



**2019/20**

**Bassett High School  
Student Handbook**

## **SCHOOL MISSION**

Bassett High School provides a diverse, high quality education in a safe and supportive environment to empower students to become self-directed and goal oriented, to value themselves and others, and to use technology effectively.

## **SCHOOL VISION**

BHS prepares college and career ready students to become life-long learners, responsible citizens and globally competitive individuals by promoting creativity, communication and collaboration.

## **EXPECTED SCHOOL-WIDE LEARNER OUTCOMES**

### Effective Communicators

- Listen, speak, read, and write effectively
- Resolve conflicts and collaborate well with others
- Demonstrate proficiency in the use of information and technology

### Successful Learners

- Access, analyze, and use information to problem solve
- Apply academic skills acquired for life-long learning
- Use creativity and innovation to adapt to global working environments

### Responsible Citizens

- Accept responsibility for personal actions
- Respect cultural and individual differences in a global environment
- Establish and pursue civic, environmental, and financial goals

## ACADEMICS, COUNSELING AND GUIDANCE

Bassett High School seeks to provide high quality academic, elective and extra/co-curricular programs, which will prepare students for college and career opportunities. Bassett High School counselors provide a range of student support services in the areas of academic, behavior, and goal setting. Additionally, confidential counseling services are provided to all students. On school days, the Guidance Office is open from 7:30 A.M. to 4:00 P.M. to assist students and parents. The telephone number to the Guidance Office is **(626) 931-2806**. In addition to the services of the Bassett High School Counseling and Guidance team, Pacific Clinics provides mental health and individualized case management services. To obtain more information on the Pacific Clinics program, call (626) 931-2806.

### ACADEMIC HONORS: PRINCIPAL'S LIST and HONOR ROLL

- Students must achieve a minimum grade point average (GPA) of 3.33 to be included on the Honor Roll.
- Students achieving a grade point average of 4.0 or above will be recognized by inclusion on the Principal's List.
- Students, who at the end of the first semester of their senior year and who have maintained a cumulative 3.50 GPA, will graduate with honors distinction.

### CLASS CHANGES

Class changes are developed based on student needs and class availability. With the exception of extraordinary circumstances, classes will not be changed after the second week of any semester. Students/parent/teacher conferences will be scheduled to review students' progress and/or behavioral concerns. Students are expected to attend their classes, unless a class change has been authorized by an administrator in conjunction with a counselor.

### CLASS RANK POLICY

In order to establish a class rank for seniors, GPA's will be calculated for courses completed up to the first seven semesters of high school work. Grade point averages will be calculated to the nearest hundredth decimal point.

### CLASS STANDING

Students are identified yearly by the number of credits they have earned towards graduation. A student must complete a minimum number of credits in order to remain academically prepared. The following credit counts demonstrate that a student is in good standing. Please note that summer school and credit recovery can help students stay on track if not meeting these credit targets.

<b>End of 9<sup>th</sup> grade</b>	55 or more credits
<b>End of 10<sup>th</sup> grade</b>	110 or more credits
<b>End of 11<sup>th</sup> grade</b>	160 or more credits
<b>Graduating Senior</b>	Minimum of 220 credits

## **ELIGIBILITY TO PARTICIPATE – CO/EXTRA-CURRRICULAR ACTIVITIES**

Maintaining acceptable grades not only will enable students to graduate, but also will open the door to many engaging extracurricular and athletic programs at Bassett High School. All students are encouraged to become involved in the extra-curricular and athletic options; however, **academics are first priority.** In order to participate in athletic and/or extra-curricular programs (sports teams, band, choir, drama, ASB, etc.) students must:

1. Maintain academic eligibility. Must be passing four classes and maintain a 2.0 GPA\*
2. Attend the majority of your classes on the day of your event in order to participate. If absent, only a doctor's note or administrative waiver can allow the student to participate.
3. Purchase an ASB card (highly recommended) since all awards, letters, and certificates are purchased through ASB funds.

