

## **BURLINGTON HIGH SCHOOL**

*The policies and procedures in the BHS Handbook are translated and available in other languages. Contact the BHS Main Office for further information.*

### **I. MISSION STATEMENT**

BHS is a democratic educational community committed to academic excellence. Every member models personal and social responsibility; respects and appreciates the diverse cultures, values, and abilities of all; engages in scholarship and prepares for life-long learning; and makes a positive contribution to the world beyond BHS.

### **SCHOOL AND COMMUNITY COMPACT**

To accomplish the school mission and learning expectations, school community members enter into the BHS Compact for Learning:

#### **Students will:**

- Attain skill performance levels consistent with Burlington School District's curricula.
- Participate in setting high expectations for their individual education.
- Understand the role behavior plays in shaping the community's image of BHS.
- Demonstrate the value of education by being actively involved in their schooling.
- Exhibit civil behavior by showing respect and acceptance as they interact with people of all cultures and ethnic groups.
- Demonstrate civic responsibility by serving both BHS and the larger community.

#### **Faculty and Staff will:**

- Teach the curricula and skills set by the Burlington District.
- Participate in setting and realizing high expectations for individual students.
- Demonstrate their own value of education by exhibiting curiosity and pursuing scholarship.
- Promote respect and appreciation of all people by accepting and including all cultures and ethnic groups.
- Participate in the life of the larger community.
- Effectively communicate with parents and guardians on a regular basis.

**Parents and Community will:**

- Model through their actions the value of education.
- Provide resources necessary to support Burlington's educational community.
- Provide positive support for our students in the community.
- Confer at least once a year with the teachers while their children are in school.
- Support the BHS community through regular visits and involvement in the school.
- Provide opportunities to engage students in civic discourse.

**School and District Officials will:**

- Provide a safe and healthy environment to meet the needs of the BHS community members.
- Support policies that assure equitable treatment for all BHS community members.
- Provide appropriate support for diverse instructional methods.
- Offer equal access to resources necessary to prepare students for the changing world in which they will live.
- Provide a stimulating learning environment by designing and following a regular maintenance and repair program.
- Communicate to the community the many positive attributes and accomplishments of our programs, students, faculty and staff in order to foster pride in Burlington High School.

**The Burlington High School Graduate is able to:**

- Construct and interpret the English language in a variety of situations and texts.
- Analyze problems and the role of citizens using perspectives that reflect the differences among cultures and peoples.
- Use a variety of mathematical methods and appropriate technology to solve problems and function confidently in a mathematically sophisticated world.
- Understand and apply scientific and technology concepts to explain and demonstrate an understanding of the world.
- Understand and communicate in at least one language in addition to English.
- Demonstrate an understanding of cultural and aesthetic differences in a variety of art forms.
- Meet the demands of the changing employment market by demonstrating skills and knowledge in career preparation and computer literacy.
- Accept responsibility for personal fitness by demonstrating the relationship between nutrition, physical activity, and personal

- lifestyles in determining health and life choices.
- Demonstrate respect, honesty, and courtesy through ethical behavior.
- Demonstrate good citizenship.

## **II. ACADEMIC POLICIES AND PROCEDURES**

### **ACADEMIC REQUIREMENTS**

Students must complete a minimum of twenty (24) credits, distributed as follows, in order to graduate from Burlington High School:

- 4 - English
- 3 - Social Studies
- 3 - Mathematics
- 3 - Science
- 2 - Foreign Language (Stage 1 Competency) \*
- 1 - Fine Arts
- 1 ½ - Physical Education
- ½ - Health
- ½ - Computer Literacy
- ½ - Career Exploration
- 5 - Electives

\*Students who already speak a second language or who have already acquired the proficiency may not be required to take a language course.

Once a student satisfies graduation requirements in a specific discipline, such as English, additional credit in that discipline will be considered elective credit and will count toward the credits required for graduation. Only seniors with permission are allowed to take the equivalent of two (2) credits of English in an academic year.

It is the student's responsibility to be knowledgeable of the BHS Graduation Requirements, to monitor progress toward meeting them, and to assure that all of their academic records are accurate and complete. It is the Guidance Department's responsibility to maintain students' academic records in accordance with FERPA, EHA-B, State Law, and the policy and procedures of the Burlington School District, and to assure that no student is graduated without meeting all BHS Graduation Requirements.

### **ADVANCED PLACEMENT COURSES**

Burlington High School is committed to offering students a variety of rigorous college preparatory classes. Currently, we offer 13 different Advanced Placement (AP) classes. By completing an Advanced Placement class and taking the AP test, students have the opportunity to earn college credit while still enrolled at BHS. Each student enrolled in an AP class is required to take the AP test. This test costs approximately \$85, however, significant fee reductions are available to students eligible for free or reduced lunch. Free/reduced lunch forms are available in the Guidance Office. Students must register and pay for the AP exam by the end of first quarter. Students who do not complete this step will be dropped from the AP class and enrolled in a different, non-AP class.

### **COLLEGE COURSE CREDIT**

**School Year:** BHS students may enroll in college-level courses for elective credit through special programs (i.e., College Connections). Credit received as a result of successful completion of such a course is recorded by the college. Prior to enrollment in the course, a student who wishes to earn credit toward high school graduation must obtain approval from the Director of Guidance. It is the student's responsibility to present a copy of the final grade/credit to the Director of Guidance. The course name, mark and college credit will be recorded on the student's permanent record along with the name of the institution at which the course was taken. If the student has received approval for high school credit, it will be on the basis of a one-semester, three-hour college course equaling 0.5 high school elective credit, or content credit with prior approval from the Guidance Director.

**Summer-Term Special Programs:** BHS students may choose to attend summer enrichment programs intended for high school students. No high school credit will be granted for such programs. A student may request that the name of the college and program, and dates of participation, be recorded on the permanent record.

**External & Experiential Credits:** Students may earn credits toward graduation through non-traditional means. Please check with your guidance counselor for more information and approval.

### **COURSE CHANGE PROCEDURE**

Course changes must be done at the beginning of June or on a space available basis during the add/drop/change period in early September. Appropriate level changes can be made during the school year. Students must have teacher and parent/guardian permission to drop or change a course (Course Change Request Form). If a student drops a

course before the end of the first quarter for a full year course, or before the end of the fifth week for a semester course, the course will not be posted on the permanent record. If a student drops a course after the end of the first quarter for a full year course, or after the end of the fifth week for a semester course, then the course will be posted on the permanent record as a withdraw/fail (W/F). Seniors who withdraw from full year courses will receive a W/F on their permanent record. The school reserves the right to change students' schedules due to enrollment, class size, and other issues, consulting with parents/guardians as is possible.

### **COURSE LOAD REQUIREMENTS**

9th, 10<sup>th</sup>, and 11th grade students are required to carry a minimum of 6 credits of assigned courses. 12th grade students are required to carry a minimum of 5 credits of assigned courses. If a student does not sign up for the required number of assigned credits, and/or if the student drops or is dropped from a class, an assignment to study hall and the development of an educational plan will follow.

### **FORCE DROPPED COURSES**

An assistant principal will determine force dropped courses on an individual basis. Parental/guardian contact or conferences with an assistant principal will be mandatory prior to a force drop. Students may be reassigned to a study hall if dropped from a class. If force dropped from a class, the student cannot make up the credit during summer school.

### **GRADING SYSTEM**

The grading system at Burlington High School is as follows:

Numerical/Letter Grade Equivalents	Grade-Point Equivalents for determining GPA
97 - 100 = A+	A+ = 4.33
93 - 96 = A	A = 4
90 - 92 = A-	A- = 3.7
87 - 89 = B+	B+ = 3.33
83 - 86 = B	B = 3
80 - 82 = B-	B- = 2.7
77 - 79 = C+	C+ = 2.33
73 - 76 = C	C = 2
70 - 72 = C-	C- = 1.7
67 - 69 = D+	D+ = 1.33
63 - 66 = D	D = 1
60 - 62 = D-	D- = .7
00 - 59 = F	F = 0

Incomplete Grade: Students may be given 2 weeks into the next quarter to complete work at which time an incomplete (I) will be converted to a letter grade. Only letter grades will be given at the end of the school year. Extenuating circumstances that may warrant an incomplete at the end of the school year must be approved by the principal.

Audit: A student wishing to take a course on an audit basis must complete the arrangements before the half-way point in the course. Applications are available in the Guidance Office. Teachers must approve audit requests.

Pass/Fail: A student wishing to take a course for pass/fail must complete the arrangements before the half-way point in the course. Teachers and parent/guardians must approve Pass/Fail requests.

High Honor Roll: No grade lower than A-  
Honor Roll: No grade lower than B-  
Honor Roll/Incomplete: The honor roll designation is contingent upon a student being enrolled in a minimum of five (5) credits worth of courses. Students who have outstanding incomplete grades may not be publicly recognized depending on the timing of making up missing assignments and assessments.

### **GRADUATION**

Only students who have completed all the graduation requirements including community service and who have paid all outstanding fines and balances will participate in the graduation ceremony.

### **GRADUATING EARLY**

Students who qualify may graduate earlier than the regular four-year high school sequence. Interested students must receive approval from the principal. Students who complete graduation requirements in January must complete 5 hours of community service in order to participate in the graduation ceremony.

### **HOMEWORK/HOMEWORK CENTER**

Homework provides an important opportunity for independent practice by students. Homework is graded and forms an integral part of the educational process. Parent/guardian support is vital in encouraging students to complete class assignments. For students who fall behind in their homework or who need support in their work, the Burlington High School Homework Center meets from 3:00 until

4:30 p.m. Monday-Thursday. Teachers may refer students for the Homework Center by filling out a homework referral in the Grade Office. Failure to attend the Homework Center after being referred by a teacher/administrator is a disciplinary issue.

### **MAKE-UP WORK**

Students who are absent from class must make up their work in a timely way. **It is the obligation of the student to speak with a teacher and make arrangements to complete assignments and assessments in a set time period.** Students who are absent from school due to school field trips and school activities or have advance knowledge of an absence *must make arrangements before leaving so the next class back they are prepared and ready for assessments and class presentations.* If an absence occurs due to suspension, a student is required to make up assignments and class work and stay current with course expectations. Pursuant to School Board Policy JG, work missed during suspension can be made up, but the initiative for doing so is left up to the student; missing work must be done in a timely manner as specified by the teacher. Teachers may enter a grade of zero for any work or tests missed by the student while under suspension and not made up.

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Burlington High School. (*From the Constitution of National Honor Society of Secondary Schools*). Members selected for membership in this organization have already exhibited academic achievement, leadership, honorable and admirable character, as well as service demonstrating that the member is willing to use her/his talents and skills for the improvement of Burlington High School and the Burlington Community. Membership in the Green Mountain Chapter is an honor bestowed upon a student. This honor, when accepted by the candidate, is both a public recognition of accomplishment and a private commitment to continued excellence in scholarship, leadership, character and service on the part of the member.

### **Selection Procedure**

1. New National Honor Society members are selected in the Fall (after the completion of six semesters of high school - 12th grade students) and in the Spring (after the completion of five semesters - 11th grade students). Eligible students must be enrolled in BHS, must have been in attendance at BHS for at least one semester, and

cannot have been suspended for any reason during the previous semester.

2. Student eligibility is determined by the chapter advisor who reviews the transcripts including NECAP scores of the students. Eligible students must have a cumulative grade point average of 3.333 or better.
3. Each eligible student is notified and is sent a student information form to complete if he/she wishes to be considered for membership. This information form includes an essay on a topic pertinent to the purpose of the National Honor Society. The essay topic is determined by the chapter advisor.
4. Faculty input is solicited in writing.
5. The chapter advisor collects the student information forms, transcripts including NECAP scores, essays, and input from the faculty, and combines all the data for review by the National Honor Society Council. The National Honor Society Council consists of five faculty members appointed annually by the principal. The chapter advisor is not a voting member of the NHS Council.
6. After reviewing the student activity forms, transcripts including NECAP scores, essays, and the input from the faculty, the NHS Council determines, by majority vote, which students are to be invited to become members of the Green Mountain Chapter of the National Honor Society.
7. Students are notified in writing of the decision of the NHS Council.
8. Students accepting the responsibilities of membership in the National Honor Society are inducted into the organization in a formal ceremony held in April/May of each year. 12th grade students selected in the fall are active members throughout their 12th grade year even if they have not been formally inducted into the National Honor Society.

#### **NIGHT SCHOOL / SUMMER SCHOOL**

Burlington High School students may choose to enroll in BHS Night School or Summer School courses for personal enrichment (no credit) or for credit toward a high school diploma according to the following guidelines.

1. A student wishing to receive graduation credit for an approved Night School or Summer School course must receive approval in advance from the Guidance Director.
2. Night School and Summer School courses taken for credit will be recorded on the student's transcript. Night School courses receive 1/2 credit per semester. Summer School courses receive 1/2 credit; students who complete but fail a course during the school year and successfully repeat the course in summer school will earn 1 credit.

3. A Burlington High School student who completes graduation requirements through Night School or Summer School must meet all regular high school graduation requirements (total credits, total required courses and electives).

