



BHS Student Attendance & Behavior Policies 2025-2026



KEYS TO SUCCESS

SAFE AND ORDERLY EXPECTATIONS FOR STUDENTS

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

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

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

1. Physical and verbal altercations and/or threats violate the health and safety of BHS students, staff, and faculty. Bullying and Cyber-bullying are not tolerated.
2. Weapons and other dangerous objects, such as guns, knives, multi-tools with sharp metal attachments, fireworks, lighters, matches, stink bombs, laser pointers, etc., are prohibited on campus. Products containing toxic chemicals are prohibited.
3. Drugs, alcohol, and drug paraphernalia on campus are prohibited. The arrangement for the sale of a controlled substance on campus is illegal and will be reported to law enforcement.
4. The use and/or possession of tobacco or tobacco related products, including electronic and combustible cigarettes as well as vape pens, is prohibited on campus, sidewalks, and other areas immediately surrounding campus.
5. Unauthorized food sales are not permitted on campus. Students may NOT bring outside food or drinks to sale or gift to other students.
6. Skateboarding, scooters, and rollerblading/roller skating are not allowed on campus. Bikes and skateboards must be locked in the bike and skateboard racks next to the administration building.
7. Use of any non-essential electronic devices is prohibited and items may be confiscated. Cell phone use is prohibited during instructional time unless clearly instructed by a teacher for use.
8. Permanent markers and paint pens of any kind are prohibited unless a teacher requires one for class.
9. "Caking" and all other forms of food fights and messy food play are strictly prohibited as it is both a safety and maintenance issue on campus.



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

1. Graffiti and vandalism are illegal and may be reported to law enforcement agencies. Restitution for damaged property may be sought.
2. Textbooks and library books must be handled responsibly and returned by the due dates. Appropriate fines may be charged for lost or damaged books.
3. Safety rules and proper handling of laboratory equipment, shop equipment, musical instruments and equipment, and/or sports equipment must be followed.
4. School lockers, as well as all areas on school property, are subject to search at any time. The school has 24 hour video surveillance in common areas. Also, personal student searches may be conducted under the supervision of administration by school personnel, as well as outside agencies, canines, and law enforcement.
5. Students are responsible for personal property. Appropriate measures should be taken on their part at all times to secure items. The school is not responsible for lost or stolen personal items.

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

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



CORRECTIVE ACTIONS FOR VIOLATION OF BEHAVIOR EXPECTATIONS

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

A student may be referred to an administrator if the teacher feels that the student is not responding to his or her disciplinary actions and teacher communication with parents has been unsuccessful. An administrator will conference with the student and may notify the parent. School Administration may assign consequences ranging from Reflection, Community Service, Detention, Class Suspension, Saturday School, In-School Suspension, to Out-of-School Suspension or Involuntary Transfer on a case-by-case basis.

INTERVENTIONS FOR REPEATED VIOLATION OF SCHOOL GUIDELINES

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

Students who continue to have poor attendance may be referred to the School Attendance Review Board (SARB) or be considered for further disciplinary actions such as involuntary placement in another school, or in extreme cases, may be recommended for expulsion from the Burbank Unified School District.

Students who continue to have discipline issues on campus after parent conferences and attempts at intervention may be referred to DTRC (District Transfer and Review Committee) for an involuntary transfer to another BUSD school site. Students who are on probation and continue to present discipline or attendance problems will be referred to the appropriate probation officer for violation of probation.

**The Remainder of this Guide will outline a variety of specific policies and procedures for the
Burbank High School Campus.**



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 Attendance Office Staff:
 - Email based on student last name-
 - A-I irenashakmuradyan@burbankusd.org
 - J-R jennifervardanian@burbankusd.org
 - S-Z lindabitto@burbankusd.org
 - Include the following information-
 - Student First and Last Name
 - Student Grade and ID Number
 - Reason for Absence
 - Dates of Absence
 - **IMPORTANT: Emails MUST come from a PARENT email as inputted into Aeries**
- A student is considered truant after three unexcused absences. Parents will receive letters notifying them of excessive truantcies and unexcused absences throughout the year. After a student has been reported as a truant three or more times in a school year, the student may be considered a habitual truant and is eligible to be referred to the School Attendance Review Board.