\*There are many opportunities for students needing extra academic assistance. After school tutoring is available through many individual teachers and departments as well as through Think Together. Please take advantage of the assistance offered to keep your grades up.

## **GRADE POINT AVERAGE (GPA) CALCULATION**

Bassett High School calculates grades on a 4.0 grading scale. The following grade points are given for each letter: **A = 4, B = 3, C = 2, D = 1, F = 0.** Classes designated as "Honors" or "Advanced Placement" are offered and can be taken in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. These courses are weighted and awarded extra points towards the GPA.

## **PLAGIARISM – CHEATING**

Plagiarism is the deliberate act of stealing another's words, ideas, and/or research and passing it off as one's own. It is the responsibility of each student to do his/her own work whether the assignment is an essay, examination, or research paper. Plagiarism is the use of part or all of another's personal work without proper acknowledgement. If a student uses another's words verbatim (word for word), quotation marks must be placed around the borrowed passage. The student must also acknowledge the source even if the passage is paraphrased (re-written in the student's words). Using another's ideas or research data without proper acknowledgement is also considered plagiarism. Each instructor has a policy on plagiarism; most will assign an F to any assignment they consider plagiarized.

## **REPORT CARDS**

Progress reports are mailed home every 5 weeks and at the end of every 10-week grading period. Credits are earned at the end of each semester. Students who successfully pass each course will earn 5 credits at the end of each semester.

## **ASSEMBLIES – STUDENT EXPECTATIONS**

1. When the Pledge of Allegiance is recited or the National Anthem is played, students are expected to:
  - a. Stand
  - b. Be still
  - c. Be quiet and respectful
2. Expectations a, b, and c are to be followed regardless of one's political, religious, and/or personal beliefs. A student may choose not to recite the pledge, but all students need to show respect by not disrupting and/or distracting others.
3. Students are expected to show respect to all guest speakers and/or groups who are speaking, making announcements or performing.
4. Students must remain positive and respectful during assemblies.

## **ATHLETICS**

Bassett High School offers a wide variety of co-curricular programs in athletics. We offer the following sports: Badminton, Baseball, Basketball, Cheer, Cross-Country, Football, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling. For more information about BHS athletics, call the Athletic office at (626) 931-2816 or 2800.

### **ELIGIBILITY REQUIREMENTS**

- Turn in proof of a physical exam, health insurance, parent consent form, ASB card and sign a BHS Athletic Code before participation.
- Maintain academic eligibility, which means the athlete must be passing four classes and maintain a minimum 2.0 GPA. Pending parent conference with administration and approval, if a student's GPA should fall below 2.0 during the current grading period, he/she may be allowed to remain in the extracurricular activity and may be placed on athletic probation until the next grading period. If by the next grading period a student's GPA remains below 2.0, or the "F" grade has not been raised, the student will not be eligible to participate or continue to participate in athletic or extracurricular activities until the next official grading period. Athletic probation can occur only once in a student's high school career.
- Attend the majority of your classes on the day of an event in order to participate. Only a doctor's note or administrative waiver can override this requirement.
- The purchase of an ASB card is highly recommended, since all awards, letters, certificates, official's fees are paid through ASB funds. Students who do not purchase an ASB card cannot receive these awards. Please see an administrator if there is cause to financial hardship.
- Practice good sportsmanship.
- Follow all school rules. Violations (including poor attendance patterns) may result in removal from the team.
- Be living with a parent/guardian within the boundaries of our school attendance area. If not, the student must be eligible under the inter-district transfer or permit.
- Follow all regulations and guidelines as established by California Interscholastic Federation (CIF).

Students who quit a team prior to the end of the season will not be permitted to participate in other sporting teams during the same season.

