



# **JBHS Student Attendance & Behavior Policies 2025-2026**



## **ATTENDANCE & TARDY POLICIES**

### **Attendance**

Burbank Unified sees attendance as critical for student achievement. Therefore...

- Absence from school shall be excused only as permitted by law, Board policy, and administrative regulation. Some common reasons for excused absence include illness, quarantine, medical appointments, funeral services for an immediate family member, and mental health ([EDC 48205](#)).
- Student absence for religious instruction or participation in religious exercises away from school property may be considered excused, subject to the law and administrative regulation ([EDC 46014](#)).
- Parents/guardians and students are encouraged to schedule medical and other appointments during non-school hours to avoid absence.
- Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of a medical emergency or, as authorized pursuant to [EDC 46010.1](#), for a confidential medical appointment.
- Students may make up work from excused absences ([EDC 48208](#)).

BUSD requires that absences be excused within three **(3) days** ([ANTP p. 13](#)). Parents can request an excused absence in the following ways:

- Hand-written note with date/signature delivered to the attendance desk
- Email to [jbhsattendance@burbankusd.org](mailto:jbhsattendance@burbankusd.org)
- Notification on the JBHS App
- Phone call to the attendance desk at 818.729.6900

- A student is considered truant after three unexcused absences. 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.



## **Tardies**

At JBHS, students are expected to be ready to learn at the start of the class period.

- A student is considered tardy (T) if not inside the classroom and/or assigned instructional area when the bell rings.
- A student is considered missing (M) when arriving more than 30 minutes late without a pass.
- A teacher may set additional classroom rules about readiness, i.e. materials on the desk.
- To clearly identify students who are tardy, students may not leave the classroom – even with permission – during the first 10 minutes of the period.
- Students who are late to any class more than five (5) or more times will face progressive discipline consequences as determined by the classroom teacher. See suggestions below.
- Excessive tardiness will result in U in citizenship grade and/or students will be referred to have an SST or SART (Student Attendance Review Team).

| <b>Tardies</b>                                    | <b>Consequences</b>                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tardies #1-5                                      | Teacher warning<br>Teacher documentation                                                                                                                                                                                                                                                                                                                   |
| Tardies #6 or more                                | Teacher consequence (ie: lunch detention)<br>Parent contact (confirm message received)                                                                                                                                                                                                                                                                     |
| Excessive Tardies (10 or more)<br>(Tiered System) | Intervention Steps for continued tardies: <ol style="list-style-type: none"><li>1. Teacher/Parent Conference (In-person or virtual meeting)</li><li>2. Teacher refers to Counselor for consult w/parent and student</li><li>3. Teacher refers to Counselor for SST</li><li>4. Teacher refers to AP of Student Services for possible SART meeting</li></ol> |



## **JBHS BEHAVIOR GUIDELINES**

The following student guidelines apply to all students at John Burroughs High School...

- (1) when on any school grounds;
- (2) while going to or coming from John Burroughs High School;
- (3) during the lunch period, whether on or off the school campus;
- (4) when going to, participating in, or coming from a school-sponsored activity.

Disciplinary consequences will be in compliance with Education Code, Burbank Unified School District Board Policy, and JBHS Guidelines. Discipline consequences also will be progressive and appropriate. In other words, a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. Consequences may include...

- Parent contact
- Documentation in Aeries
- Lunch detention / 20-30 minutes (LDet)
- Lunch Community Service / 20-30 minutes (LCS)
- Campus Community Service (After School) - 30 minutes-1 hour (CCS)
- After-school detention / 30 minutes-1 hour (Det)
- Saturday School (SWP)
- Suspension

Discipline issues are evaluated on a case-by-case basis by school administrators, and board policies and Education Codes guide administrative decision-making. This document does not represent an exhaustive list of all possible behavior issues or consequences. Included herein are policies on the following topics:

- Academic Honesty
- Bathroom Use
- Bullying, Discrimination and Harassment
- Controlled Substances
- Dress Code
- Electronic Devices
- Fighting
- Lunch Delivery
- Sexual Harassment
- Tardies
- Technology/School Computers
- Theft & Vandalism
- Weapons



### **Academic Honesty:**

The Board of Education “believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. The Board expects that students will not cheat, lie, plagiarize, or “commit other acts of Academic Dishonesty” ([BP 5131.9](#)).

At JBHS, academic honesty means that students shall not...

- Commit plagiarism: misrepresenting examination materials, research materials, classwork, and/or homework assignments as one’s own, when in fact it is the work of someone else or the work of artificial intelligence (AI).
- Copy the work of another student, or allow your work to be copied.
- Copy work from published sources, and/or from the internet without proper citation.
- Submit AI generated work (it is a form of plagiarism to submit the work without the express permission of the teacher AND without clearly citing exactly how AI was used).