Tardies

At BHS, 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.
- Students who are late to any class more than five (5) or more times may face progressive discipline consequences. (See General Policies for details.)



GENERAL POLICIES A-Z

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 BHS, 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
- Copy the work of another student, or allow their 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)
- Taking, sharing, or being in possession of any unauthorized photographs or digital copies of any test, quiz, or class assignment

Students who commit acts of academic dishonesty will face consequences as described below. These consequences are cumulative and carry across classrooms. A student may have violation #1 in one class, then violation #2 in a separate class, etc.

Academic Honesty Violations	
First Offense	● Teacher will contact the parent or guardian to explain what happened. ● Student will earn a zero on the assignment ● Teacher will warn them of possible consequences for subsequent offenses. ● Notice will be sent to the AP of Student Services for documentation of the incident.
Second Offense	● Student will receive a zero on the assignment. ● Student may receive a U in citizenship. ● Teacher will contact the parent/guardian. ● Notice will be sent to the AP of Student Services for documentation of the incident. ● Possible Parent Meeting with Teacher, Counselor and/or Administrator
Third Offense	● Student will receive a zero on the assignment. ● Student will may earn an F in the class for the semester or be dropped from the class and receive a U in citizenship. ● Administrator will meet with the parent or guardian, student, and teacher.



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, BHS bathrooms are for single-occupancy use only. ***Students who are occupying stalls with multiple students are subject to search and/or other disciplinary actions.***

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.

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 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 discipline consequences, which is subject but not limited to suspension.



Classroom Electronic Devices:

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. Students must ensure that their device is turned off and out of sight during times of unauthorized use." ([AR 5131](#)).

At BHS Students may use their cell phones and electronic devices before and after school, during passing periods, at nutrition, and at lunch.

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 BHS Cell Phone Use Policies are as follows:

- Cell Phone and electronic devices may be confiscated by teachers and staff
- The device may be handed over to the Student Center for pick up
- 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
 - Siblings or other family members or family friends are NOT eligible to pick up confiscated devices

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.

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

Parents/guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning.



At all district schools or at school- related activities, **inappropriate appearance and dress includes:**

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

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.

Students are required to wear:

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

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 discipline consequences. When possible, conflict resolution will be offered to support student learning and restorative practices.

Verbal altercations may be subject to disciplinary actions including Detention, Saturday School, or Suspension.

Physical altercations may be subject to disciplinary including Suspension, and possible recommendation for involuntary transfer.

**Hate Speech and Targeted Harassment:**

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

Harassment means written, verbal, or physical conduct, or electronic communication that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent, or pervasive. Such harassment may consist of comments and conduct directed at a student directly or indirectly through electronic communications, in-person comments, or other forms of communication.

Sufficiently serious (as defined by Title IX regulations) means harassing behaviors are serious enough to limit or deny a student's ability to participate in or benefit from the instructional program, i.e., the conduct creates a hostile environment. Therefore, school discipline would be at Level 3 or 4.

Level 1 Behaviors:

- Typically classroom behaviors that disrupt instruction, but are not targeted at an individual

Level 2 Behaviors:

- Use of racial, ethnic, or ancestral epithets or slurs
- Hate speech against a protected class
- Attacking or making negative comments based on how a person or group looks, dresses, or speaks- based on their skin color, facial features, attire, accent, or languages spoken
- Relying on stereotypes about people who share specific ancestral characteristics

Level 3 Behaviors

- Repeated Level 2 behaviors
- Public or repeated displays of racial, ethnic, or slurs
- Public or repeated attacks or comments based on a group's allegedly inherited traits
- Public or repeated reliance on stereotypes about people
- Any of the above behaviors combined with physical aggression