## ATTENDANCE

Students who are rarely absent and are not tardy earn better grades and are more likely to meet all requirements for graduation. The attendance policy, therefore, is designed to support the goals of regular and punctual attendance. It is the responsibility of the school and parents alike to support and enforce the State attendance laws. Students who have excessive absences and/or tardies will be subject to various interventions and consequences, including possible referral to the Student Attendance Review Board (SARB) where parents/guardians may receive a monetary fine, and students may lose their driving privilege. Students may also be removed from Bassett High School and placed into an alternative education program.

### REPORTING/CLEARING ABSENCES

Parents or guardians must notify the school regarding all absences whether excused or unexcused. Each student has two school days to clear an all-day absence. **If he/she fails to do so, the absence is classified as a truancy and the student may be subject to citation.** Student absences may **ONLY** be cleared by a telephone call or a written excuse made by the parent or legal guardian. Excused Absences are defined as follows:

- Verified doctor or dental appointment
- Injury or illness verified by a doctor or school nurse
- School activity
- Religious holiday
- Death in the immediate family
- Court appointment

All other absences are considered to be unexcused. Make-up work resulting from an excused absence must be completed within a reasonable period of time commensurate with the length of the absence. Students are reminded that any absence has a negative impact on learning and state funding for the school.

**Whenever possible, please call prior to the absence. To report absences, parents/guardians may call (626) 931-2817 or (626) 931-2818, 24 hours a day, 7 days a week. If the office is not open, the information may be left on the attendance recorder.**

- Identify yourself
- Give the date of the absence
- Spell the students last name
- Give the first name of the student
- Give the reason for the absence

### PRE-ARRANGED ABSENCES

If it is necessary for you to be absent for more than 5 days (trips, medical surgery, college visits, or other anticipated absences) please contact the Attendance Office before the absence.

## **BULLYING**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, or cyberbully any student.

In accordance with the Bassett Unified Board Policy on Bullying/Cyber Bullying, discrimination, harassment, intimidation of students or staff, including bullying, cyber bullying, sexual harassment, hate-motivated behavior, hazing, or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm substantial disruption or emotional suffering, is forbidden at Bassett High School.

“Cyber Bullying” includes the transmission of communication, direct threats, posting of harassing messages, social cruelty, or other harmful texts, sounds, or images on the internet, social networking sites, or other digital technologies using a telephone, cell phone, computer, or any wireless communication device.

Cyber Bullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendships. Students engaged in this type of behavior are subject to disciplinary action including suspension, expulsion, and/or police involvement.

### **Reporting of Bullying**

If you see something, say something. Bullying should be reported to any teacher, counselor, or administrator either orally or in writing. The school will follow up with reports of bullying. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

*\*If other help or information is needed please contact 1-855-86-Bully or visit [www.wetip.com](http://www.wetip.com)*

## **BUS TRANSPORTATION**

Riding the bus to and from school is a privilege. Poor behavior on the bus, or at the bus stop, will result in disciplinary action, which may include suspension of bus riding privileges.

## **CLOSED CAMPUS**

Bassett High School is a **closed** campus. Once a student arrives at school, he/she must remain on campus unless issued an office approved permit to leave campus. If a student is found off campus without permission the student will be marked truant and may be given a citation by the Sheriff to appear in court.

## DANCE RULES

All guests for dances and other specified school sponsored events must present a signed Guest Participation form and provide a valid and current ID. For school dances, all guests must be a guest from a Bassett High School student. **The maximum age of any guest is 20 years of age.**

1. Suggestive/explicit dancing is prohibited. Students will be dismissed from the dance without a refund.
2. All dancers must be visible at all times.
3. Students or attendees must be appropriately dressed at all times and in accordance with the school dress code.
4. Administration has the right to refuse any guest participation form.

All school rules apply and are in effect for school dances and for off campus dances. Students must adhere to all school rules at any school sponsored activity regardless of location.

