/network is permitted. Student contracts must have the student's signature along with the signature of the parent/guardian.

Decorating - Decoration and clean-up will not be legitimate excuses for missing classes. Special consideration may be allowed upon approval of advisor and administration for the day of an activity. Each organization is responsible for cleaning on the day following an activity, with permitted postponement over holidays and Sundays to the first day immediately following. Decorating should follow state code. An advisor must be present when decorating.

Lockers

1. Each student will be assigned a locker at the beginning of each school year. The student and only that student is expected to use the assigned locker. Students failing to clean their lockers or who damage lockers will be assessed a minimum fee of \$5.00.
2. Students are encouraged to lock their lockers at all times. The school is not responsible for stolen items.
3. Students are encouraged not to keep money or valuables in their PE lockers. The school is not responsible for lost or stolen valuables.
4. Lockers are school property and may be searched.

Media Center Rules – A student may check out two books at a time for a period of two weeks. Books must be returned or renewed on or before the due date in order to avoid a ten-cent per day late fee. Students are responsible for damages to media materials they have checked out. Reference materials and magazines may not leave the library except by special permission. Violation of library rules may result in a suspension of library privileges.

Supervision

1. Students are to be supervised at all times that they are in the building or on an activity or practice that is sponsored by the school or an organization of the school.
2. Students are not to be in the building without faculty supervision.

PARENT AND STUDENT RIGHTS

District Policy – Specific District Policies can be found on the web at http://www.sd151.k12.id.us/board_policy/board_policy.htm for review in the entirety, including the FERPA policy, immunization information, and media disclaimer. The Parent Involvement Policy is listed in both English and Spanish at <http://www.sd151.k12.id.us/schools/BHS>.

Procedures for patron/student complaint – Joint School District No. 151 encourages input from its patrons and students. Patrons/students have the right to be heard if a grievance should occur. Please refer to School District Policy 1012, Patron Complaint.

Student Rights and Responsibilities – In the process of educating students for responsible citizenship and developing an appreciation for an understanding of our representative form of government, the school must provide opportunities for students to acquire these qualities. At the same time the school administration has an obligation to create a favorable setting in which the differing views of students, faculty, school board, parents/guardians, and community can be presented in such a way as to assure optimum learning for students. Constitutional and statutory interpretation by courts has made more explicit the rights of young people under the Constitution of the United States.

With this background in mind, the School Board has enacted the following policy concerning the rights and responsibilities of students in the District. It is the intent of the Board to demonstrate respect for the rights of the student and to require students to accept their responsibilities toward others and the school community.

Just as students have rights and responsibilities, so do those who are charged with operating the school. School administration and faculty are obligated to maintain conditions favorable to the learning process and free from disruptive influences. Consideration is hereby given to the protection of all members of the educational community in the exercise of their rights and duties.

It shall be the policy of Joint School District No. 151 to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a positive atmosphere for learning. Students on school grounds or in places under the school jurisdiction are expected to abide by the rules, which are established to achieve these objectives.

Admission to the schools of the District carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the District, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

In accord with his/her level of maturity, each student is expected to accept the responsibility of his/her own conduct. In order to accomplish the educational purposes of Joint School District No. 151 in an effective school environment, the Board has approved a set of rules covering student rights and responsibilities. When violations of these rules occur, the school is authorized to take appropriate action designed to insure more responsible behavior on the part of the student. When violations of the laws of the United States and the State of Idaho and/or its subdivisions are also involved, the school may refer such matters to parents, legal guardians, or appropriate civil authorities.

Student Expression – Freedom of expression is an inherent constitutional right and is provided for in the school program. The right of free speech does not include the right to disrupt the educational process. When such disruption occurs, the student shall be subject to disciplinary action. A student has rights in the context of this statement insofar as he/she is a duly enrolled student of a particular school in District 151. Orderly procedure for student expression includes the following:

1. Students are entitled to present their personal opinions insofar as these expressions do not disrupt the educational process.
2. The student who publishes and/or distributes written or duplicated materials on the school premises is responsible for its content. Such material must bear identification as to the author, also the publishing agency and/or distributing organization.
3. The distribution of such material must take place at a reasonable time and location approved by the principal or his/her designee, and must not interfere with the orderly school process.
4. Such material must be free of libel, obscenity and defamatory statements against persons.
5. A student in his written or oral expression shall not advocate or encourage the commission of crime.
6. Commercial solicitation is not student expression. It may be conducted only as authorized by Board policy and District regulations (Policy 1026 and Policy 1028).

Freedom of expression applies also to student dress and appearance, provided that they do not cause disruption to the educational process or present health or safety problems.

Emergency Procedures - As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request.

Assembly – Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions or require staff on duty beyond regular hours, provided that such assembly shall:

1. Be conducted in an orderly manner.
2. Not interfere with the educational process.
3. Not impede the free movement of traffic.

When students participate as members of approved student body organizations, they shall assemble as authorized by the principal or his/her designee.