Students who commit acts of academic dishonesty will face consequences as described below.

| <b>Academic Honesty Violations</b> |                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Offense                      | <ul style="list-style-type: none"><li>● Student will receive a “zero” on the assignment;</li><li>● Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.</li><li>● Referral will be sent to the Discipline Office for documentation of the incident.</li></ul>                                                                                |
| Second Offense                     | <ul style="list-style-type: none"><li>● Student will receive a zero on the assignment.</li><li>● Student may receive a “U” in citizenship and “cheating” comment for the semester in the class where the second offense occurred.</li><li>● Teacher will contact the parent/guardian.</li><li>● Student will receive a discipline referral for documentation in the student's record.</li></ul> |
| Third Offense                      | <ul style="list-style-type: none"><li>● Student will receive a zero on the assignment.</li><li>● Student will receive a “U” in citizenship and “cheating” comment for the semester in the class where the third offense occurred.</li><li>● Administrator will meet with the parent or guardian, student, and teacher.</li></ul>                                                                |



### **Electronic Devices in the Classroom:**

BUSD Board Policy permits cell phones on campus; however, students must use cell phones appropriately. Board policy states, “Students may possess portable communication devices on the district property and at district-sponsored events. The students must ensure that the device is turned off and out of sight during times of unauthorized use. Students shall not turn on/use the device during instructional and/or assessment periods, lunch, or recess, except as required by Board policy for medical reasons or emergencies” ([AR 5131](#)). Students who fail to adhere to this rule will face progressive discipline consequences.

- Students who violate Electronic Devices in the Classroom expectations will face progressive discipline consequences as determined by the classroom teacher.
- Excessive electronic device usage violation, may result in progressive discipline.
  - If a student does not comply with teacher expectations, it may be considered defiant and therefore, is subject to additional consequences from administration.

***NO cell phone use is allowed during instructional time.*** Students are expected to put cell phones away in the teacher designated area, have airpods and other cell phone connected devices turned off and put away. ***Phones may not be taken into hallways or the restrooms during instructional time.***

Consequences for violating the JBHS Cell Phone Use Policies are as follows

| Electronic Device Violations | Consequences                                                                                                                                                                                                                       |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Violations 1-3               | -Teacher will give warning & review class policy<br>-Teacher gives classroom consequence<br>-The device may be confiscated and handed over to Student Services for pick up                                                         |
| Violations 4-6               | -Teacher will contact parent (confirm message received)<br>-Teacher will work with student and parent to create an <u>action plan</u><br>-Send notice for documentation in Aeries, as determined by the teacher                    |
| Continued violations         | -Step 1: Student may receive lunch detention<br>-Step 2: Teacher/Parent/Student/Administrator in-person meeting may be called to create action plan<br>-Step 3: Saturday School, cited as defiance for excessive cell phone usage. |

**-Cell Phones and electronic devices may be confiscated by teachers/ staff**

**-In most cases, confiscated cell phones and other electronic devices will only be released to parents or legal guardians after school or the next day**



### **Bullying, Discrimination, and Harassment:**

The Board of Education is committed to maintaining a safe school environment that is free from bullying, discrimination, and harassment. The Board prevents these behaviors in any form -- whether physical, verbal, social, retaliatory, or cyber -- by saying, "The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information..." (BP 5145.3).

Students who experience or witness bullying are strongly encouraged immediately to "notify school staff when they are being bullied or when they suspect that another student is being bullied" (AR 5131.2).

Bullying can be reported to the Discipline Office by verbal or written statement. In addition, those affected by bullying report anonymously by emailing [stopbullying@burbankusd.org](mailto:stopbullying@burbankusd.org).

### **Sexual Harassment:**

Accusations of sexual harassment will be investigated. In Burbank Unified, "The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district "strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity...to immediately contact his/her teacher, the principal, or any other available school employee" (BP 5145.7). Students who commit acts of sexual harassment will face progressive disciplinary consequences, which may require suspension.



### **Hate Language:**

Hate Language is language that is specifically intended to denigrate a person based on race, ethnicity, sexual orientation, religion, homeless, foster youth status, or any other factor that causes a group to be marginalized.

| Hate Language  |                                                                                                                          |
|----------------|--------------------------------------------------------------------------------------------------------------------------|
| First Offense  | Education with a Learning Module Assignment<br>Meeting with AP of Student Services                                       |
| Second Offense | 2-Hour lunch detention<br>Restricted lunch area for 9th and 10th graders<br>Loss of lunch pass for 11th and 12th graders |
| Third Offense  | Suspension with an SST at the time of readmittance back to school                                                        |
| Fourth Offense | Meeting with the Assistant Superintendent of Educational Services                                                        |
| Fifth Offense  | Change of Placement                                                                                                      |

### **Fighting:**

Fighting between and among students is explicitly prohibited, as it violates BUSD Board Policy to maintain orderly campuses that are conducive to learning ([BP 5131.4](#)). Students who engage in or encourage fighting will face progressive discipline consequences, which may require suspension.