## DELIVERIES AND INTERRUPTIONS POLICY

We value the education of all students; therefore, classrooms will not be interrupted. We will not call students out of class, deliver items to class, nor deliver non-emergency messages to students. Parents/Guardians may leave items in the front office and it is the responsibility of the student to come to the office and look for their delivery during the first 15 min of lunch or after school. Be sure that the student's name is on the item being dropped off. All items dropped off are ***at your own risk***. Please understand that the staff is not responsible for items left for a student.

## DRESS CODE – STANDARDS

All students are expected to dress appropriately for school and all school events. Appearance should be neat and acceptable as defined below. Students and parents should continue to use good judgment when choosing school clothing. We request and encourage all parents to show an active interest in their student's education by supporting the standards and policies at Bassett High School. (Ed. Code 35183) The Bassett Unified School District Board of Education may set further specifics for the rules relative to the dress and appearance of students that will be strictly enforced. Items not listed below that, in the opinion of the school administrators, are disruptive or could cause situations that would diminish the safety of students or a distraction in class are prohibited.

**Students are expected to wear the following:**

1. Clothing that is hemmed and free from excessive tears, rips, and holes.
2. Clothing that covers undergarments, the back, and the entire midriff. For females, a jacket or cover-up worn to conceal brief clothing that reveals bras or bare midriffs is not acceptable. Low cut tops that reveal excessive cleavage is also unacceptable. Dresses, skirts and shorts must be long enough to cover buttocks and upper thigh when walking, sitting, bending or reaching. For male's, trousers must cover underwear. Baggy pants, which do not cover underwear, will not be tolerated.
3. Appropriate, safe shoes are to be worn at all times. A safe shoe is one that supports the foot and has a low heel.

**Students may not wear, display or be in possession of:**

1. Spiked or studded jewelry of any kind, including ankle bands, bracelets, chokers, rings, gloves and belts.
2. Wallet Chain or any other form of chain.
3. Overly brief or tight garments such as halter-tops, tube tops, tank tops or muscle shirts, strapless, off the shoulder, or fishnet see through garments.
4. Bib overall with straps unbuckled.
5. Oversized, sagged or baggy pants. The term “no baggy pants” means: The waistline of the pants, located at the hipbone of the student, when pulled and pinched will not have an excess of the material greater than an inch. The term “no sagged pants” means: the waistline of the pants is to be located at the hipbone of the student. With the pants correctly worn, the crotch of the pants will not hang below the body. Properly fitted pants incorrectly worn (below the hipbone) are “sagged pants”.
6. Belt buckles lettered or numbered.
7. Oversized belts hanging from under apparel.
8. Clothing that is unsafe, lewd, indecent, vulgar, obscene, or gang related including clothing that could cause disruption of the educational process and the orderly operation of the school.
9. Clothing and apparel (including jewelry, bandannas, etc.) that display emblems, lettering or pictures pertain to gang, affiliation with prison or juvenile camp, drugs, tobacco, alcohol, sex, death, mutilation, violence or gangs “silent code”.
10. Any tattoo deemed to be inappropriate must be covered at all times.
11. Sunglasses on the head in the classroom.
12. School or personal property (i.e. notebooks, folders, backpacks) with graffiti.

**BASSETT GEAR**

Students are allowed to wear any clothing item sold from the student store. (ex. T-shirts, beanies, etc.)

**PROCEDURAL STEPS REGARDING DRESS STANDARDS**

Violation of the dress standards will result in parent contact by school personnel, temporary replacement clothing issued, confiscation of article, and/or student sent home to change/correct the violation. Repeated offenses will result in disciplinary action including suspension as necessary.

**FOOD BROUGHT ONTO CAMPUS**

Any food that is brought onto campus MUST be store bought and packaged. This includes but not limited to: cakes, cookies, brownies, cupcakes, etc. Any food item brought onto campus that is not store bought and packaged will be confiscated and available to be picked up at the end of the day.