Specific information related to Night School and Summer School offerings may be obtained from the Continuing Education Office, 864-8436.

### **OPPORTUNITIES IN EDUCATION (O.I.E.): PROGRAM OF STUDIES**

Many of the academic policies and procedures for Burlington High School are included in the BHS program of study booklet, Opportunities in Education (OIE). The O.I.E. is prepared for student and parent use. It contains detailed information concerning course offerings, prerequisites and credits, student enrollment, and other academic issues.

### **PROMOTION REQUIREMENTS**

9th Grade to 10th Grade - 6 credits (including 1 credit in English)  
10th Grade to 11th Grade - 12 credits (including 2 credits in English)  
11th Grade to 12th Grade - 18 credits (including 3 credits in English)

### **RENAISSANCE PROGRAM**

The Renaissance Program is a partnership between the school and the business community to promote and recognize student achievement. The goals of this program are to improve student attendance and academic achievement, to recognize most improved students, and to increase the number of students on the honor roll. Students are recognized in a variety of ways each quarter for these achievements and at a final school assembly in June.

### **REPEATED CLASSES**

A student may, with the approval of the Guidance Office, take a course again that he/she has already passed. The student must fulfill all of the course requirements. The course will be recorded on the transcript as a "repeat" and a grade given. Only the higher grade will be credited and count in determining the GPA (Grade Point Average).

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued four times during the school year and provide grades, teacher comments, attendance, and an explanation of the grading system. In addition to the report cards, every student will receive mid-marking period progress reports.

**RE-ADMISSION TO BHS**

Students over the age of 16 who have left school and wish to return at the commencement of a new academic year must meet with a guidance counselor, a parent/guardian, and/or administrator to develop a comprehensive plan prior to their enrollment. Students who have not graduated from high school and wish to attend night school and/or summer school may apply for financial aid through the principal. Students wishing to re-enter school should plan to enroll at the beginning of the school year in August. Because most courses are a year in length, students who choose to re-enter school at mid-year will have limited options for course selection.

**STANDARDIZED TESTING**

BHS students demonstrate their academic achievement through a variety of classroom, state, and national assessments. Eleventh grade students are required to participate in state NECAP language arts, mathematics, and science tests. NECAP scores will assist in course placement in honors classes, required reading and writing support classes, and Advanced Placement classes. Eleventh grade teachers may reflect student achievement on the NECAP tests in course grades. All non-English language background students who have not scored a 5 or higher on the state ACCESS for English Language Learners are required to participate annually in the assessment. Students who fail to take required state tests will face disciplinary consequences.

BHS also offers the opportunity for all tenth graders to take the PLAN (a practice ACT test and career interest inventory assessment) and all eleventh graders to take the PSAT (a practice SAT test) to encourage preparation for post-secondary study. Financial scholarships for eligible students is provided through the Guidance Office to support as many students as possible in taking Advanced Placement, SAT, and ACT tests in 11-12th grades. Students who are eligible to participate in the Free and Reduced Lunch Program are encouraged to do so in order to gain vouchers for taking national tests and for admissions fees for applying to colleges.

**STUDY HALL**

All 9th grade students will be assigned to study hall during their unscheduled class time. 10th and 11th grade students will be assigned to study hall during their Block 2 and 3 unscheduled time. 10-12 graders receiving a grade of "F" in a course or who are in need of academic support may be required to attend study hall. Seniors may also be assigned to study hall during their unscheduled class time if they are observed engaging in inappropriate behavior.

### **TRANSFER FROM BHS**

A student transferring from Burlington High School will be eligible to receive a BHS diploma provided the following conditions are met:

1. Course requirements are completed at an accredited secondary school.
2. All BHS graduation requirements are met.
3. The student does not receive a diploma from the school to which he/she transferred.
4. No more than four credits (and no more than one school year) are earned at the transfer school and applied to satisfy BHS graduation requirements.
5. The program is approved by the Director of Guidance prior to the student's departure from BHS.

### **TUTORING / HOMEBOUND SERVICES**

Students are eligible for instruction at home or in the hospital whenever they are unable to attend school for a period of ten consecutive school days or more because of a medical disability. For information about this service, please contact the Guidance Office.

### **UNSCHEDULED TIME**

Students whose classes begin at second or third block should come to school just before those classes begin. Students are expected to behave appropriately in the building and not distract others from learning during unscheduled time. Students are expected to leave campus at the conclusion of their academic day. Students may return to campus in order to participate in scheduled school activities (i.e., athletics, Drama Club, Oread, etc). Unscheduled time not spent appropriately will result in assignment to a study hall and/or loss of the privilege of remaining in school before, between, or after classes.

### **WITHDRAWAL FROM SCHOOL**

It is our expectation that all students will graduate from high school. However, if a student is 16 years old or older and plans to withdraw from school, the following steps must be followed:

1. The student will notify the Guidance Department as soon as possible in advance of leaving school.
2. Written parental consent is required.
3. A conference with the student, parent/guardian, counselor and assistant principal will be arranged to develop an educational plan.
4. The student will be expected to return all school books and pay all school fines before the student is withdrawn from BHS.
5. A Withdrawal Form will be completed by the Grade Office.

### III. ATTENDANCE POLICIES AND PROCEDURES

Students must participate in classroom activities on a daily basis in order to gain an adequate understanding of the instruction and activities of each class. Students are accountable for regular class attendance and daily assignments. They are required to be on time for school and for all classes unless they have documented excuses for being absent and/or tardy. ***If students miss classes, they must take the responsibility for making up work or receive lower grades.*** BHS uses an automated electronic attendance system whereby student attendance will be documented each block. This will allow early communication to parents during the school day, generally through a telephone call home, about student attendance issues. Parents/guardians, please call the Grade Office at 864-8406 by 8:45 a.m. when your student is absent.

#### ABSENCE

A student not present in class for any reason is considered absent. An absence is classified in one of three categories:

- **Excused:** Illness; death in the family; prior approval for family commitments; appointments; religious holidays.
- **Excused/School-Sponsored Activity:** Field trips, athletic events, music events, other school-approved activities, suspensions.
- **Unexcused:** All other absences will be considered an unexcused absence.

#### ATTENDANCE POLICY SUMMARY

1-4 Excused Absences in a Class in a Quarter	Parent must justify within 2 days Student must make up work in a timely way
1-4 Unexcused Absences in a Quarter	Class consequences including loss of credit Student assigned to Saturday School
3 Consecutive or 5 Absences in a Quarter	Student must conference with teacher Student attendance contract developed and sent home
5 Excused or Unexcused Absences	Truancy process begins Letter sent home Teacher talks with student
10 Excused or Unexcused absences in a Year	Truancy process continues Letter sent home Student/parent/guardian conference with administrator and teachers as appropriate
15 Excused or Unexcused Absences in a Year	Truancy court notified Required student/parent/guardian conference with administrator and teachers as appropriate Student may be dropped from class/WF

1. Upon returning to school from an absence, a **student must first check in with the Grade Office** to justify the reason for the absence. If parents or guardians have telephoned or sent a note explaining the absence, then the Grade Office will record “excused” in the computerized attendance. If the absence is not accounted for, then “unexcused” will be recorded. *Students have two school days in which to explain unexcused absences; after two days the absences will be treated as unexcused.*
2. **Students may appeal an unexcused absence.** Students who did not provide documentation or information within two days of an absence may complete an “Unexcused Absence to Excused Absence Form” in the Grade Office. The BHS Attendance Officer will review and investigate. A school administrator will make a final decision on whether an absence is “unexcused” or “excused” and then inform the student and the Grade Office.
3. **Students are responsible for making up work** missed in a timely way. Students who are absent from school due to school field trips and activities or have advanced knowledge of an absence *must make arrangements before leaving so they are prepared and ready for the next class.* Students may not participate in an athletic or drama practice or event if they are not **in school by 10:00 a.m.** that day. If an absence occurs due to suspension, a student is required to make up assignments and class work and stay current with course expectations. It is understood, however, that not all classroom activities and instruction can be replicated or made-up. A make-up plan will be initiated by the student and completed within a time period acceptable to the teacher. *Students who do not make up work in a timely way will lose some or all credit for the work missed.*
4. **Students who deliberately “cut” a class will be assigned Saturday School.** The BHS Attendance Officer/school administrator will determine whether students have cut classes based on information from students, parents/guardians, teachers, administrators, and other relevant parties. Students who cut a class and are marked unexcused may **receive partial or no credit for assignments and assessments missed and may suffer other consequences for not participating in class,** as determined by the teacher. Multiple cuts are a school behavior issue, and the student will be referred to the appropriate assistant principal for the development of an individual attendance plan or contract.

5. After **3 consecutive excused or unexcused absences** or **5 cumulative absences in one class in an academic quarter**, the Grade Office will notify a student's teacher(s) who will meet with the student to review the student's standing in class. An attendance contract may result, and the guidance counselor, special educator or ELL teacher, a school administrator, and parents/guardians may be notified as appropriate.
6. After **5 cumulative absences**, the student will also be notified in writing by a school administrator regarding the *Burlington School District Truancy Policy*. This policy requires BHS to notify parents when students reach 5, 10, and 15 days of **excused or unexcused absence** in order to reinforce the importance of good attendance.
7. When a student has been *unexcused absent* for **10 days**, a mandatory conference with parents/guardians will be scheduled to review the student's standing in class. A parent conference may be scheduled for 10 days of *excused* absences, depending on the nature of the absences. At **15 days** of absences, excused or unexcused, a parent conference will be held to determine further steps to be taken up to and including **dropping the student from the class with a withdraw/fail (W/F)**. A referral to **Truancy Court** may be required, depending on the reasons for the prior absences.
8. **Students who anticipate absences for longer than 5 days for any reason** are required to complete a Long-Term Absence Form available in the Grade Office. This will allow students to communicate with their teachers about the anticipated absence and to develop a plan for completing assignments. *The principal must approve a long-term absence in order for the days to be excused.*

## **TARDINESS**

### **Tardy to School**

Students who arrive **late to school** must sign in immediately at the Grade Office, get a **tardy slip**, and go directly to class. If parents/guardians have telephoned or sent a note explaining the tardiness, the admit slip will indicate "excused tardy." If parents/guardians have not accounted for the tardiness, the admit slip will indicate "unexcused tardy."

### **Tardy to Class**

Students who are **late to class** must get an “excused” or “unexcused” **tardy slip** from the Grade Office before being admitted to class. A student with a note from another teacher, administrator, or the Health, Guidance, or Grade Offices will be considered an “excused tardy.” *Students must check with the Grade Office, however, before going to class, so that the unexcused absence recorded for the class can be changed to the excused tardy.*

Students must always enter classrooms quietly and not create disruptions; after the class ends, students should check in with the teacher to see what they missed and initiate a plan for making up work. **An “unexcused tardy” may result in a student forfeiting the right to make up work missed in class.** *Students who are more than 30 minutes late to a class will be marked as “unexcused.”* Three or more tardies are a school behavior issue, and students will be referred to the appropriate assistant principal for a consequence and/or the development of an individual attendance plan or contract.

### **EARLY DISMISSALS**

Students who need to leave school before their last scheduled class must request an Early Dismissal Slip on the morning of the planned early dismissal. The request must be received from a parent or guardian. Classes missed due to an early dismissal count as an excused absence. **Students are required to sign out before leaving; failure to do so will result in the absence being classified as unexcused.** *Students must make arrangements with the teacher to make up assignments and assessments in a timely way.*

## **IV. STUDENT CONDUCT AND DISCIPLINE**

BHS students must follow reasonable rules of conduct during the regular school day as well as during any school activity on or off school campus in order to ensure a positive, safe, and orderly learning environment. Positive behavior is based on respect for one's self and for the worth and dignity of others. Development of such positive behavior in students is the shared responsibility of the student, the parents, and the school. All faculty and staff members have the responsibility for establishing and maintaining an appropriate behavioral atmosphere. The ultimate responsibility for a student's behavior, however, rests with the student and her/his parents/guardians.

Discipline is intended to teach and encourage appropriate behavior while creating an acceptable environment for learning. Disciplinary measures will be designed to teach the student to accept responsibility for his/her behavior and to make more appropriate choices in the future. Disciplinary measures shall be imposed and implemented with regard for the due process rights of the student being disciplined and as to the extent required by law. The use of corporal punishment, that is, the intentional infliction of physical pain for purposes of discipline, is expressly prohibited. The use of necessary and reasonable force to restrain, and/or to protect the student, other persons, property and, when necessary, to quell a disturbance, is not prohibited. Upon reasonable suspicion, **administrators may search student belongings, lockers, cars, clothing, and personal effects** for possession of illegal or inappropriate substances and property. BHS reserves the right to **use video surveillance** on school property.