Discrimination – No student shall be discriminated against by reason of race, religion, sex or ethnic origin.

Hearings – In order to maintain a school atmosphere which is conducive to learning and which ensures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the schools recognize the need for a fair and reasonable procedure in order to assure each individual of his/her rights. The following statements are set forth to accomplish these goals:

1. Faculty and administration shall make every effort informally to resolve student disciplinary problems at the earliest indication that a problem exists. They shall utilize all District resources to achieve this goal in cooperation with the student and his/her parents/guardians.
2. In the event that a charge which could involve formal suspension or expulsion of a student remains unresolved, the student shall be informed of his/her right to a hearing at a specified time and place; the hearing is to occur in the presence or absence of the student. If the student does not wish a hearing, he/she must affirmatively waive his/her right in writing.
3. When the hearing is held, it shall be governed by the following rules:
 - a. The hearing authority shall be the principal unless another district administrative staff member is agreed upon by either the student or parent and principal.
 - b. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian.
 - c. Unless there is a good cause for variance, the hearing shall be scheduled not less than two days nor longer than six days from the date of the request of either party for such a hearing.
 - d. The student, together with his/her parent or guardian, may be present and may be represented by legal counsel.
 - e. A student or his/her representative shall be permitted to observe evidence presented against him/her and to cross-examine any witness.
 - f. The student may present his/her version of the facts and may call witnesses in support of his/her evidence.
 - g. A written summary of the testimony shall be kept of the hearing.
 - h. The hearing authority shall render a decision within a reasonable amount of time and shall make a statement of disciplinary action taken, if any.
 - i. The findings of fact shall be reduced to writing and sent to the student and his/her parent or guardian.
 - j. The student and parent/guardian shall be informed of their right to appeal the decision to the appropriate appellate authority, which taken in order generally includes the superintendent of schools and the Board of Education.
 - k. An appeal reaching the Board of Education may be decided from the record taken at the school hearing. If no record is available, the Board shall grant a de novo (new) hearing on the appeal.
 - l. All staff members in the exercise of their authority shall adhere to the principles and procedures set forth in this section.

SPECIAL EDUCATION SERVICES

The Cassia County School District participates in a number of programs which provide help and support for students with special learning needs. A listing and brief explanation of these programs is listed below. For more information or to obtain the services provided by the school, please contact the principal or a counselor.

Migrant Education – The program is designed to help migrant students overcome educational disruption, cultural and language barriers, social isolation, various health-related problems or other factors that may inhibit the ability to do well in school.

Limited English Proficiency (LEP) – This program is designed to provide academic support for limited English proficient students in order for them to meet the same high standards expected of all students.

Special Education – Education, instruction, and/or speech-language therapy designed to meet the unique needs of students, ages 3-21, with learning, behavior, speech, hearing, vision, and/or physical disabilities.

FERPA

Your child may be photographed and video recorded in our schools in the classroom, at events such as assemblies, concerts, games, etc. for use by the school, the district, parents/guardians like yourself, and the news media

In the rare circumstance that your child needs identity protection because of a criminal conviction or legal investigations around domestic violence, sexual assault, stalking, etc. or because of involvement in a witness protection program, please contact the school immediately to create a plan with you and your student.

TRANSPORTATION

All transportation for organizations must be approved and arranged by school administration. Students will return by the same transportation that they use to attend functions unless prior permission is secured.

Bus Regulations – The buses run on a schedule. Be on time. (From the State Department of Education.) Remain seated until the bus stops to unload; after the bus is unloaded, wait for the signal from the bus driver if it is necessary to cross the road – then cross the road in front of the bus. The first student who crosses the road shall check carefully for the group following before going across the roadway. Be careful in approaching bus stops; always walk on the left, toward oncoming traffic. Be on time for the bus. Load and unload the bus one at a time. Reach assigned bus seat without disturbing other students; remain seated while the bus is moving. Obey the bus driver's suggestions promptly and cheerfully. Help keep your school bus clean and sanitary.

Remember that loud talk or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident. Keep head, arms, and hands inside the bus at all times. Be courteous to fellow pupils, bus driver, and patrol captains (if used). Remember we are all working for safety. Treat school bus equipment as you would treat the valuable furniture and possessions in your own home.

Students are not to get off the bus except at transfer points or points of destination. An unruly passenger will be refused transportation the following morning and from then until he/she makes satisfactory amends with the driver. Students are to get on the bus quietly and without pushing or shoving.

Parent/Guardian Transportation Form For School Sponsored Activities

All students are required to ride the school-provided bus to and from school-sponsored activities unless specifically excused by the principal, coach, or advisor. If excused, a student may be released to their parent/guardian and only their parent/guardian. (Cassia School District 151 Policies 575 and 720)

Students Name _____

Parents Name _____

Home Phone Number _____ Work Phone Number _____

Activity Name _____

Reason for Request:

(Parent/Guardian signature)

(Date)

APPROVED BY:

OR

Burley High School Administrator

Coach/Director/Advisor