## HEALTH OFFICE

The health office is located inside the Activities Office. To see the health clerk during class time, a student must have a pass from their current teacher and sign in at the Health Office. **Students should not call home prior to seeing the Health Clerk or Nurse. If warranted, the Health Clerk or Nurse will contact the parent/guardian for pick up from school.** If the Health Office is closed, the student must report to the Attendance Office, where the secretary may have the student return to class or phone home for permission to leave school. **PLEASE MAKE SURE THAT EMERGENCY NUMBERS ARE UP TO DATE AND CORRECT.** Students will not be allowed to socialize or waste time if they are not sick. The Health Office is for sick/injured students **ONLY**.

## LOITERING

Students are not to stay on campus after school unless involved in sports, Think Together, school activities, tutoring, detention, or community service.

## ON-CAMPUS PASSES

1. Any student out of class is required to have an official pass. Students out of their assigned class without an official pass will be assigned detention.
2. No restroom passes will be issued 10 minutes before or after the bell.
3. There shall be no pass issued to use the vending machines.
4. Sweeps of the campus will be conducted at any time by supervision/administration.

## PARKING ON CAMPUS

Students who drive automobiles or motorcycles to school must possess a valid California Driver's License, current California vehicle registration, and proof of insurance when applying for a student parking permit. Only vehicles that are "street legal" and have a valid California registration for operation on the highway may be parked on campus. Parking permits may be obtained during registration or from the Discipline Office, room 130. Replacement passes are \$20.00, and passes must be returned at end of school year or a \$20.00 fee will be charged. Parking permits must be visible to campus supervisors. Students are not allowed to park in spaces other than those designated for students.

## P.E. LOCKERS

Lockers are available for students taking physical education classes. Students need to make sure that they **lock up** their valuables at all times when using the locker room. **The school is not responsible for lost or stolen items.**

## PERMANENT MARKERS, WHITE OUT PENS, ETCHING TOOLS, PAINT, ETC.

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be liable for any damage committed by their student. (Ed. Code 48904, 48980)

## **PHYSICAL EDUCATION DRESS REQUIREMENT**

Bassett Unified board policy stipulates “No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066) (cf. 6142.7 - Physical Education and Activity). With exception to the consideration of circumstances beyond his/her control, Bassett High School students, enrolled in physical education classes must wear a BHS PE shirt or a plain white shirt, and black shorts or sweats (no cut-off sweats). PE shirt must be worn in its original condition; no alterations, no graffiti of any kind. Sweats cannot be worn over street clothes. Athletic shoes worn with socks are required during all activities. Students not dressing for PE will still be required to participate for some credit. Students who do not dress for PE will be given the following consequences:

1. Teacher warning
2. Points deducted from class
3. Parent contacted by classroom teacher
4. Referral to counselor for parent conference with teacher
5. Possible discipline/consequence relating to defiant behavior

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate physical contact (kissing, inappropriate touching, sitting on lap) between students is prohibited on campus at all times. This includes before, during and after school at all school activities. Any such public display will be subject to disciplinary action.

## **SCHOOL ACTIVITY PARTICIPATION EXPECTATION**

Students who do not serve detention, have excessive absenteeism/tardies, have excessive referrals, and/or school debts will jeopardize their participation in school activities such as: Dances, Games, Rallies/Assemblies, Winter Formal, Prom, Graduation Ceremony, Grad Night, Senior Picnic, or participate in Athletics and/or Co/extra-curricular programs (team sports, band, choir, drama, ASB, etc.)

## **SCOOTERS, SKATEBOARDS, ROLLERBALDES/SKATES, BICYCLES**

Scooters, skateboards and roller blades are not to be ridden on campus at any time. They may be taken by administration and held for parents to pick up. Bicycles and skateboards must be walked and properly locked during school hours.