**Students' Rights and Responsibilities:** Students are accorded rights and responsibilities of citizenship to the extent they are compatible with a safe and effective educational environment as determined by school personnel. However, it is important that these rights do not infringe on the rights of others. School administrators and teachers are charged with the responsibility for ensuring these rights for all students and it is therefore required that students be cooperative with those in authority at all times. **Students are obligated to state their names and grades to any school personnel who so requests and to follow all reasonable directives of school personnel.** Failure to do so will result in referral to the assistant principal or principal for disciplinary action. A student may be disciplined, including suspension and/or expulsion, for violating school rules or regulations. A student may also be required to attend in-school counseling sessions, or an anger management program, as a part of a re-entry plan following a disciplinary action.

#### **ACADEMIC HONESTY**

Burlington High School is a public school dedicated to producing knowledgeable and responsible citizens. Inherent in this mission is a commitment to Academic Honesty or "students doing their own work." When students cheat or use the work of others without permission, they do not learn to work and think for themselves. They also lose the respect of students and faculty members. If students need assistance or have questions about assignments, they should talk with teachers and develop a plan for studying and completing work. **Each fall parents and students will be asked to sign a statement that students will be honest in their academic work.**

**Academic Dishonesty includes but is not limited to:**

1. Cheating: unauthorized copying answers from another's paper or homework; asking students between classes what was on a teacher's test; text messaging; using cheat sheets.
2. Plagiarism: copying part or all of another student's work; copying another person's ideas from the Internet or other sources without proper citations.
3. Unauthorized collaboration: doing an assignment with another student when individual work is required.
4. Fabrication: making up or handing in false sources or lab results.
5. Multiple submissions: submitting an essay or paper multiple times for other classes.
6. Helping another person to be dishonest: helping another person cheat by "lending" homework or letting a student copy answers – both students will be punished.
7. Getting unfair advantage: making up an illness or a story about why work was not turned in in order to receive extra time to finish that work.

**Consequences for violation of the academic honesty policy will be as follows:**

- **First Offense:** Student will receive a 0 for the assignment or test. Teachers will notify parents and send a Grade Office Referral with a copy of the violation to report the issue.
- **Second Offense:** Student will receive a 0 for the assignment or test, and an F for the quarter in the class in which the second incident occurred. Parents will be required to attend a conference with the teacher(s) involved. Other teachers of the student will be notified at this time.
- **Third Offense:** Student will receive a 0 for the assignment or test, and an F for the semester in the class in which the third incident occurred. Parents will be required to attend a conference with the teacher(s) involved. Other teachers of the student will be notified at this time.
- **Fourth Offense:** Student will receive an F for the year and will be forced dropped. Other teachers of the student will be notified at this time.

**ALTERNATIVE DAY PROGRAM**

A student in need of academic and/or personal support may be placed in the Alternative Day Program (ADP) by an administrator or the program coordinator. The alternative day coordinator will work with a student's, parent(s)/guardian(s), teachers, guidance counselor,

administrator, and others to develop and implement an appropriate response. A student's placement in ADP can be for a block or an entire day depending on the circumstances; students who formally receive in-school suspension (ISS) will be assigned to the ADP room. While in ADP, students are expected to do school work.

### **In-School Suspension**

In order for a student to have the best opportunity of achieving academic success, he/she must be in school and in the classroom. However, when a student is involved in activities that disrupt the learning environment, discipline is sometimes required. A student who is suspended in-school will work with the ADP staff, parent(s)/guardian(s), teachers, guidance counselor, administrator, and others to develop and implement an appropriate consequence. While in ISS, a student's work will be provided and he/she is responsible for completing it. Refusal to work, being disruptive in ISS, or leaving before 4:00 pm, may lead to additional consequences including but not limited to out-of-school suspension (OSS). The number of days a student is assigned ISS will vary depending on the behavior and the assigned consequence. If a student is suspended out of school for multiple days, upon return, he/she may be required to spend one day in ISS to give the student the opportunity to complete any missing class assignments. This also allows the ISS and school staff the opportunity to conduct intake meetings or to require further assessment.

### **Saturday School**

APD also coordinates Saturday School. Students are placed in Saturday School for cutting class or for behavioral issues. The sessions are from 8:00 - 11:00 a.m. While attending Saturday School, students will participate in school-service activities and academic study. Failure to attend Saturday School will result in ISS, and the Saturday School will be rescheduled. Failure to attend a re-scheduled Saturday School will result in two days OSS.

### **BHS HARASSMENT POLICY: Summary of the Burlington School Board's Policies Prohibiting Harassment and Sexual Harassment and Complaint Procedures**

Bullying and harassment, as explained below, disrupts the educational environment and violates the legal rights of students and others. Therefore, under Federal and/or State law, Burlington School Board Policies, and Burlington Schools' Policies, harassment of students and other members of the school community on the basis of

their disability, gender (sex), national origin, creed, color, ancestry, place of birth, age, race, religion, marital status or sexual orientation is prohibited consistent with State and Federal law. The Board's Policies and Procedures are briefly summarized below.

For further amplification and explanation of prohibited harassment and discrimination and the Complaint Procedures, see the Board's Policies: Sexual Harassment, ACAA; Non-Discrimination on the Basis of Race, Color, National Origin, AFAB; Non-Discrimination on the Basis of Handicap, ACAC; Non-Discrimination on the Basis of Sex, ACAE; Harassment on the Basis of Protected Characteristics, ACAG; Non-Discrimination in Technical Education Programs, ACAF and Procedures; and Complaint Procedures – Internal, ACAA/ACAC/ACAE. These Policies and Procedures contain much greater detail and are available upon request from the High School or the Assistant Superintendent.

The Burlington School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the Burlington School District to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, sex, sexual orientation, gender, or disability, to the extent required by law.

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined in Harassment below and that is likely to substantially disrupt the educational environment or opportunity for educational access. The District shall promptly and effectively address all complaints of harassment of which it has notice and make reasonable attempts to promptly end harassing conduct according to its Policy and Procedures. During this process, the District encourages the use of alternative resolution procedures, such as mediation, to resolve complaints.

**Prohibited Harassment:** To achieve this environment and to comply with the law, the District prohibits harassment of students including: an incident or incidents of verbal, written, visual, or physical conduct that is based on or motivated by a student's or a student's family

member's actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation, gender, or disability has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

**Reporting Harassment:** All students, parents or others member of the school community are encouraged to report incidents of misconduct or student harassment to a school employee or a Designated Complaint Officer. Any employee who witnesses or hears about student harassment must take appropriate prompt action to terminate it and/or immediately report the incident to a Designated Complaint Officer. Intentionally false complaints shall be cause of discipline.

**Procedure for Harassment Complaints:** School personnel will begin an investigation of a harassment complaint within one school day of receipt of the complaint. Parents and guardians will be informed that an investigation has begun. As a result of the investigation, and depending on the severity of the complaint, any or all of the following consequences will be taken by school personnel to end harassment and obtain a prompt and equitable resolution to the complaint.

- Discussion with the accused, informing her or him of the District's policies and indicating that the behavior must stop;
- Counseling with school guidance counselor or other sensitivity training;
- Training for the individual or groups in the setting in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
- A letter of apology by the accused to the complainant;
- Writing letters of caution to the accused;
- Separating the students;
- Oral warnings or reprimands;
- Written warnings or reprimands;
- Counseling and/or training;
- Suspension of ten (10) days or less; and/or
- Referral to the superintendent with a recommendation that the matter be forwarded to the Board for further discipline up to and including expulsion.

**Appeal:** If the consequence is less than referral to the Superintendent and either student is dissatisfied with the result, he or she may appeal

the decision to the Superintendent or designee within ten (10) school days of the decision. The principal or designee will make a follow-up contact to verify that the harassing conduct has stopped.

**Designated Complaint Officers:**

Dan Balon, Diversity Coordinator (864-8494, [dbalon@bsdvt.org](mailto:dbalon@bsdvt.org) ).

Michael Gray, BHS Social Worker (864-8411, [mgray@bsdvt.org](mailto:mgray@bsdvt.org) )

Henri Sparks, Director of Student and Family Services (316-0691 [hsparks@bsdvt.org](mailto:hsparks@bsdvt.org))

Amy Mellencamp, Principal (864-8411, [amellenc@bsdvt.org](mailto:amellenc@bsdvt.org) ).

**Investigation:** A Designated Complaint Officer who is not the subject of the complaint, or another designated individual shall promptly begin an investigation upon notice of the complaint and it shall be completed in accordance with the Policy and Procedures. Some incidents of harassment may also be circumstances that mandated reporters are required to report as Child Abuse. See Policies ACAG and JH for further detail.

**Consequences:** If an individual is found to have engaged in misconduct or harassment, he/she will receive education; training; discipline, up to an including suspension, expulsion or termination; banning from school property or other consequences that are appropriate to the offense and that are designed to prevent future harassment. Appeal rights may be available.

**Independent Review:** If in accordance with the Policy, a student is either dissatisfied with the school officials' determination as to whether harassment occurred, or believes that the school's response was inadequate, upon written request to the Superintendent, an independent review of the matter shall be conducted by a neutral person.

**Retaliation:** Retaliation against anyone who files a harassment complaint or cooperates in making or the investigation of a complaint is strictly prohibited and illegal pursuant to 9 V.S.A. 4503(a). Retaliation includes, but is not limited to, adverse action such as intimidation, reprisal, diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action. If retaliation occurs, it will be treated as a violation of this Policy and punished accordingly.

**Privacy:** Complaints will be confidential as permitted by investigative needs, duty to act on certain results and consistent with

the Family Education Rights Privacy Act.

Alternative Complaint Process: Complaints of harassment can also be filed with: Office for Civil Rights, U.S. Department of Education, Regional Director of Region I, McCormack Post Office and Courthouse, Room 22, Post Office Square, Boston, MA 02109-4557, (617) 223-9662; (617) 223-9695 (TDD); Vermont Human Rights Commission, 133 State Street, Montpelier, Vermont 05633-6301 (802) 828-2580 (Voice/TDD).

### **BULLYING**

In 2003, the Vermont Legislature passed a law defining bullying. The law required school boards to include a definition of bullying in their school discipline policies and ensure that building administrators are notified when acts of bullying occur. Bullying was defined by this law as “any overt act or combination of facts directed against a student by another student or group of students and which:

- Is repeated over time;
- Is intended to ridicule, humiliate, or intimidate the student;
- Occurs during the school day on school property, on a school bus or at a school-sponsored activity; or before or after the school day on a school bus or at a school-sponsored activity.

The Burlington School District takes bullying seriously and has defined procedures for responding to incidents of bullying and has also developed plans to teach students respectful behaviors. Bullying can be in person, through an intermediary, or electronically through texting or posting on the internet. Students who experience cyber bullying need to save or print out messages that are threatening and share them with a school official. Parents are encouraged to talk with school officials when they are concerned about incidents of bullying or to see how they can help to support the school climate of respect.

### **DISCRIMINATION**

The Burlington Board of School Commissioners and its employees will not discriminate against employees and/or applicants for employment, students or other designated beneficiaries of the statutes listed below on the basis of race, gender, color, age, creed, religion, disability, handicap, ancestry, place of birth, national origin, marital status or sexual orientation in any of its employment and education practices, policies, procedures or decisions or in the operation of, access to, participation in, benefit of or admission to its programs, activities, services and facilities in compliance with and to the extent provided by the laws listed below.

Pursuant to the § 504 of the Rehabilitation Act of 1973, the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs receiving federal assistance under the Education of the Handicapped Act (Individuals with Disabilities Education Act) and make reasonable accommodations to the known physical or mental limitations of a qualified handicapped applicant or employee to the extent required by law. The Burlington School Board will not discriminate or retaliate against any employee, applicant for employment, students or other designated beneficiaries of the students listed below in any employment or educational decision because the employee, applicant, or student opposed any practice made unlawful by or participated in any manner in an investigation, proceeding or hearing under the law and regulations.

The District's Title IX Coordinator, the Age Discrimination Act Coordinator and Americans with Disabilities Act Coordinator for employees and others is: SARA JANE MAHAN, Director of Human Resources, 150 Colchester Avenue, Burlington, VT 05401 (864-2159). The District's coordinator for students and §504 Coordinator is: BONNIE POE, Director of Special Services (864-2156).

Employees, applicants for employment, students and others who are entitled by the laws listed below to use the District's internal Complaint Procedures are encouraged to do so to resolve any complaints they may have asserting that the District has violated the laws listed below. All Burlington School District employees will fully cooperate in any investigation conducted under these Procedures and shall be honest and forthcoming with any relevant information. In addition to these internal Complaint Procedures, other complaint procedures are available. Inquiries concerning the application of non-discrimination policies may be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education; J.W. McCormack POCH, Rm. 222; Boston, MA 02109-4557; (617) 223-9622; or the Vermont Human Rights Commission, 135 State St., Drawer 33, Montpelier VT 05633-6301, [human.rights@hrc.state.vt.us](mailto:human.rights@hrc.state.vt.us), 1.800.416-2010 Voice/TTY; or 828-2480 Voice/TTY. Employees or applicants for employment who believe they have been discriminated against should contact: the U.S. Equal Employment Opportunity Commission; 1801 L. Street, N.W.; Washington, D.C. 20507, or call them at this toll free number: 1-800-669-EEOC.