### **Bathroom Use:**

Students must have a hall pass and their student ID when using the restroom during class time. Students are not to leave class during the first or last 10 minutes of class time. Phones are not allowed to be taken into the hallways or restrooms during class time. At all times, JBHS bathrooms are for single-occupancy use only. Students who are occupying stalls with multiple students are subject to search and/or other disciplinary actions.



### **Theft & Vandalism:**

Students are expected to respect the property of the school and of other private individuals on our campus. State law prohibits the theft or damage of district or private property, whether actual or attempted. Students who commit acts of theft or vandalism will face progressive disciplinary consequences, which may require suspension ([EDC 48900](#)).

### **Weapons:**

BUSD explicitly prohibits the possession of “weapons, imitation firearms, and other dangerous instruments,” including knives, on our campuses. Board policy states, “Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with the law, Board policy, and administrative regulations” ([BP 5131.7](#)).

### **Controlled Substances:**

Burbank Unified believes that “the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences” ([BP 5131.6](#)). State Education Code prohibits the possession or use sale of controlled substances; furthermore, it prohibits students from offering or arranging to sell controlled substances to others. Other prohibited items include drug paraphernalia, alcohol, and tobacco products ([EDC 48900](#)).

When possible and appropriate, we will work with other school and community-based services and programs to provide alternative means of correction, which might include online seminars, in-person sessions, counseling, or support. For offenses related to controlled substances, a student will face progressive discipline consequences, which may require suspension.

### **Lunch Delivery:**

In an effort to keep our campus safe, JBHS does not accept lunch from delivery services, including DoorDash, Postmates, Uber Eats, friends, or family members. This policy prohibits deliveries at the front door and at all other locations on our campus. Delivered items will be held in Student Services, when possible, or discarded.



## **Dress and Grooming**

The Burbank Unified School District's student dress code ([BP 5132](#)) 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.

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. Images or language depicting drugs or alcohol (or any illegal item or activity), Hate speech, profanity, and/or pornography are prohibited.

### **Students are required to wear:**

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

## **TEXTBOOK /CHROMEBOOK POLICY**

### **Technology/School Computers:**

Instructional materials are provided for support of the instructional program. Therefore, technology, including school computers/Chromebooks, are reserved for use for academic work as determined by the teacher. If a student fails to adhere to the guidelines, Board Policy allows the school to “cancel or limit a student’s user privileges” or “increase supervision of the student’s use of the district’s equipment and other technological resources” ([BP 6163.4](#)).

Students are expected to take appropriate care of all school property and equipment. Textbooks, library books, and Chromebooks must be handled responsibly and returned promptly. **Appropriate fines may be charged for lost or damaged books.**



## **EXTRACURRICULAR ELIGIBILITY EXPECTATIONS**

John Burroughs High School has approved eligibility regulations for students in grades 9-12 relating to participation in co-curricular and extracurricular activities. The regulations will be in effect for all students involved in athletics, visual performing arts, and student government. Students must meet the following eligibility requirements ([BP 6145](#)).

### **Academic Requirements:**

A student must be enrolled in a minimum of five classes and must maintain a “C” (2.0) grade point average computed on all subjects taken during the grading period. (These requirements are minimal and an individual school group may have more stringent requirements.)

- Grade Point Average (G.P.A.) is based on grades earned each grading period. Students failing to meet minimum requirements at a grading period will be declared on probation and will remain on probation until the succeeding progress report or grade report period. (Grading scale is: A = 4, B = 3, C = 2, D = 1, F = 0). The student will continue to be eligible during the probationary period. If, at the end of that period, the student has not achieved a 2.0 average they shall be ineligible for participation in the activities listed above until the grading period in which they achieve a grade point average of 2.0 or higher.
- An incomplete (I) grade is not a passing grade. For purposes of eligibility, it will be counted as an “F” until cleared. When cleared and a letter grade is given, eligibility status will be redetermined.
- Summer school grades will be included in calculating the G.P.A. for fall eligibility only if they improve the G.P.A. If a summer school grade improves the G.P.A., it will be averaged with all other grades of the previous reporting period in calculating the G.P.A.

### **Citizenship/Attendance Requirements:**

A student who receives two or more unsatisfactory grades in citizenship from two or more teachers on a regular grading period's report card will have a review of their eligibility. Such review may result in the student being declared eligible, on probation, or suspended for one game. Students may also be subject to an eligibility review on the basis of violations of good citizenship and good conduct as determined by the school.

- Upon a review of the student's conduct, the principal or the principal's designee may suspend the student for one or more games or place the student on probation for a period appropriate to the level of misconduct.
- A student who received any unexcused absences will be subject to an eligibility review.
- A student on suspension is ineligible to attend or participate in co-curricular or extracurricular activities during the period of school suspension.

### **Ineligible Students:**



Ineligible students will be allowed to try out for co-curricular activities and participate in practice sessions, rehearsals, and workouts.



*I have read and understand the policies and behavioral expectations written above. I understand that there will be consequences for my actions if I do not abide by these attendance and behavior policies.*

Student First Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Grade (Circle):     9            10            11            12

***Please return this form to your teacher or to the Student Services Office.***