## **SEARCHES AND USE OF TRAINED DOGS**

School administrators may conduct random searches in a classroom at any time. PE lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep school free from drugs and firearms, the district utilizes specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around the lockers, desks, bags, items or vehicles on district property or at district sponsored events. (Ed. Code 35160.1, 35294.5, 49050-49051, 49320-49334, P.C. 626 & 10)

## **SEXUAL HARASSMENT/ HATE CRIMES**

The sexual harassment of any student by any other student or any district employee will not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and verbal, visual or physical conduct of a sexual nature when the conduct meets specific criteria. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3) means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

**Any student or employee who is found guilty of sexual harassment/hate crime(s) shall be subject to disciplinary action. Students and staff are required to report immediately, incidents of sexual harassment/hate crimes to the administration.** (Ed. Code 212.6, 230, 48980, 48900.2 and Board Policy)

## **SMOKING/TOBACCO/VAPING PRODUCTS**

The possession or use of tobacco, tobacco products, matches, lighters, vaping devices etc. are not allowed. Violators will be subject to disciplinary action. (Ed. Code 48900)

## **STUDENT IDENTIFICATION CARD**

For identification purposes, each student is issued a student identification card, which must be carried at all times. Student identification cards ensure campus safety, admission to school events, field trips, technology access, lunch pass, library and textbook check out/in. Students without a student ID card are not admitted to school events that occur during or after regular operating hours. Students may be asked to show their ID card to a staff member at any time. Failure to comply is defiance and a disciplinary action will be taken. Lost cards should be replaced immediately. Replacement of student I.D is \$5.00 and can be obtained through the Security Office in room 130. A print out of the student identification card does NOT qualify as an ID.

## **STUDENT EMERGENCY INFORMATION**

As a condition of enrollment, each student must have a current, accurate and signed emergency card on file. Please note that listing someone to be contacted in case of an emergency or disaster does not extend authority to excuse absences or check students out of school. Please contact the Attendance Office immediately if there is a change of address, home or work phone numbers, email, and emergency contact person(s).

## STUDENT RELEASE POLICY

Students must have a parent or legal guardian personally come to the school with proper identification and request that the student be released, for medical, dental or health care appointment. Per the State Law of California, the students **will not be released to anyone other than a parent, legal guardian, or person 18 years or older listed on the "Student Emergency Information Card". No student will be released by a telephone call or a personal note.** A parent, legal guardian, or person 18 years or older listed on the "Student Emergency Information Card" must report to the high school and "sign-out" for the student in order to facilitate a release. A valid I.D. must be presented for the release of a student. Any law official or caseworker must adhere to the same law and procedures. Unless it is a medical emergency, no student will be released from school after 2:30 PM.

## TECHNOLOGY

BHS has integrated computer technology into many aspects of the school program and offers access to computers and the internet in every classroom. Students use of networked computers at BHS is governed by the BUSD "Student Acceptable Use Policy" and the school's "Policies and Procedures for Student Computer Use" which are distributed one time, when the student enters the district. The form is included in the registration packet when the student first enters school. The policy is effective unless revoked by administration or parents. Students are expected to be familiar with these policies and understand that failure to comply will result in one or more of the consequences outlined in the documents.

In order to use the school computers, students must have signed copies of the BHS "Parent/Student Agreement on Computer Use" and the BUSD "Agreement to Student Acceptable Use Policy and Parental Permission for Use of the Network" on file with the school. When using computers, students **must display their student ID card** to verify that these agreements are on file. **Students who fail to abide by the student use contract will lose their internet use.**

## VISITORS

Bassett High School is a closed campus to all but enrolled students, staff, and approved visitors. To be an approved visitor, a parent, guardian, or invited guest should check in at the main office at the front desk and pick up a visitor pass at the time of the visit. Students may not bring relatives or friends to school as visitors. This includes small children and babies.

## WITHDRAWAL FROM SCHOOL

A student who withdraws from school must have their parent/guardian complete a withdrawal form to check out of school through the Guidance Office. Students who officially withdraw from school will be given an unofficial school transcript and a copy of their immunization records. Before the checkout slip is issued or records can be forwarded to the new school of attendance, all textbooks must be returned and all outstanding fees must be paid.