## **DUE PROCESS**

Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of high school environment and code of conduct. The method for providing for these individual rights and to ensure fair judgment for the student is called due process. This process provides for:

1. Notification of the charges against the student.
2. Notification of the facts on which the charge is based.
3. The opportunity for the accused to be heard and to present his/her position.
4. An impartial decision-maker.
5. The accused to be informed of the decision.
6. The right to appeal to the next highest authority.

## **FIGHTING**

Fighting will not be tolerated on campus at Burlington High School or at school-sponsored events. It is disruptive to the school community, the learning environment, and our shared commitment to having a safe school. Fighting is willful engagement/participation in physical contact, between two or more students, with the purpose of inflicting harm. This includes but is not limited to: hair pulling, hitting, slapping, shoving, spitting, and kicking. A student who witnesses a fight is instructed to locate the nearest adult. Students may not videotape or electronically post documentation of a fight. A student who fights faces suspension and/or possible criminal charges as well as arrest.

### **Consequences for violation of the fighting policy will be as follows:**

- **First Offense:** 5 days in and/or out-of-school suspension. Legal authorities will be contacted.
- **Second Offense:** 7 days in and/or out-of-school suspension. Legal authorities will be contacted.
- **Third Offense:** 10 days out-of-school suspension. Legal authorities will be contacted.
- **Fourth Offense:** Recommendation to the school board for possible long term suspension/expulsion. Legal authorities will be contacted.

### **Occurrences will be cumulative throughout the time a student is in high school.**

**Inciting or Instigating a Fight:** Provoking a fight, including any actions, comments, or written or electronic messages intended to cause others to fight or which might reasonably be expected to

escalate or result in a fight, is prohibited. **A student who instigates a fight but is not actively involved submits herself/himself to the same penalties as those who are involved in the fight.**

**Self-Defense:** In order for self-defense to be considered as a mitigating factor when determining consequences for a fight, the following must apply:

- The student was making every effort to seek assistance from an adult if possible.
- The student made a compelling effort to avoid a conflict.
- There was no prior verbal or physical provocation and/or contribution which could have caused or escalated the event.

**Severe Clause:** Severe acts of physical violence, as determined by administration, may result in additional consequences. Any student who uses a potentially lethal or injurious object or weapon against the person of another student, regardless of the presence of or the absence of provocation, and regardless of the presence or absence of intent to do bodily harm, shall upon validation of the incident by school officials be brought before the school board for a long term suspension/expulsion hearing.

#### **SEXUAL HARASSMENT**

A summary of the District's Sexual Harassment Policy, ACA and the Complaint procedures is included in this handbook's section on Harassment. Full copies of the Sexual Harassment Policy and Complaint Procedures are posted in the school and are available from the principal's office or the office of the Superintendent.

#### **SMOKING/TOBACCO PROHIBITION**

The use of tobacco on school grounds is a violation of state law and is hereby prohibited. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. In addition, students (including students over the age of 18) are prohibited from possession or use of tobacco products on school grounds, at school sponsored functions or while under the supervision of school staff. If a student is discovered to be in possession of tobacco products, appropriate school personnel will confiscate the tobacco product and make appropriate referrals to law enforcement authorities. For purposes of this policy, school grounds means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields and parking lots.

**Consequences for violation of the smoking tobacco policy will be as follows:**

- **First Offense:** 1 day in-school suspension. Parents will be notified.
- **Second Offense:** 2 days in-school suspension. Parental conference will be required.
- **Third Offense:** 3 days in-school suspension. Parental conference will be required.
- **Fourth Offense:** 4 days out-of-school suspension. Parental conference will be required.
- **Fifth Offense:** The student will be suspended for at least 5 days. A parental conference must be arranged to include the student, parent(s), and the Principal of Burlington High School, following which the Principal may recommend to the Superintendent further disciplinary action up to and including expulsion.

*Note: An alternative to suspension is enrollment and successful completion of a smoking cessation class.*

**SUBSTANCE ABUSE**

In order to safeguard the welfare and safety of all students, the Burlington Board of School Commissioners has established a policy for dealing with substance abuse. A student who possess, is under the influence of, uses or distributes, or attempts to use or distribute drugs, drug paraphernalia, or alcohol, on school property or while at a school sponsored activity, is in violation of School Board Policy and BHS rules. (See School Board Policy JFCI for more information). These violations will be subject to the following actions consistent with procedures outlined for suspension and expulsion in School Board policy and Student Conduct and Discipline.

The following consequences refer to possession, under the influence of, or use of drugs, drug paraphernalia, or alcohol. If the misconduct is serious, the school may proceed immediately to the procedures for the second and/or third offense regardless of the frequency of the misconduct. *Occurrences will be cumulative throughout the time a student is in high school.*

**Consequences for violation of the substance abuse policy will be as follows:**

**First Offense:**

- 5 days in and/or out-of-school suspension.
- A urine screen as well as a student/parent conference with the

BHS Student Assistance Counselor, or an assessment with an outside agency at student's own expense. The urine screen must be completed and assessment scheduled before the student may return to school.

- Full participation in additional counseling recommendations.
- Legal authorities contacted.

**Second Offense**

- 7 days in and/or out-of-school suspension.
- Parent conference with BHS Assistant Principal and BHS Student Assistance Counselor.
- Formal drug and alcohol assessment and urine screen(s) through an outside agency at own expense.
- Full participation in recommendations from assessing agency.
- Legal authorities contacted.

**Third Offense**

- Minimum of 10 days out-of-school suspension.
- Further disciplinary action, up to and including long term suspension/expulsion, may be recommended to the Superintendent.
- Legal authorities contacted.

**Failure to follow a reasonable directive in regards to a drug/alcohol investigation will result in the following consequences:**

- 10 days out-of-school suspension.
- Random searches upon returning to school.
- A student/parent conference with the BHS Student Assistance Counselor, or referral to, and/or assessment and urine screen(s) by an outside agency at own expense.
- Full participation in additional counseling recommendations.
- Further disciplinary action, up to and including expulsion, may be recommended to the Superintendent.
- Legal authorities contacted.

**Failure to comply with the above requirements will result in:**

- Additional suspension from school.
- Student being prohibited to return to school until participation in treatment.
- Further disciplinary action taken by the school board including long term suspension (more than 10 days) or expulsion.

**Any student involved in the sale or distribution and/or attempted**

**sale or distribution of any illegal substance on campus or at school-sponsored activities, including but not limited to drugs, drug paraphernalia, or alcohol, will be suspended for ten (10) days and recommendation will be made to the superintendent for long term suspension/expulsion from school. In addition, law enforcement authorities will be contacted.**

Any student receiving a long-term suspension and/or expulsion under this policy must complete a **full outside assessment** and fulfill any recommendations before returning to school. The school's Student Assistance Coordinator will verify this assessment. At-risk students may be seen by the school Social Worker or Student Assistance Counselor as needed. BHS reserves the right to work with local law enforcement officers in random drug searches including **the use of specially-trained dogs**. At any level of offense a student may be subject to **random searches**, to include but not limited to, their person, locker and vehicle. Once suspended for a drug or alcohol offense, the random searches may occur for the rest of a student's school career.

In addition to these consequences, students who participate in **extracurricular activities** will also be subject to the disciplinary measures outlined in the Co-Curricular and Extracurricular Activities section of the handbook.

**ACT 51 Statement:** The Burlington School Department recognizes that drug and alcohol abuse is a problem in society. The district believes that drug and alcohol abuse and dependency are treatable health problems which affect people of any age, sex, national origin, or socioeconomic level. While health issues are primarily the responsibility of the home and community, the Burlington Schools share in this concern when these problems interfere with student learning, safety, behavior, or personal growth. In keeping with Title 16, Section 1165, 909, the Burlington Schools have a comprehensive K-12 drug and alcohol abuse prevention curriculum, teacher training programs, support and referral systems, a cooperative referral agreement with an approved treatment agency, an approved School Board Policy (JFCI), and community awareness activities.

#### **SUSPENSION AND EXPULSION**

In a large school community, certain rules and regulations are necessary to ensure order and to protect the rights of individuals. Every effort will be made to help those who have trouble complying with these rules and regulations. When an individual cannot operate

within the structure of the community, however, this individual loses the privilege of being part of that community. The act of removing this privilege is called suspension. One's right to be a member of the school community may be suspended for a given length of time (up to 10 days) by an administrator. Suspension of a longer duration, or long-term suspension, is by approval of the School Board. Due process will be provided to students during both suspension and/or long-term suspension.

Parents/guardians will be informed about their student's serious misbehavior and repeated inappropriate behavior, and of efforts by the school to remediate such behavior. **Actions which are considered to be severe in nature with a consequence of suspension or further disciplinary action up to and including long term suspension/expulsion are:**

1. Actions which are or potentially could be physically or mentally injurious to any individual or group, (including striking another student, intimidation or harassment, pulling false alarms, dangerous operation of vehicles, carrying weapons, and bomb threats).
2. Stealing, damaging or defacing personal or school property.
3. Selling, distributing, possessing or using alcoholic beverages or illegal drugs, unauthorized prescription drugs, and/or related paraphernalia.
4. Harassment. (See the BHS Harassment Policy above).
5. Preventing or attempting to prevent any staff member and/or student from carrying out their responsibilities and learning activities.
6. Failure to follow a reasonable directive such as stating an accurate name, producing identification, leaving an area in the school, and/or going to the Grade Office.

While under suspension or expulsion, **the student is not permitted to be on school property and/or at school events.** Such an infraction will constitute a second offense and additional disciplinary or legal action may be taken.

### **THEFT**

Students are responsible for securing their valuables at all times. The school is not responsible for lost or stolen electronic devices and other belongings. Students guilty of theft of school materials, supplies, personal, or professional belongings will be suspended for a period of up to five (5) school days. In addition, legal authorities may be contacted. Restitution will be required. **Students are not permitted in teacher areas or locker rooms at any time other than assigned classes without permission.**

## **VANDALISM AND TAGGING**

Any vandalism or defacement of property, including tagging, will have severe consequences. Students found to be tagging will be required to complete additional community service hours. Students who vandalize or deface property will be subject to a suspension up to long-term suspension and financial restitution. Students will automatically be reported to the Burlington Police Department under the City of Burlington's Tagging, Graffiti and Vandalism Ordinance.

## **WEAPONS**

Burlington High School complies with the federal Gun Free Schools Act of 1994 and 16 V.S.A. S.1166, Possession of a Weapon at School, and School Board Policy, Dangerous Weapons and Devices in Schools, JFCJ, requiring school districts to provide for the possible expulsion of students who bring weapons to any setting which is under the control and supervision of the school, such as school buildings, parking lots, and vehicles used to transport students. Weapons include, but are not limited to, guns, silencers, explosives, poison gas, clubs, knives or any sharp-edged device capable of being used for the purpose of causing serious bodily injury. Any student who brings a weapon to school shall be referred to a law enforcement agency, may be suspended and brought by the superintendent to the School Board for a long-term suspension hearing which shall result in long-term suspension from school for at least a calendar year unless the expulsion is modified by the School Board in compliance with Board Policy JFCJ. *The school reserves the right to search the belongings, lockers, and cars of students who are found with a weapon.*

## **V. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### **PHILOSOPHY**

The Burlington School District provides a full range of co-curricular activities to broaden the educational opportunities offered to students. Membership in sports, clubs, and school sponsored organizations can increase leadership and service potential, and provide physical, intellectual and spiritual opportunities in an effort to positively influence personal and social development. Participation in these activities is a privilege which requires students to represent Burlington High School in a respectful and responsible manner.

## **GOOD SPORTSMANSHIP**

A goal of interscholastic athletics is to give students the opportunity to expand their educational horizons by experiencing fair and friendly competition with peers. Students who cheer inappropriately or offensively, are removed from a game by officials, or cause a disruption to teams and fans, will be suspended from attending athletic contests and other school activities at the discretion of the Principal or her/his designee. "The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. In perception and practice, good sportsmanship should be defined as those qualities of behavior which are characterized by generosity and concern for others. Good sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity." *National Federation Sportsmanship Committee*

## **ELIGIBILITY AND PARTICIPATION POLICIES**

**Vermont Principal's Association (VPA) Eligibility:** Eligibility rules apply to all activities, both athletic and non-athletic, sponsored by the VPA.

- Participants must be bona fide students in their schools. Students may only compete on school teams sponsored by their school during the season, and may only compete for one school in which he/she is officially enrolled. Students may participate in meets as individuals but may not participate as a member of another team.
- In an activity season, players who have participated in practice or competition as a member of school group shall not practice or compete as members of a non-school organized group in the same activity.
- A student who competes in any VPA sanctioned activity must be under nineteen (19) years of age prior to August 1st that year. Students who have attained the age of nineteen (19) prior to August 1st shall be ineligible for all VPA sanctioned activities.
- Students are ineligible if they have graduated from any course of study in a secondary school comparable to a Vermont system.
- Students have (4) consecutive years or (8) semesters of eligibility for participation in school activities.
- Attendance of (30) school days of any semester shall be regarded as a semester.
- No student may participate in the same sport for more than (4) seasons.