Level 4 Behaviors

- Hate violence- any act of physical intimidation or physical harassment, physical force, or physical violence, threat of physical violence that is directed against any person or group of persons, or the property of any persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group

Level 1/2 Behaviors	Consequences
First Offense	Education with EverFi Module
Second Offense	2-Hours of detention Loss of lunch pass for 11th and 12th graders
Third Offense	Suspension with a readmittance parent meeting before returning back to school
Fourth Offense	Meeting with the Assistant Superintendent of Educational Services
Fifth Offense	Recommendation for Change of Placement
Level 3 Behaviors	Consequences
Depends on Severity	Suspension and Behavior Support Plan
	Online class on Hate Speech
Level 4 Behaviors	Consequences
Depends on Severity	Multi-Day Suspension
	Change of Placement
	Expulsion

Students engaging in level 3 and 4 behaviors will also be offered counseling, check-ins, and appropriate intervention and support plans.

Lunch Delivery:

In an effort to keep our campus safe, BHS does not accept lunch deliveries from delivery services, friends, or family members. This policy prohibits deliveries at the front door and at all other locations on our campus. In most cases, delivered items will be discarded.



STUDENT LUNCH PERMITS

Permission to be renewed every grading period.

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

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

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

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

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

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

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

It must be understood that ***parent/guardian accepts full responsibility for their student*** while off campus at lunch.

If a parent has any concern regarding their child being off campus during lunchtime, they should not sign the lunch permit application.



STUDENT PARKING PERMIT

Applications for parking are turned into the Student Center. They will be accepted starting the first day of Registration. Incomplete applications will not be considered for a parking space.

Once completed applications are submitted, your application will be put into a lottery if your application meets the criteria. Eligible applications that are not pulled in the lottery will be placed on a waiting list and the waiting list will be utilized as spots become available.

The rules are as follows:

1. Parking permits are required to park in the student parking area (middle level) and the spot assigned. Students are not allowed to park in the faculty parking spots.
2. The only reason for a student to be in a vehicle is to arrive and depart from school.
3. Loitering in the parking lot at any time is strictly prohibited.
4. Vehicles should remain locked at all times.
5. Cars are off limits during the day unless special permission is obtained from one of the assistant principals or released from the attendance office with a pass.
6. Vehicles must be driven in a safe manner; the speed limit is 5 mph in school lots.
7. Students must follow the directions of campus supervisors routing traffic in the parking lots.
8. Students with parking passes may only park in their assigned space and may NOT share the space with others.
9. The BHS parking tag must ALWAYS be displayed and visible for campus security to check while parked in the BHS parking lot

Students who fail to follow the rules listed above will have the parking pass revoked and will lose their assigned parking spot.

Sexual Harassment:

Students and staff have the right to be safe on campus and protected from 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 disciplinary consequences, which may lead to suspension.



Tardies

At BHS, 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 (defined as 10 or more tardies) may result in U in citizenship grade and/or students may be referred to have an SST or SART (Student Attendance Review Team) meeting.

Tardies	Suggested Action
Tardies #1-5	Teacher warning Teacher documentation
Tardies #6 or more	Teacher consequence Parent contact
Excessive Tardies (10 or more)	Intervention Steps for continued tardies: 1. Teacher/Parent Conference 2. Teacher refers to counselor for SST 3. Teacher refers to AP of Student Services for possible SART meeting

**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](#)).

TEXTBOOK POLICY

Students are expected to take appropriate care of all school property and equipment. Textbooks and library books must be handled responsibly and returned by the assigned due dates. Appropriate fines may be charged for lost or damaged books.

Technology/School Computers:

Instructional materials are provided for support of the instructional program. Therefore, technology, including school computers and 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](#)).



EXTRACURRICULAR ELIGIBILITY EXPECTATIONS

Burbank 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.
- Eligibility will be determined within five school days of the end of each grading period.
- 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.
- The student must have passed 20 units (4-semester classes) in the previous grading period.

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- depending on the specific participation rules for the activity or sport.