**Physical Eligibility:** BHS requires a **physical examination every 2 years** for students who participate in interscholastic sports. **Each season** (fall, winter, spring), a participant must complete:

**1. A health history form, and**

**2. A permission card which requires the mandatory insurance information.** The physical exam is at the expense of the individual and insurance may be purchased through the school. All paperwork must be completed and returned to the Athletic Office prior to any try-out or participation. All injuries which occur while participating in athletics must be reported to the coach and athletic trainer. Once an athlete is treated by a physician, he/she must obtain the doctor's permission in order to return to the activity.

**Academic and Conduct Eligibility:** Students must be in good academic and behavioral standing in order to be eligible for *athletics, the drama club, and other school-sponsored clubs and activities.*

- All students are required to carry a minimum of **6 scheduled classes** (seniors a minimum of 5) or other assignments. Any exceptions to this policy must be approved by the Principal or his/her designee.
- **Quarter grades** are used to determine eligibility. Students must have passed four courses and not failed more than one course during the preceding quarter.
- Fourth quarter grades from the previous school year will be used in determining fall season eligibility. Summer school and night school grades may be used to determine eligibility.
- Incomplete grades on the report card have a two week time extension to be turned into a passing grade signed off by the teacher. The student may practice and participate during this two week period.
- Mid-quarter progress reports and quarterly report cards will be reviewed during each season for students participating in an extra-curricular activity. The Grade Office will notify coaches and advisors of those students **receiving D's and F's in classes**, as well as **any misconduct and absences** reported.
- *A coach or advisor may limit the participation of a student in an activity* if a student is failing or in danger of failing one or more courses mid-quarter, is missing assignments and is behind in academic work, has not made-up work due to games or absences, and/or has been suspended from school. *A coach or advisor may request that students complete daily or weekly progress reports at any time.*

**Academic Make-Up Work/Early Dismissals:** Students who miss class as a result of activities or excused absences are expected to make up academic work immediately. Students who have unexcused absences or tardies will be reported to coaches by the Grade Office.

Players are responsible for making arrangements with teachers to complete assignments and assessments in a timely way. **Practice is not an acceptable excuse for not completing work or missing Call-Back (3:00 – 3:30).** *Teachers reserve the right to deny an early dismissal from their classes for athletic contests if students are missing work and/or failing classes.*

**Attendance and Academics:** One of the most important aspects of participation on a team or in a program is commitment. A student who chooses to join a team or program must commit to participating in all preseason and regular season practices and competitions for the duration of the sport/activity. **A student who misses practice or competitions can (and likely will) have playing time adjusted.** *Student participants will be required to sign a student contract to verify their knowledge of and agreement to abide by school rules and policies before they can participate in co-curricular activities.* All participants must be in school **before 10:00 am** in order to practice or compete in their respective activity. Participants are expected to be on time to school the day after an event. **Coaches and advisors will be informed by the Grade Office of student absences and behavioral issues.** Repeated attendance or behavioral issues may result in an activity suspension.

#### **CODE OF CONDUCT**

Participation in co-curricular activities at BHS is a **privilege** not a right. It is important that students, parents, and coach/advisors are aware of the rules and regulations of the school and of each team. Students who participate in athletics and co-curricular activities represent BHS at school and in the community.

#### **Students must obey all school rules during the school year.**

School rules are applicable for the period commencing with the first scheduled day of practice for fall sports and terminating with the conclusion of all activities relating to spring sports (including practices, playoffs, tournaments, all-star activities, and seasonal award nights). The rules are applicable whether the violation occurs **on or off the BHS campus.** Offenses are **cumulative from year to year** throughout the student's career at BHS. Misconduct at school or in the community must be **self-reported** by students directly and immediately to their coaches, or may be reported by responsible adults, including parents, coaches, advisors, school employees, and police officers. School rules may be **supplemented by specific training rules** imposed by the coach/advisor and reviewed and approved by the school administration. Each sport or activity is

unique, deeming it appropriate for individual coaches and advisors to determine and set guidelines for participation. These guidelines will be made clear to the student prior to the start of practices.

A student participant shall be subject to the **penalties** set forth below who:

- is found to have purchased, possessed or used alcohol and/or non prescription drugs, and/or illegal substances, and/or tobacco products including snuff and chewing tobacco, on or off school grounds;
- is charged with a misdemeanor other than a misdemeanor resulting from a motor vehicle offense which did not involve personal injury or careless and negligent driving;
- is charged with a felony for which probable cause has been determined; or vandalizes school property or steals property on school district grounds

**First Offense:** A student who breaks the Code of Conduct during a sports or activity season will be suspended from competing for the rest of that season, or 20 percent of the games scheduled for that season, whichever is less. During the suspension, the student will be required to continue to practice with the team/club and will attend all scheduled games/productions in street clothes. Failure to comply will result in automatic dismissal from the team/activity. If, as a result of the offense, a student also faces school consequences, those *school consequences must be served first before co-curricular consequences* are applied; the student may not attend practices or games until the school suspension is completed. *If the offense occurs between sports or drama seasons during the school year, the co-curricular suspension will be applied to the next applicable season for 20 percent of the games/performances scheduled.* The student will not be eligible to receive any BHS or post-season athletic or co-curricular awards.

**Second Offense:** A student who breaks the Code of Conduct a second time will be suspended for the rest of the season, or for 50 percent of the games/performances scheduled for the season, whichever is less. However, if the suspension is for the rest of the season, and this does not result in the student being suspended for at least 25 percent of the games of such activity, *the suspension will carry over* and the student will be ineligible for games in the next sports/co-curricular season until he/she has served a suspension of at least 25 percent of the games of the sport/activity the student was participating in at the time of the violation. If the student is not

participating in an activity at the time the second violation occurs, the suspension shall be for 50 percent of the games/performances scheduled for the next team/production of which the student is a member.

**Third Offense:** A third offense will result in suspension from all activities for a period of one full calendar year from the date of the violation.

**Fourth Offense:** A fourth offense will result in a suspension from all co-curricular activities for the balance of the student's career at BHS.

Please Note: In any offense, the student **will not be eligible to receive any BHS or post-season athletic awards.** However, in first and second offense situations, by extraordinary community service, the student may regain eligibility to receive BHS or post season athletic awards if such eligibility is certified by the coach and Athletic Director.

**Appeal of Suspension:** After a ruling of ineligibility, suspension, or expulsion from an activity has been made, generally by an Assistant Principal, the student and/or his/her parents may formally appeal that decision in writing to the Principal. The appeal must be received within (7) calendar days from the first day such ineligibility takes effect. After an appeal has been received, a date for hearing will be established by the Principal, such date to be no later than (7) calendar days after receipt of the written appeal. The Principal will hear the appeal. The Athletic Director, other school administrators, other coaches, and/or the Superintendent may be consulted or included in hearing the appeal as needed. The Principal will render a final decision and forward a written copy to the student and parents.

**Students dismissed from any team** must appeal to the Athletic Director before trying out for another sport.

#### **OTHER CO-CURRICULAR POLICIES AND GUIDELINES**

**Activity and Athletic Tryouts:** In some sports/activities it may be necessary to reduce the number of participants to a manageable size, particularly when considering safety, fiscal resources, equipment, facilities, and personnel. Coaches and advisors will provide information prior to the tryouts regarding the characteristics needed of participants. The tryouts will be designed to allow all interested students to demonstrate their skills and abilities in a fair manner. After tryouts, the coach/advisor has the final say as to who

participates in the sport/activity. *Please note that athletics and drama are very competitive; an individual's ability, attitude, and work ethic as well as the team's or productions' specific needs will determine selection, playing time, and roles. Playing or theater time is not guaranteed.*

**Awards and Banquets:** End of season awards are presented by the respective coach/advisor at the discretion of coach/advisor. The recognition for successful participation in an activity at BHS is important to the participants, the school, and the community.

- All sub-varsity and varsity participants will receive a certificate of participation.
- A varsity level participant may be awarded a varsity letter and/or proper metal insert.
- A captain's pin shall be awarded to all participants recognized as captains of a varsity activity.
- Each June, there is an All-Sports Award Night sponsored by the BHS Boosters. Any athlete earning All-State, All-League post season honors will receive an invitation to attend this evening with their family/guardians.
- Drama participants and students involved in clubs and activities will be recognized as appropriate at the BHS Awards Ceremony in early June.

**Communication of Concerns:** Students should voice concerns as follows in order to teach students how to assume responsibility and speak up respectfully when issues arise:

- The student should first speak directly and immediately with the coach or advisor.
- If the concern is not resolved between the student and coach/advisor, the student and a parent/guardian should then arrange to speak with the coach/advisor.
- If the concern is still not resolved, the student and parent/guardian should contact the BHS Athletic/Activities Director who will meet with the student, parent, and the coach/advisor and make a final resolution or decision regarding the concern.
- The BHS Principal or other administrators will not be involved unless there is a health and safety, harassment, bullying, or hazing concern.
- Students will have the opportunity to complete end-of-season and production evaluations in order to provide feedback and information on the season/activity.

**Cyberimage Policy:** BHS recognizes the fact that many students participate in on-line social networks. Sharing inappropriate information via the Internet, however, may put students at risk. When using on-line social networks, a student must remember:

- The information posted is accessible to anyone including school officials.
- Students will receive **consequences for inappropriate postings**. Students will be accountable for actions displayed on the sites which are deemed in violation of school or team rules. Simulating illegal/inappropriate activities is the same as committing illegal/inappropriate activities; students will receive consequences as stated under the Code of Conduct. *Taking and/or sending an inappropriate image via cell phone or other electronic devices* is prohibited and will result in serious consequences.
- Please remember, once a message is posted, control of the information/images is lost. Information/images can be copied, altered, and put on other sites. Something that is meant to be seen only by the social network users can end up elsewhere, and may exist on the Internet forever. Potential employers or admissions offices are performing Internet searches, and profiles on the networks or discussions on blogs may be part of the information gathered about you, impacting your future for many years.

**Equipment Issue and Return:** All issued equipment and uniforms are the property of BHS and are on loan to students. It is expected that students will return all equipment and uniforms with no more than normal wear and within one week of the conclusion of the season. Any lost or stolen equipment is the financial responsibility of the participant. School uniforms are not allowed to be worn for any personal use other than game/practice.

**Hazing Policy:** Hazing undermines the positive outcomes associated with participation in co-curricular activities. Hazing is defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses, or endangers them emotionally or physically, regardless of intention or willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing may occur on or off the school grounds. Spending any time questioning whether an activity is hazing or not is a good indication that it probably is. **Hazing is prohibited and consequences will be severe.** All potential or experienced hazing activities should **immediately be reported** to the coach/advisor, a guidance counselor, the Athletic

Director, Assistant Principal or Principal. Typical consequences of hazing include, but are not limited to:

- Suspension of game(s) or athletic team
- Removal from athletic team
- Termination of the athletic team and remaining games left in season canceled
- Further actions as determined by Principal and Athletic Director

**Performance Enhancing Drugs/Supplements:** Use of illegal performance enhancing substances such as anabolic steroids, diuretics, and HGH is dishonest and dangerous. **A student found using illegal performance enhancing substances will be dismissed from the team and will be subject to suspension under the BHS Drug Policy.** Use of legal performance enhancing substances is strongly discouraged. BHS athletic training staff members are knowledgeable about the use and dangers of these products and are available to answer questions from students and parents.

**Respect/Behavior to Coach or Advisor:** At all times, students are required to comport themselves in a manner respectful of themselves, their team or school activity, Burlington High School, the athletic department, game officials, opponents, and property. *A student who does not model good citizenship and sportsmanship is not welcome on a team or as a participant in a school activity.* Students must refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. **Disrespectful conduct will be reviewed by the head coach or advisor and athletic director and may result in disciplinary action up to and including removal from the team.** *A coach has the right to discharge a player from a team if the student is disrespectful to and disparages the coach and/or fails to follow a coach's directives.*

**Transportation:** BHS has adopted the following transportation practices for all groups traveling in vehicles provided by the school district. Team travel is an integral part of team and activity development.

- All participants must adhere to all safety rules stated by the driver and coach/advisor.
- All participants must travel on the bus to an event.
- If permitted by coach, a parent/guardian may transport the student home after the event.
- Any special circumstances must be cleared by the Athletic Director and Coach prior to departing for the trip.

## **BHS ATHLETIC ACTIVITIES**

### **Fall**

Cross Country B& G  
Field Hockey  
Football  
Soccer B&G

### **Winter**

Alpine Skiing B&G  
Basketball B&G  
Ice Hockey B&G  
Indoor Track B&G  
Nordic Skiing B&G

### **Spring**

Baseball  
Golf B&G  
Lacrosse, B&G  
Softball B&G  
Tennis B&G  
Track and Field B&G

## **BHS CLUBS/ ORGANIZATIONS**

Debate  
Drama  
Interact Club  
International Club  
Language Clubs  
Literary Magazine  
(DETOUR)  
Madrigals  
Math League

Model United Nations  
Music Festivals  
National Honor Society  
Newspaper (REGISTER)  
Scholars Bowl  
Snowboarding  
Student Council  
Yearbook (OREAD)

BHS After-School Program activities include the Homework Center and other high interest opportunities.

## **VI. GENERAL RULES AND POLICIES**

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 [g] [4]) requires that written notice be given that Burlington High School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in its buildings. These Management Plans are available and accessible to the public from the Main Office. Please contact the principal's office if you wish to read this plan.

## **ASSEMBLIES**

Assemblies will be presented at Burlington High School for the benefit of the student body. Many of these assemblies will be presented by guests, visitors, fellow students and other school personnel. The courtesy and understanding extended to these people will reflect on the Burlington High School student body as a whole. Special assemblies are sometimes available to the student body at the individual teacher's discretion. Students are required to attend assemblies with the teacher when the teacher determines that a specific assembly is relevant to the subject matter. Full school assemblies will be attended by all members of the student body. These assemblies will be held according to an Assembly Day Schedule. A student who has a specific reason for not attending an assembly, based on religious, moral, or ethical values, should report this fact to the assistant principal for resolution.

## **AUTOMOBILES AND PARKING**

All student vehicles must have a Burlington High School Student Permit and are to be parked in the student parking areas only. **Parking is a privilege, and those who violate this policy will be ticketed, have their vehicles towed at the discretion of the administration, and/or have their parking privilege revoked.** A sticker must be purchased for each car that is driven to school. Stickers may be purchased in the Main Office for \$15. If a student gets a new vehicle, they need to purchase a new permit. Only properly stickered vehicles belonging to faculty/staff members will be permitted to park in the main parking lot in front of "A" building and in other areas designated for faculty/staff. The School Department assumes no liability for damages, fire and theft for persons who choose to park at BHS. Students may not be in the parking lot during the school day and are to obey posted speed limits and to drive carefully at all times. **Loitering in parking lots is prohibited. In addition, the school reserves the right to search any vehicle on school grounds if there is probable or just cause.**

## **BUS TRANSPORTATION**

Students who live more than a mile from BHS may ride for free to and from school on the CCTA. Students must have a valid BHS ID to show the drivers as they board the bus. The first ID is free and replacement ID's may be purchased for \$5 each. **CCTA buses and bus stops are considered school property and all school rules apply.** Students need to be aware that CCTA buses are equipped with video surveillance cameras and that BHS and the Burlington Police Department have access to these video tapes.

### **CAFETERIA**

The cafeteria will be available for students who wish to eat during the school day. Food must be eaten in the cafeteria and cannot be taken into hallways or classrooms. Breakfast is available from 7:30-8:00, and **students are required to be in class on time**. Students may eat only during their scheduled lunch block in order to reduce congestion in the cafeteria. The cafeteria is available to those students who wish to talk with their friends or sit in a relaxed atmosphere. The basic rules for the student cafeteria are designed to accommodate a large number of students in a pleasant and efficient manner. The general rule is **common courtesy and cleanliness**. Students will return trays and dishes to the appropriate areas. Waste materials will be placed in the appropriate containers. Students are expected to cooperate with the cafeteria supervisors.

### **CALL BACK**

The call-back block (3:00-3:00) is time designated for extra help or meeting time between students and teachers. The call-back block is considered a part of the regular school day. Students who are called back are required to attend. Students may also be asked by teachers to return during call-back for disciplinary reasons. Students who do not attend a required call back are subject to additional consequences.

**Athletic practices and extra-curricular activities will not begin prior to 3:30.**

### **COMMUNITY SERVICE**

Community service is a promotion and graduation requirement at Burlington High School. Community service allows students to apply what they have learned in the classroom out in the community. Each student must complete **10 hours of service** by mid May. Hours can be done over the summer, but must be reported by October 1st. The Community Service Advisory Board requires that community service must be completed through a non-profit organization and not during school hours. For ideas and opportunities available for community service, please consult the Career Directions Center by the BHS Library at 865-5320. Community service forms are available in the Grade Office or the Guidance Office, and should be turned into the Grade Office. Students will receive a P on their report cards when the community service requirement is completed. Students will be required to complete 5 additional hours of community service per year if not completed on time. *Seniors will not graduate unless their community service obligation is complete.*

## **COMPUTER LABS AND OPEN ACCESS COMPUTER LAB**

Located in the library in B Building, this lab is designed for individual student use - research, writing papers, and completing homework. The lab is a quiet work area, available before and after school, during study hall or unassigned blocks of time. Students doing assignment-based tasks will take priority over students doing an academic task that has no deadline. Lab monitors can assist students with getting a computer. Occasionally there may be a wait of up to 20 minutes. No food, drink, audio devices, games, instant messaging, or chatware are permitted at any time. All computer use must follow general school guidelines for appropriate language, appropriate subject matter and academic uses taking precedence over personal uses. Laptops may only be used for academic purposes. There is a lab monitor present to assist students with computer tasks at all times the lab is open. All students must:

- Sign and return the Acceptable Use Policy, with parent signature.
- Follow the Acceptable Use Policy.
- Sign in and out of the lab.
- Show student ID to the lab monitor, when asked.
- Not load any personal software on school computers.
- Report any problems to the lab monitor.
- Have personal disks scanned by the lab monitor.
- Sign out CDs they use; return the CD to the lab monitor.
- Never "share" her/his user account with anyone else.

**Signed Acceptable Use Policy forms are required before a student's network account is activated, which also allows Internet access.** The district Internet Policy prohibits certain sites, and chat rooms, and instant messages. *Violations of the Internet Policy, as well as any unacceptable lab conduct will result in disciplinary actions.*

## **COMPUTER AND ELECTRONIC RESOURCE USE POLICY**

**Student Expectations:** Students may access Electronic Resources for educational purposes only. The term "educational purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research. The District's Electronic Resources shall not be used for commercial or entertainment purposes, or as a public access service or public forum. Student use of the District's Electronic Resources will be governed by this policy and procedures as well as other related District policies and procedures, including, but not limited to the Reproduction of Copyright Materials, Web Publishing, Sexual

Harassment, Harassment on the Basis of Protected Characteristics, and Student Conduct and Discipline Policy. Students have no right or expectation of privacy regarding anything created, sent or received on the District computer system including e-mail, sites accessed on the Internet or WWW, or any other use of computer equipment. The District may monitor any and all computer transactions and communications in order to evaluate the use of the District's computer system to ensure compliance with this policy. All computer communications are subject to public disclosure laws. Students must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property and electronic access, including but not limited to the Child Internet Protection Act, Federal Educational Rights and Privacy Act, and Individuals with Disabilities Education Act.

**Parental Notification and Responsibility:** If the parent/guardian does not want their child(ren) to have access to District Electronic Resources including the Internet, they have the right to request the termination of their child(ren)'s access to Electronic Resources and the Internet at any time.

**Supervision, Monitoring and Retention of Records:** The District will use federally required filtering/blocking technology (Technology Protection Measure) and monitor use of the Internet. The District will monitor use of the Internet through a regular, ongoing analysis of reports and a review of web logs. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating this policy and/or related policies, or the law. An appropriate investigation will be conducted if there is reasonable suspicion that a user has violated any District policies or the law. The investigation will be reasonable and in the context of the alleged violation.

**Limitation/Disclaimer of Liability:** The District shall not be liable for students' unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District shall not be responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District shall not be held responsible for the accuracy or quality of information obtained through or stored on

the system, or for financial obligations arising through unauthorized use of the system.

**Free Speech, Portals, Selection of Materials:** Efforts to protect students from access to potentially harmful or inappropriate material and to direct students to high-quality educational materials shall not be implemented in such a manner as to restrict student access to information and ideas based on viewpoint discrimination. The District Internet system is considered a limited public forum. The District may restrict student speech for valid educational reasons. The District will not restrict student speech on the basis of a viewpoint discrimination.

**Student Safety When Using Direct Electronic Communication:** The District may provide email access for students but limits the use to educational purposes only. Students may only use real-time electronic communication, such as chat or instant messaging, for specifically organized educational activities. Students will not post personal contact information about themselves or other people and agree to follow safety requirements as outlined when using electronic communications.

**Illegal, Unauthorized and Inappropriate Activities:** All student users of the District Electronic Resources will receive instruction regarding the safe, ethical, legal, and responsible use of the Electronic Resources and the Internet. The District will establish procedures that address the prevention of actions that are illegal, unauthorized, inappropriate, and/or that could damage the District's Electronic Resources. Students may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes material that is obscene, child pornography or anything that the District considers harmful to minors.

**Plagiarism and Copyright Infringement:** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. The District's Copyright Policy applies to the use of District Electronic Resources and should be reviewed by all users of the Electronic Resources.

**Due Process:** In the event there is an allegation that a student has violated this policy, The Student Conduct and Disciplinary Policy shall apply, including all rights to due process. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District Electronic Network.

**School Web Page Publishing:** The Burlington School District believes the Internet or World Wide Web is an important communication resource for our faculty, students, parents and the community. The Burlington School District Website is owned by the District. Users should have no expectation of privacy rights. In order to protect the rights and privacy of students, no personally identifying information will be published, except as permitted by a parent/guardian or student who is 18 years of age. No student email or other contact information will be published. Photographs of students are acceptable only under the photography guidelines summarized above. Student violations of the District policies and procedures may result in discipline up to and including expulsion.

### **DANCES**

Dances are held periodically during the school year. School rules concerning smoking, substance abuse, and the right to search student belongings including cars, are in effect at all school activities, including dances. Once a student leaves the dance for any reason, he/she will not be readmitted to the dance. Guests must be pre-approved before the end of the school day of the dance by an assistant principal. Dances held off campus are considered school-sponsored activities. No middle-school aged student is allowed to attend a BHS sponsored dance. Students who are asked to leave a dance for any reason may be prohibited from attending future dances.

### **DEBTS, FINES, AND FEES**

Students are issued books, materials, and athletic equipment, and are expected to return these items in the condition they were issued. School personnel will assess fines for items that show damage other than normal wear from use or the replacement cost for lost or stolen items. Library fines are charged on late materials. Textbooks and other instructional materials must be returned prior to mid-term or final exams. Parking tickets must be paid promptly or cars will be towed or booted. Seniors who plan to participate in graduation ceremonies must return materials or pay the commensurate amount prior to graduation.

## **DRESS CODE**

This statement of personal appearance at Burlington High School is based on very fundamental educational concepts. There are certain types of dress which violate health or safety laws, create disruption, or detract from the educational purposes and learning within the school. For example, health and safety laws and regulations prohibit bare feet, or clothing which is a health or safety hazard to the individual student or others. These restrictions are educationally imperative to effective teaching and relate to the legal right of the school to establish standards that are "reasonably related to the educational process". Students are not permitted to wear clothing that promotes violence, drug use or contains vulgar or obscene language. In addition, students may not wear clothing that promotes gang affiliation or activity including bandanas and any type of mask. Girls must not wear halter tops, tube tops, or tops which reveal the midriff. Boys should wear their pants so as to cover their underwear. *A student whose attire impedes upon the learning process and/or is disruptive to the normal operation and functions of the school will be required to change attire.* Repeated violations of the dress code may result in additional consequences including suspension.

## **ELECTRONIC DEVICES**

Students must display proper etiquette and use of electronic devices as follows:

- **Students may not use electronic devices in class.** All electronic devices including iPods and cell phones must be *shut down and out of sight* during class, unless a teacher gives clear and express permission for their use due to an academic reason. Devices must be put away by the time the bell rings and class begins.
- **Students may only use electronic devices** *before and after school, during passing time between classes or, if they have a free block or unscheduled time, in the cafeteria.* During Block 3, electronic devices may only be used in the cafeteria or in the lobby.
- **Students must use electronic devices appropriately.** Inappropriate use includes:
  - ignoring or disrespectfully responding to a question or directive of a teacher or administrator;
  - creating an unpleasant, loud, or negative climate for other students, staff members, teachers, and visitors;
  - taking or dissemination of unauthorized photos or videos;
  - cheating including texting/sharing answers, the content of tests, or other information;

- inciting, harassing, or angering others; and
- using or listening to disrespectful language and/or lyrics.

**Consequences for inappropriate use of electronic devices:**

**First Offense:** Device will be confiscated for the rest of the school day.

**Second Offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student will serve a Saturday School.

**Third Offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student will serve one day of in-school suspension (ISS).

**After the Third Offense and for each subsequent offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student will be suspended in school (ISS) for one day and will serve a Saturday School. Student will be prohibited from having the device in school for one month. If necessary, student may turn the device into the grade office at the beginning of the student's school day and may retrieve it at the end of the student's school day. For multiple offenses, the school reserves the right to severely limit or ban a student's use of electronic devices.

If a teacher notes that a student's use of electronic devices is proving to be continuously disruptive, *the teacher has the right to ask for the student's electronic device at the beginning of each class, or will refer the student to the Grade Office* where the First Offense of this policy will be put into effect.

We ask parents and guardians to help us administer this policy by not calling or texting your students during class time. Students must concentrate fully on their studies and not be distracted by electronic devices. Students may access a school phone in the Main Office where messages may also be left.

***BHS is not responsible for lost or stolen devices. BHS reserves the right to search phones and other electronic devices for inappropriate texts, messages, or images which could be disruptive and harmful to students and/or the school climate.***

**EIGHTEEN YEAR OLD POLICY**

It is recognized that many students will reach the age of majority while enrolled at Burlington High School. It is also apparent that

most parents wish to remain in close contact with their son or daughter's progress at school. Therefore, it will be school policy to continue to communicate information related to school through parents, unless the school is specifically notified in writing by the parents that this is not their desire. **Students who are 18 must still abide by all school rules including our school attendance policies.** 18-year olds may not sign attendance excuses for themselves; parents or guardians must still contact the Grade Office.

#### **EMERGENCY TELEPHONE NUMBERS**

Please keep the Grade Office informed of a current emergency telephone number we may call if you do not answer at home. A number at the parent or guardian's workplace or a neighbor's number will be most helpful, and will be used for individual emergencies only, such as illness or accident.

#### **FIRE, LOCKDOWN, EVACUATION DRILLS, AND BOMB THREATS**

**Fire Drills:** A card is posted in each room giving instructions as to where the class in that room should go in case of fire. At intervals during the year, practice drills are held. Students must leave the building quietly and quickly. There will be no talking. When the buildings have been finally cleared by the fire department and can be safely reoccupied, the students and staff will be instructed to reenter. Under no circumstances should a student attempt to fight a fire - call a faculty or staff member. During the drill, everyone is to remain at least 100 feet from the building.

**False Alarms:** It is both dangerous and illegal to pull a fire alarm unless there is a fire. Protective boxes have been installed around fire alarms so that they cannot be accidentally set off. Any student who pulls a false alarm will be suspended, restitution will be required, and a recommendation for expulsion may be submitted to the School Board.

**Lockdown Drills:** Lockdown drills will occur periodically during the year in order for students to practice safe behavior during a potential crisis at BHS. The principal or designee will announce, "We have an emergency situation on campus. Proceed to the nearest classroom or safe place. Faculty and Staff lock all doors. We are in lockdown. Get in a safe place. We are in lockdown." **Teachers will gather all students into their classrooms and 1. Lock the doors. 2. Turn off the lights. 3. Lower the shades. 4. Get away from the windows.**

**5. Huddle out of view. 6. Keep absolute silence. 7. Do not open the door to anyone.** Administrators or police will have keys if they need to enter. Students and staff members not in classrooms need to get in the safest place as quickly as possible including bathrooms, the cafeteria kitchen, and offices. Ignore fire alarms unless you are threatened by smoke or fire, then, evacuate to a safer location.

**Evacuation Drills:** Some emergencies will require the evacuation of students from the school. In a practice evacuation drill, the principal will announce, “We have an emergency situation at BHS,” and direct faculty and staff to bring students to an internal school location such as the gymnasium or auditorium, or to an off-campus evacuation site including the North Alliance Church, Rock Point School, or the Roman Catholic Diocese. Students will remain in an evacuation location until the police have practiced clearing the school for safe return.

**Bomb Threats:** A student who makes a bomb threat will face serious consequences up to and including long-term suspension/expulsion. “Bomb threat” means making, attempting to make, or participating in any communication, including, but not limited to, an oral or written communication, which a reasonable person would interpret to mean that a device or object could or will explode, combust, ignite or otherwise cause significant disruption, personal injury, property damage or other harm, at any Burlington school building; on Burlington school property, including school transportation vehicles; or during any Burlington school activity. Bomb threats are very disruptive to BHS educational activities, cause school community members to be fearful for the personal safety of their children and themselves, threaten destruction of school property, and can have a significant financial cost to the school district. **Making a bomb threat, therefore, is a separate and distinct violation of school district policy with its own penalty, separate and apart from a violation of Vermont law which provides for as much as two years in jail and a \$5,000 fine for a first offense, and up to five years in jail and a \$10,000 fine for a subsequent offense.** The School Board reserves the right to bring a lawsuit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.

**Cooperation during Fire, Lockdown, or Evacuation Drills or Emergencies:** Students who misbehave during practice or actual emergencies can endanger other students and staff as well as themselves. All students must obey all staff directions and maintain

an orderly, cooperative and quiet demeanor. A student's failure to do so will be considered serious misconduct and will result in disciplinary action up to and including expulsion.

### **HALL POLICY**

Students who do not have a class must have a pass from their teachers. Students should not be in the academic buildings during any block unless they have a class. The halls may not be used by students for study, lounging, eating/drinking, or to have conversations. Students must be in the cafeteria or the library if they do not have a class.

### **INSURANCE**

Information on how to purchase basic low-cost school insurance is available in the Health Office for students to participate in school activities. All students who plan to participate on any athletic team at Burlington High School must be covered by accident insurance.

### **LOCKERS and VALUABLES**

**Students should not bring large amounts of money and/or valuable items to school or keep such items in school lockers.** If it is necessary to bring valuables to school, students should bring them to the Main Office for safekeeping. Locks and lockers belong to BHS and are not personal property. The top portion of lockers cannot be secured; students should not place anything valuable including books in the top part of the locker. The bottom portion of a locker is secured by a school-assigned padlock. Students should make sure that their lockers are shut before closing and turning the lock. Locks and lockers are provided for the convenience of students. **BHS assumes no liability for lost or stolen items**, however, administrators will make every effort to locate lost/stolen items if reported promptly. To assist in this effort, please put your name on the clothing or other items left in your locker. Articles of contraband are subject to confiscation. **The school reserves the right to investigate any locker in the interest of protecting the health and safety of the general school population.**

### **MESSAGES**

Due to the large number of students at Burlington High School, informational messages generally cannot be delivered to students during the school day. Only emergency messages will be conveyed to students and it will be necessary for the caller to state the nature of the emergency.

## **RESIDENCY**

The Burlington School Board is responsible for ensuring the education of pupils who are residents in the Burlington School District. The Board has a responsibility to the taxpayers of this District to be assured that the District is only educating those pupils whose parents, legal guardians or custodians have chosen to make this District their residence or who meet the statutory exceptions to the residency requirement. Accordingly, the District may, consistent with state statute, refuse to accept or may dismiss pupils who are not legal residents of the District.

Parents, legal guardians and custodians of pupils and emancipated minors enrolling in the Burlington School district schools for the first time, re-enrolling after withdrawal, or whose residence is being questioned, must provide proof of residence to the Guidance Office. Further information regarding verification of student residency is available from the principal.

## **SCHOOL CHOICE**

Students may be able to attend another area high school instead of Burlington High School. Students who are interested in attending South Burlington, Champlain Valley Union High School, Colchester High School, and Winooski High School, must apply in writing to their home school's Guidance Director by February 1 of the year preceding their desired entrance. Depending on the number of students who apply, a lottery may be put into effect to accommodate student interest.

The intent of School Choice is to increase student options without causing undue hardships on high schools. Most area high schools have limited space due to increased enrollments, limited building space, and financial pressures and cannot accommodate additional students. Applications may be submitted and filled after February 1 on a space available basis. Each year, the Superintendents of the area school districts will review and refine as needed policies and procedures regarding school choice

## **SCHOOL CLOSING**

In the event that it becomes necessary to close schools for the day, an automated phone call will be made to the first contact number registered for each student. In addition, local radio and television stations will be notified. Parents can also access this information from the Burlington School District web site ([bsdvt.org](http://bsdvt.org)). **School will resume with classes scheduled on the day missed.** *For instance, if*

*school is closed on a Blue Day, the next day school is open will be a Blue Day. This allows students to come to school prepared with homework done for class.*

### **SCHOOL SONG**

When BHS goes marching down the field  
You know our team will never never yield  
Although the other team has lots of pep  
When they see BHS  
They'll know they're out of step  
And when this game goes down in history  
There'll be another Burlington victory  
So let the cheers ring out for  
Blue and White, Blue and White  
RAH! RAH! RAH! HEY

### **SENIOR PICTURES**

Seniors are highlighted each year in the school yearbook. Seniors may elect to have yearbook photographs taken by a photographer of their choice or provide their own photograph for inclusion in the yearbook, provided that the photographs are appropriate, meet the specifications of the yearbook staff, and are submitted by the established deadline.

### **SENIOR PRIVILEGES**

Seniors who are passing all their classes and have no incidents of misconduct at the time of the First Quarter Progress Report (generally on or about October 1) will be eligible for Senior Privileges. Senior Privilege status will be reviewed by assistant principals on a quarterly basis. The school administration reserves the right to revoke senior privileges of any student at any point during the year. Two types of privileges are available:

**Exam Exemption:** Students who have an A- average or higher based on four quarters of academic work in a year-long course, and have met or exceeded course expectations have the option of not taking the final exam in that course.

**Privilege of Leaving Campus:** Qualified members of the senior class will be extended the privilege of leaving campus during unscheduled free time in Blocks 2 and 3 as long as the following conditions are met:

- Students are passing all classes at First Quarter Progress Report time, typically the end of September.

- Seniors have written parental permission on record in the Grade Office.
- Seniors must sign out in the Grade Office before leaving campus.
- Seniors must sign back in in the Grade Office before their next class.

**The privilege to leave campus will be revoked:**

- If the above sign out - sign in procedures are not followed.
- If the student is suspended, assigned to Saturday School, fails a course, has excessive absences or tardies, and/or takes unauthorized students off campus.

**SKATEBOARDS AND SPORTING EQUIPMENT**

All sporting equipment, including basketballs and lacrosse sticks, may be used only in appropriate areas, i.e. the gymnasium, and must be put away during the school day. Skateboards that are brought to school must be put in the student's locker immediately or left in the main office. Skateboarding inside the building or outside on school grounds is not allowed during the school day. Failure to follow these rules will result in confiscation of the skateboard.

**STUDENT RECORDS RIGHT TO PRIVACY**

Students' rights to privacy are protected by school personnel. Students' records are personal property held in trust for the students by the public schools. These records may be viewed by school personnel who have legitimate cause and need, but no other individuals may view these materials without the expressed written consent of the student and/or parent or through legal release and/or court order.

When a student reaches the age of 18 or is attending an institution of post secondary education, the rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the student by law, unless the student is a dependent as defined by Section 152 of the Internal Revenue Code.

To parents of Students Enrolled in the Burlington School District and Eligible Students: As a parent of a student enrolled in the Burlington School District, or as an eligible student, you have certain rights concerning the personally identifiable educational records which the District maintains for your student (you). These rights are afforded by: the Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley/Pell Amendment", the Individuals with Disabilities Education Act, also known as IDEA, and the policy and

procedures of the Burlington Public Schools. You have a right:

1. To a list of the types and locations of student education records maintained by the Burlington Public Schools and titles/addresses of the officials responsible for those records.
2. To inspect and review your student's/your education records within a reasonable time of such a request, including a) a response to reasonable requests for explanations and interpretations of the records, b) to have a representative inspect and review the records, and c) a copy of any of your student's (your) records.
3. To seek the correction of your student's (your) education records through a request to amend them, or through a hearing procedure provided by law.
4. Not to have personally identifiable information from your student's (your) records disclosed without your prior written consent, except as provided for by FERPA. FERPA allows disclosure of the following personally identifiable information without your consent: a) to school officials with legitimate education interests; and b) as directory information including student name, address, telephone number, date of birth, gender, weight and height of members of athletic teams, participation in activities recognized by the District, dates of attendance, degrees and awards received, and information, most recent previous school attended and the school to where the student transferred, if applicable; and in yearbook pictures, class pictures, and public school event photographs and videotapes. This information may be disclosed at the discretion of the school principal or director of guidance. Lists of student names or other information will not be made available as directory information, except to a specific school PTO or class PTO designee (e.g. room mother) also at the discretion of the principal; c) to the parent, to the student him/herself, to an eligible student; d) to officials of another school or school system in which the student seeks or intends to enroll. The Burlington Public Schools will forward education records to the institution in which the student seeks or intends to enroll upon the request of the institution, the parent, or the eligible student; e) to governmental officials and other authorities, as provided by law; f) in health and safety emergencies; g) in connection with the application for and receipt of financial aid; h) if required by a state law (adopted before November 19, 1974) which requires disclosure; i) to organizations, who on behalf of the educational institution are engaged in predictive testing, administering student aid or improving instruction; j) to accrediting organizations carrying out their functions; k) to comply with a judicial order or lawfully issued subpoena after having made an effort to notify parent or eligible student of the order of subpoena.

5. To Limit the Disclosure of Directory Information. If you do not wish the Burlington School District to disclose, without your consent, any of the information designated as "Directory Information" in section 4(b) above pertaining to your student (you), you must submit a written request. The written request must be received by the student's(your) school principal within 10 working days of the date of the School Handbook's distribution or the date of the student's(your) enrollment, whichever comes later. The written request must state specifically the Directory Information which should not be disclosed. This includes consent for information released to military and college recruiters. Parents who do not wish such information to be disclosed must complete the appropriate form by September 15<sup>th</sup> of each school year. If no written request is received in a timely manner, the District may disclose Directory Information about your student(you) without your consent;
6. To review the record of disclosure of personally identifiable information for your student's (your) records;
7. To examine and receive a copy of any policies or procedures of the Burlington Public Schools regarding student records by contacting the principal of your student's(your) school;
8. To receive this notice in a primary or home language other than English;
9. To file complaints, regarding the Burlington Public Schools' alleged violation of FERPA, to the U.S. Department of Education, Family Policy and Regulations Office, Washington, D.C. 20202.

The Burlington School District will assume that either parent has the right to inspect, review, and release the student's records unless it is provided with evidence that there is a legally binding instrument which provides to the contrary. In order to request inspection and review of your student's (your) school records, or if you have any questions concerning your rights in this matter, please contact the Principal or the Guidance Director.

#### **SURVEILLANCE CAMERAS**

Burlington High School has installed video surveillance cameras to monitor potential illegal activities such as theft, graffiti, vandalism, unauthorized entry, misconduct, and other activities that would endanger students or the school buildings owned by the Burlington community. BHS reserves the right to use images from the surveillance cameras as part of student management and discipline proceedings.

## **VIDEOTAPING/FILMING/PHOTOGRAPHY OF STUDENTS**

Videotaping, filming, or photographing students while participating in school activities may constitute a disruption in the planned instructional process if it is done without adequate preparation and justification and may violate a student's right to privacy. The Burlington School District reserves the right to approve or disapprove any filming or videotaping on school property and at school events other than public functions such as athletic games and plays. There are numerous occasions during the school year when the school district, local media organizations, or authorized individuals, photograph, videotape, or interview students on or outside our schools for legitimate purposes. Parents are requested to sign a permission form at the beginning of each year if parents do not wish their student to participate in such activities. *Parental permission is not required for events such as awards assemblies, plays, concerts, athletic contests, or similar events because they are open to the mass media.* **Videotaping or taking pictures covertly and without permission of the subject(s) is not allowed under any circumstances. Forwarding these images to another person or posting them on the Internet is expressly forbidden and may result in disciplinary consequences.**

## **VISITORS**

Students must get approval prior to bringing a friend or family member to visit BHS for the day. The student must get permission slip from the grade office prior to the visit and submit it to his or her individual teachers and an assistant principal for signature. All unauthorized visitors will be required to leave. Parents and other visitors must get a Visitor Pass in the Main Office before entering other school buildings, and sign out when they leave the school campus.

## **VII. SCHOOL SERVICES**

### **ADA AUXILIARY AIDS: INTERPRETER POLICY**

All activities for the public shall be accessible to persons with disabilities. For programs/activities which normally attract more than 500 people, a signer will be employed by the schools, e.g. BHS Graduation. For those activities which have less than 500 participants, signers will be provided upon request. Individuals who have or become aware of the need for an accommodation to fully participate in, and to enjoy the benefits of, a school program should notify the administrator responsible for the program/activity.

Requests for interpreters and other forms of accommodations will be made of the administrator responsible for the activity no less than 72 hours in advance of the activity.

#### **CHILD FIND STATEMENT**

Federal legislation requires that all children with disabilities, birth through twenty-one be identified and all children with disabilities ages three through twenty-one receive a free and appropriate public education. The Burlington School District wants to locate out-of-school-children who have disabilities and are in need of special education services. Requests for services can be made by calling the Special Services Office for the Burlington Schools at 864-8456.

#### **EDUCATIONAL SUPPORT SYSTEM**

Vermont State Act 230 requires each school district to “develop and maintain, in consultation with parent/guardian(s), a comprehensive system of education that will result, to the extent appropriate, in all students succeeding in the general education environment.” To this end, each school in the Burlington School District has in place an Educational Support System, with the goal of providing students with additional assistance needed for success or challenge in the general education environment. Within this system, each school has developed an Educational Support Team, which is a regular meeting with members from a variety of teaching and support services positions within the school. This team accepts referrals for students who have academic and behavioral concerns and considers what supports have already been tried and assists teachers in planning and providing services and accommodations for students in need of classroom supports or enrichment activities. This team also compiles data from its work, which is used as information considered by the school’s Action Plan to build overall capacity of the Educational Support System. If you would like to learn more about the Educational Support System in your school, please contact the BHS Guidance Director.

#### **FREE AND REDUCED BREAKFAST/LUNCH**

Students who are eligible for Free or Reduced Lunch are encouraged to fill out the appropriate forms which are available in the Guidance Office or the Grade Office. Eligible students will not only receive access to free and reduced breakfast and lunch, but will also qualify for vouchers for the SAT, ACT, and AP college tests and for college application fees. For any questions, please contact the Guidance Office.

## **GUIDANCE COUNSELORS**

Students are encouraged to make appointments to meet with their counselors during the students' free time, lunch or study halls, and before or after school. Students should not miss classes in order to meet with their counselor; nor should they miss a class in order to wait for a meeting with their counselor. Should an urgent meeting be necessary, the student should notify the counselor that a class must be missed prior to the beginning of the class or excuse/admit slips will not be given.

*INFORMATION SHARED WITH COUNSELORS "IN CONFIDENCE" WILL BE KEPT CONFIDENTIAL ... with 4 important exceptions:*

1. The student is hurting or is planning to hurt himself/herself.
2. The student has hurt, is hurting, or is planning to hurt someone else.
3. The student indicates that someone else has hurt, is hurting, or is planning to hurt him/her.
4. The student indicates that someone else has hurt, is hurting, or is planning to hurt another person.

## **HEALTH OFFICE**

The purpose of the Health Office is to provide first aid for illness and injuries which occur during school hours. Treatment will be at the first aid level only. Students requiring medicine during school hours must provide their own and bring it to the Health Office.

**Administering Prescription Medications:** Prescription drugs will only be administered by school personnel upon the written order of a physician. The physician and the parent/guardian must sign the medication administration form. (Many physician offices have copies or one can be obtained from the school office.) Medications which must be given during school hours will be administered by a certified school nurse or his/her designee. Students cannot take medications without proper supervision. The medication must be in its original container and brought immediately to the Health Office. If it is a long term prescription, the permission must be renewed each year. They are not to share these drugs with other students.

**Administering Non-prescription Medications:** The parent/guardian must fill out and sign the medication administration form or write all the information on a paper. The medication must be in the original labeled container. The principal, or a designee, reserves the right not to give the medication when safety may be a concern. In this case,

parents/guardians will be notified and medical clarification requested. Parents/guardians may come to school and administer the medication themselves. When any student is dismissed from school because of illness or injury, parents/guardians must provide that transportation.

The procedure for reporting to the Health Office is:

- A student must have a release slip signed by the class teacher unless the student has a free block.
- A student who is given an Early Dismissal by the Health Office must sign out in the Grade Office. *Under no circumstances should a student leave school without parent/guardian permission and an Early Dismissal from the Grade Office.*

## **LIBRARY**

The library, located on the first floor of B Building, provides students with access to current research and reference material, as well as books, magazines and newspapers for leisure reading. Students can identify the library resources through a networked catalog available on computers throughout the building; materials are borrowed and returned at the library circulation desk. These networked resources include the library's own book titles, magazine indexes and abstracting sources. CD-ROM encyclopedias, other CD resources, and newspaper full-text databases are just a sample of the non-print resources available. Inter-library loans can be requested to borrow material from another library by student borrowers in good standing, i.e., students with no overdue items or outstanding fines.

Students are welcome to use the library for research, reading, doing homework and other Library-related activities. **There is an atmosphere of quiet study throughout the library - talking only in low voices to ensure that other students will be able to work undisturbed.** The balcony is reserved for silent study. Students needing to work cooperatively may ask the library staff for options. In the week before midterms and finals, the library is a silent study area for all students. **No food, drink or game playing is allowed in the library.** No audio devices are allowed in the library.

## **VSAC**

Go to [WWW.VSAC.ORG](http://WWW.VSAC.ORG)

Check Out Vermont Guidance Central

Go to the VSAC website. On the right side of the screen you will see a link "Vt Guidance Central

Click on that link. Go to "Student" And, play!

The EXPLORE link will bring you to different interest inventories and provide you with opportunities to check out different careers. The PLAN link will provide you with information about colleges and careers, and will allow you to begin your planning process. The ACHIEVE link will provide you with information about standardized tests such as the SAT and the ACT. If you would like to receive SAT and ACT preparation through this website, make sure you ask your Outreach Counselor for the "Universal Codes." Don't forget to create your portfolio which will allow you to save the information you have viewed and that you may be interested in saving. User Name:  
Password:

**COLLEGE WEBSITES** - You can do this by going to the web and typing in the name of the college.edu

#### **WEB SITES OF INTEREST**

<http://ope.ed.gov/security/> (The OPE Campus Security Statistics Web site <Search.asp> is your direct link to reported criminal offenses for over 6000 colleges and universities in the United States.)  
<http://www.oise.utoronto.ca/~mpress/eduweb/eduweb.html> Canadian Education on the Web  
<http://www.mit.edu/people/cdemello/univ.html> College and University Home Pages – Alphabetical Listing  
[http://www.indiana.edu/~librcsd/internet/Colleges\\_and\\_Universities/College\\_Web\\_Sites/](http://www.indiana.edu/~librcsd/internet/Colleges_and_Universities/College_Web_Sites/) Internet Quick Reference Shelf: Colleges and Universities: College Web Sites  
<http://www.naage.org/> The North American Alliance for Green Education  
<http://www.angelfire.com/me/collegecareer/> College and Career Planning Link Page  
<http://home.okstate.edu/homepages.nsf/toc/CP101-toc> College Prep-101 Helping Students Prepare For College  
<http://www.aauw.org/home.html> American Association of University Women Promoting education and equity for all women and girls  
<http://home.cfl.rr.com/nwunder/guidance.html> Internet Sites for Pre-college Guidance and Counseling  
<http://www.kiplinger.com/managing/college>  
<http://www.vfp.org/> VFP International Workcamp Directory <DirectoryIntro.htm> updated January 30th...227 programs open in 28 countries  
<http://www.wherewyouheaded.com>  
<http://www.uncwil.edu/stuaff/career/Majors>  
<http://search.britannica.com/search?ref=A02005&query=Career+Training>

## **COLLEGE ADMISSIONS REQUIREMENTS**

### **Highly Competitive Colleges**

4 years English (Literature and Writing)  
4 years Math (Algebra 1 & 2; Geometry; Trigonometry or  
Pre-Calculus; Honors Statistics; Calculus)  
4 years Science (Biology, Chemistry, Physics)  
4 years World Language  
4 years Social Studies  
1-2 years Fine Arts/Computer Education  
Advanced Placement Courses (recommended)

### **Four-Year Nursing & Allied Health Programs**

4 years English  
3-4 years Math (Algebra 1 & 2; Geometry; Trigonometry or  
Pre-Calculus or Probability & Statistics)  
3 years Science (Biology, Chemistry, Physics)  
2 years World Language  
3 years Social Studies (Psychology & Sociology)  
1-2 years Health Science (recommended)  
1 year Human Anatomy & Physiology (recommended)

### **Two-Year Vocational/Technology Programs**

4 years English  
3 years Math (Pre-Algebra, Algebra 1 & 2; Geometry)  
3 years Science  
3 years Social Studies  
2 years related Technology courses (drafting)

### **Four-Year Business Programs**

4 years English  
4 years Math (Algebra 1 & 2; Geometry; Trigonometry;  
Probability & Statistics)  
3 years Science  
3 years World Language  
3 years Social Studies  
Related Business Courses (Accounting, Pers. Finance, Marketing)

### **Most Four-Year Colleges**

4 years English (Writing & Literature)  
3-4 years Math (Algebra 1 & 2; Geometry; Trigonometry or  
Pre-calculus or Probability & Statistics)  
3 years Science (Biology; Chemistry; Physics; Earth Science)

3 years World Language  
3 years Social Studies  
1-2 years Fine Arts/Computer Education

**Four-Year Engineering & Science Programs**

4 years English  
4 years Math (Algebra 1 & 2; Geometry; Trig or  
Pre-calculus; Calculus)  
3 years Science (Biology; Chemistry/ Physics)  
2-3 years World Language  
3 years Social Studies  
1 year Computer Education  
Related Engineering Courses (drafting)

**Two-Year Technical Institutes**

4 years English  
4 years Math (Algebra 1 & 2; Geometry; Trigonometry)  
2-3 years Science  
3 years Social Studies  
Related Technology Courses (drafting)

**Two-Year Community Colleges & Business Schools**

4 years English  
3 years Math (Pre-Algebra; Algebra 1 & 2; Geometry)  
3 years Science  
2 years World Language (recommended for Liberal Arts  
transfer programs)  
3 years Social Studies  
Related Technology Courses (Computers, Accounting)

Note: Standards and admission policies vary from school to school.  
Therefore, students and parents are advised to review college  
catalogues for specific entrance requirements.

**NCAA Requirements:** Students wishing to play or receive an  
athletic scholarship, especially at a Division I or II college, must meet  
certain academic requirements that involve specific high school  
course work, grades, and standardized test scores. Potential Division I  
or II athletes must also register during their junior year in high school  
with the NCAA Clearinghouse.